Waynes College of Beauty

1271 N. Main St., Salinas CA, 93906  (831) 443-4077

www.waynescollegeofbeauty.com

Copy Right
The contents of this document are exclusively protected. No content in full or in part may be reproduced without the written permission of the author. The information contained in this document is the property of Wayne’s College of Beauty and it may be used only and exclusively for purposes of conducting business with Wayne’s College of Beauty.

REVISED 08/27/14
# TABLE OF CONTENTS

SCHOOLS CONTACT INFORMATION ........................................... Front Cover
APPROVAL & DISCLOSURE STATEMENT .................................. Page 4
LETTER FROM THE FACULTY & MISSION STATEMENT ............... Page 5
HANDICAPPED ACCESS .......................................................... Page 6
STATEMENT OF NON-DESCRIMINATION .................................. Page 6
FRESHMAN CLASS-ENROLLMENT ............................................ Page 6
ADMISSION REQUIREMENTS .................................................. Page 7
CREDIT EVALUATION .............................................................. Page 7
RE-ENTRY POLICY ................................................................. Page 7
STUDENT RECORDS POLICY .................................................. Page 7
SCHEDULES AND HOLIDAYS ................................................... Page 8
CLASS SCHEDULES ................................................................. Page 8
ORIENTATION ...................................................................... Page 8
STUDENT SERVICES ............................................................... Page 8
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) ............ Page 9-10
STUDENT EVALUATION PERIODS .......................................... Page 10-11
REPORT CARDS ................................................................ Page 11
QUANTITATIVE STANDARDS .................................................. Page 11
COURSE INCOMPLETENESS .................................................... Page 11
LEAVE OF ABSENCE .............................................................. Page 12
ATTENDANCE ..................................................................... Page 12
GRADING SYSTEM ................................................................. Page 12
ENGLISH AS A SECOND LANGUAGE ....................................... Page 13
GRADUATION DOCUMENTATION .......................................... Page 13
PROGRESS POLICY ................................................................. Page 13
PLACEMENT ................................................................... Page 13
CAREER COUNSELING ........................................................... Page 13
PERSONAL ATTENTION ........................................................ Page 13
VACCINATION POLICY .......................................................... Page 13
TIME ACCRUEL POLICY ........................................................ Page 14
TIMECARD CREDIT GUIDE .................................................... Page 14
DISCLOSURE OF EDUCATIONAL RECORDS (FERPA) ............ Page 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXTBOOKS, EQUIPMENT &amp; SUPPLIES</td>
<td>15</td>
</tr>
<tr>
<td>HEALTH AND PHYSICAL CONSIDERATIONS</td>
<td>15</td>
</tr>
<tr>
<td>COURSES OF STUDY</td>
<td>15</td>
</tr>
<tr>
<td>STUDENT RIGHTS</td>
<td>16</td>
</tr>
<tr>
<td>GRIEVANCE PROCEDURE</td>
<td>16</td>
</tr>
<tr>
<td>GROUNDS FOR DISMISSAL</td>
<td>16</td>
</tr>
<tr>
<td>RULES AND POLICIES</td>
<td>17-18</td>
</tr>
<tr>
<td>REFUND POLICY</td>
<td>19-20</td>
</tr>
<tr>
<td>RETURN OF TITLE IV</td>
<td>20</td>
</tr>
<tr>
<td>RECOVERIES</td>
<td>21</td>
</tr>
<tr>
<td>TUITION AND FEE SCHEDULE</td>
<td>21</td>
</tr>
<tr>
<td>GAINFUL EMPLOYMENT</td>
<td>21</td>
</tr>
<tr>
<td>METHOD OF PAYMENT/ TUITION POLICIES AND FEES</td>
<td>22</td>
</tr>
<tr>
<td>ADMISSIONS/FINANCIAL ASSISTANCE/BUSINESS HOURS</td>
<td>22</td>
</tr>
<tr>
<td>FINANCIAL ARRANGEMENTS</td>
<td>22</td>
</tr>
<tr>
<td>DRUG POLICY</td>
<td>22-23</td>
</tr>
<tr>
<td>CAMPUS SECURITY REPORT</td>
<td>23</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>23</td>
</tr>
<tr>
<td>SUCCESSFUL COURSE COMPLETION</td>
<td>23</td>
</tr>
<tr>
<td>LICENSING REQUIREMENTS</td>
<td>23</td>
</tr>
<tr>
<td>CURRICULUM FOR COSMETOLOGIAN</td>
<td>24-26</td>
</tr>
<tr>
<td>CURRICULUM FOR ESTHETICIAN</td>
<td>27-29</td>
</tr>
<tr>
<td>FACULTY ORGANIZATIONAL CHART AND EDUCATIONAL QUALIFICATIONS</td>
<td>30</td>
</tr>
<tr>
<td>ENROLLMENT AGREEMENT (SAMPLE)</td>
<td>31-33</td>
</tr>
<tr>
<td>GAINFUL EMPLOYMENT/PERFORMANCE FACT SHEET COSMETOLOGY</td>
<td>34-36</td>
</tr>
<tr>
<td>GAINFUL EMPLOYMENT/PERFORMANCE FACT SHEET ESTHETICIAN</td>
<td>37-39</td>
</tr>
<tr>
<td>NOTES</td>
<td>40</td>
</tr>
</tbody>
</table>
## APPROVAL & DISCLOSURE STATEMENT

Waynes College of Beauty is a private institution and is licensed to operate by the California Bureau of Private Post Secondary and Vocational Education pursuant to California Code Section 94311. The Bureau approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by the private post secondary educational institutions, and does not imply any endorsement or recommendation by the State of California or by the Bureau. Institutional approval must be re-approved every four years and it is subject to continuous review. The currently approved course and curriculum are:

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY</td>
<td>1600</td>
<td>(D.O.T. #332.271-010, CIP #12.0401)</td>
</tr>
<tr>
<td>ESTHETICIAN</td>
<td>600</td>
<td>(D.O.T. #332.271-010, CIP #12.0409)</td>
</tr>
</tbody>
</table>

Waynes College of Beauty facilities occupancy single level accommodates 70 full or part time students any given time. Future and prospective enrollees are welcomed and encouraged to visit the college premises. Additionally, everyone is encouraged to set an appointment to discuss personal, educational, or vocational plans with a school instructor prior to enrollment or prior to signing any enrollment agreements. Waynes College of Beauty offer Title IV programs and you can apply www.fafsa.ed.gov.

SCHOOL CODE: 020616

The following are state boards, bureaus, department or agencies which set the minimum standards for our current offered program of study in accordance with the Educational Code Section 94316.12

### CALIFORNIA STATEBOARD OF BARBERING AND COSMETOLOGY
400 R. Street Suite #5100 Sacramento, CA 95814 (916) 445-1254

### National Accrediting Commission of Career Arts & Sciences
4401 Ford Avenue Suite 1300 Alexandria, VA 22302 (703) 600-7600

Waynes College of Beauty is accredited.

Anyone seeking to resolve any issues or concerns related to Waynes College should first contact the school supervisor/owner Mr. Moises Estrada and request further assistance for recommended course of action.

All and/or any unresolved complaints may be directed to the:

### CALIFORNIA BUREAU OF PRIVATE POST SECONDARY EDUCATION
P.O. Box 980818. West Sacramento, CA 95798-0818. Phone 1-888- 370-7589. Fax (916) 263-1895 www.bppe.ca.gov

All information and contents of this school catalog is current and correct and it is so certified on this date of ___/___/____ by: ______________________ Title ____________________
LETTER FROM THE FACULTY
&
MISSION STATEMENT

Dear Student,

Welcome to Waynes College of Beauty, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering a field filled with opportunities and rewarding experiences. The staff at Waynes College of Beauty is committed to providing you with the training to help you succeed in the beauty industry.

At Waynes College of Beauty, we offer programs that enable you to pass the required State Board of Cosmetology examination and become a licensed professional for Cosmetology and Esthetician. Our focus and emphasis is to allow you to acquire the skill and techniques necessary to succeed in today’s marketplace.

At Waynes we are committed to working with you by providing you the environment necessary to succeed in today’s beauty operations businesses’ whether it is in a nail parlor, enterprise hair operations, or makeup artist we will allow you the opportunity to operate as a professional entrepreneur ensuring your smooth transition into the becoming a full licensed and trained professional. Waynes College of Beauty is a spacious (3,434 sq. ft) single story facility for the benefit of our students and instructors. Waynes is equipped with modern cosmetology equipment and tools to simulate a salon environment to better help our students through actual hands on experience.

Additionally, we provide students training on manning a desk operation where they acquire valuable training, such as: Customer greeting, reception handling, phone and appointment management, resource allocation, Inventory, and last, but not least the handling of cash transactions. Our goal is to allow the student to be trained salon operators with hands on experience upon completion of their training.

Welcome to Waynes College of Beauty, it is our pleasure to have you here. Our goal is to help you discover your hidden ability and transform them into a tool which will help you succeed in today’s competitive market place and please remember that the level of your success depends on your level of commitment and effort you apply during the course of training.

Sincerely,

Moises G. Estrada

Owner
CATALOG

HANDICAPPED ACCESS

Currently access for the handicapped and/or programs for the handicapped are not available.

STATEMENT OF NON-DISCRIMINATION

Wayne’s College of Beauty does not discriminate on the basis of race, color, age, religion, sex, handicap, financial status, ethnic origin, area of origin, or residence in its admissions, instruction, or graduation policies.

FRESHMAN CLASS-ENROLLMENT

Hours required to successful complete the freshman portion of each training class is as follows:

COSMETOLOGY – 200 Freshman --- Level

A minimum of 200 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

ESTHETICIAN – 150 Freshman --- Level

A minimum of 150 hours are devoted to basics and fundamentals of Esthetics. Classes for theory and application are conducted daily for 5 weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated, in order to advance to the next level.

Waynes College of Beauty considers the freshman portion of the training the foundation for all cosmetology training and as such, but it also the means to evaluate a student’s performance prior to engaging them directly with customers and/or clients.
ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria:

A) Applicant must have a High School Diploma, Official Transcripts (sealed) or its equivalent, (GED, California State Proficiency Test, etc.).

For Students that have immigrated to the United States you must provide documentation such as a diploma of equivalency to a High School Diploma in the United States. For further information contact the school for eligibility requirement by country.

B) All students must have completed the 10th grade or its equivalent as required by the California State Board of Cosmetology. For admission to our institution please refer to item “A” above.

C) A valid U.S. I.D. card and/or Government I.D. and a Social Security card.

Wayne’s College of Beauty does not recruit students already attending or admitted to another school offering a similar program of study. At this institution we do not admit Ability-To-Benefit students. (An Ability-To-Benefit Student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.)

<table>
<thead>
<tr>
<th>GED Test can be administered by</th>
<th>OR</th>
<th>Hartnell College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salinas Adult School</td>
<td>20 Sherwood Plaza, Salinas, CA 93906</td>
<td>411 Central Avenue, Salinas, CA 93901</td>
</tr>
</tbody>
</table>

CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Barber/Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student’s acceptance by the college will depend entirely on the California State Board of Cosmetology, and Proof of Training documents (POT).

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college and proof of school documents showing hours. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Transfer students will be taken into consideration that have 800 hours or less and must provide a proof of training from previous school along with a letter of recommendation. If you don’t have the letter of recommendation you will enroll under probationary status until you meet 450 hours and we are monitoring attendance, behavior and compliance with school rules and state procedures. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENT RECORDS POLICY

It is the school policy that all students that graduate or withdraw must request an official transcript with all their information regarding school documents. Waynes College of Beauty retains records of any student for a maximum of 5 years here at the institution at 1271 N. Main Street, Salinas, CA 93906. If you do not obtain documentation at the time of withdraw you may request a copy by mail at the address mentioned above. There will be a $50.00 fee for a copy of records.
SCHEDULES AND HOLIDAYS
Waynes College of Beauty is closed on Sundays and Mondays

HOLIDAY OBSERVANCE

New Year’s Day         Labor Day
Fourth of July         Thanksgiving Day
Memorial Day           Christmas Week

A “Special” circumstances day may be declared in emergencies or special occasions. Holidays of all religious beliefs are respected and allowed.

CLASS SCHEDULES
2014-2015

COSMETOLOGY AND ESTHETICIAN
Tuesday – Saturday (Cosmetology) and Tuesday – Saturday (Esthetics)
9:00am – 5:30pm (Cosmetology) and 10:00am – 5:30pm (Esthetics)

ORIENTATION
Orientation classes are held on Monday at 10:00am prior to the commencement of a new class.

**Cosmetology Start Dates and Start Time:**
- 05/06/14 @ 9:00 AM
- 06/03/14 @ 9:00 AM
- 07/01/14 @ 9:00 AM
- 08/05/14 @ 9:00 AM
- 09/02/14 @ 9:00 AM
- 10/07/14 @ 9:00 AM
- 11/04/14 @ 9:00 AM
- 12/02/14 @ 9:00 AM

**Cosmetician Start Date and Start Time:**
- 01/06/15 @ 9:00 AM
- 02/03/15 @ 9:00 AM
- 03/03/15 @ 9:00 AM
- 04/07/15 @ 9:00 AM
- 05/05/15 @ 9:00 AM
- 06/02/15 @ 9:00 AM
- 07/07/15 @ 9:00 AM
- 08/04/15 @ 9:00 AM

All new students, transfers, re-enrollment students are required to attend the orientation class for admission to Waynes College of Beauty.

STUDENT SERVICES

The following services are available to all students of Waynes College of Beauty:

- Job Placement Information
- Child Care Facilities Information
- Transportation
- Local Health Department Information
- Library Services (Books and Videos; for a complete list please look at the student information wall.)
Satisfactory Academic Progress Policy (SAP)

This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the institution’s accrediting body the student must:

1. Maintain a Quantitative/Grade average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.

2. Maintain a Quantitative/Pace level of at least 67% of the scheduled hours indicated on your enrollment contract and at each evaluation period. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog.

3. Complete the course within a maximum time frame of one and one-half (1½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks (100% full-time) (including grace time for absences), he or she must complete within 60 weeks (150% part-time).

4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of academic year of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

5. Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible for Federal Student Aid. A student may appeal this decision and if approved, be placed on Probation for the next payment period.

6. Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be deemed ineligible for Federal Aid and are not considered to be making satisfactory academic progress. The student can appeal the decision. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution’s refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

7. Re-establishment of SAP: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.
SATISFACTORY ACADEMIC PROGRESS (SAP)

(Continued)

8. Appeal Procedure: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Grading System:

- Superior Performance: 100% - 90% = A
- Above Average: 89% - 80% = B
- Minimum Academic Status: 79% - 70% = C
- Unsatisfactory: 69% - 60% = D
- Fail: 59% - Below = F

9. Evaluation points and Payment Periods: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. Evaluations are conducted at the end of each payment period at the evaluation point indicated below. Student’s compliance with the satisfactory academic progress is evaluated as follows:

STUDENT EVALUATION PERIODS

Applicable to all Waynes College of Beauty courses and students:

Cosmetology

- EVALUATION PHASE I: The point at which 450 hours of the course is scheduled to be completed.
- EVALUATION PHASE II: The point at which 900 hours of the course is scheduled to be completed.
- EVALUATION PHASE III: The point at which 1250 hours of the course is scheduled to be completed.

Esthetician

- EVALUATION PHASE I: The point at which 300 hours of the course is scheduled to be completed.
- EVALUATION PHASE II: The point at which 450 hours of the course is scheduled to be completed.

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course. At the end of each evaluation an instructor will go over your results and once the evaluation is signed, you will be given a hard copy of the evaluation for your records. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours of the percentage required to maintain a progress level (pace rate) that would allow the student to complete the course within the maximum time frame in the course, as published in the school catalog, the student will be placed in an ineligible status for financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.
Additional Phases and beyond a 400 hours course:
The point of actual completion or at **400 clocked hour intervals** depending on hours required to complete the course (i.e. Cosmetologist, 1600 hours required – examination about every 450 hours)

**EXAMPLE:**
A student enrolled in a 100 hour per month would be expected to complete course accordingly:

<table>
<thead>
<tr>
<th>Program</th>
<th>Clock Hours</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY</td>
<td>1600</td>
<td>(Completion in 16 months)</td>
</tr>
<tr>
<td>ESTHETICIAN</td>
<td>600</td>
<td>(Completion in 6 months)</td>
</tr>
</tbody>
</table>

(Above example is base on zero (0) class absences)

Upon a student reaching his/her scheduled graduation date, but has yet to complete the required number of hours for graduation, additional evaluations will be arranged. All additional evaluations will be conducted at the time the student is to complete all hours based on the re-evaluated scheduled completion date or upon successful completion of actual number of hours required.

Typical Schedule: Tuesday to Friday (Saturday is only clinical):

**COSMETOLOGY:**
- 09:00am to 10:00am General Theory
- 10:15am to 12:00pm Procedures/Clinic
- 12:00pm to 01:00pm Lunch
- 01:00pm to 01:30pm Demo on any procedure
- 01:30pm to 05:00pm Clinic/Workbook
- 05:00pm to 05:30pm Clean up/Time-Cards

**ESTHETICIAN:**
- 10:00am to 11:30am General Theory
- 11:30am to 11:45am Break
- 12:00pm to 01:00pm Clinic/Lunch
- 01:00pm to 01:30pm Demo
- 01:30pm to 05:00pm Clinic/Workbook
- 05:00pm to 05:30pm Cleanup/Time-Cards

**REPORT CARDS**

Students Report Cards are issued in separate stages in accordance to each Student’s specific program and in accordance to the school’s practices and guidelines of the academic year:

**Cosmetology:** Report cards are distributed at the following intervals: (At 450 hours, at 900 Hours and at 1250 Hours of course)

**Estheticians:** Report cards are distributed at the following intervals: (At 300 Hours mid point – and 450 Hours of course)

**QUANTITATIVE STANDARDS**
The maximum time students are allowed to complete their training is one and one-half (1½) times the program length. Failure to successfully complete the program within this maximum time frame will result in counseling.

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
<th>COSMETOLOGY</th>
<th>ESTHETICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Length (Weeks)</td>
<td>48</td>
<td>19</td>
</tr>
<tr>
<td>Program Length (Clock Hours)</td>
<td>1600</td>
<td>600</td>
</tr>
<tr>
<td>Evaluation Phase I (Weeks)</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Evaluation Phase I (Clock Hours)</td>
<td>450</td>
<td>300</td>
</tr>
<tr>
<td>Evaluation Phase II (Weeks)</td>
<td>26</td>
<td>13</td>
</tr>
<tr>
<td>Evaluation Phase II (Clock Hours)</td>
<td>900</td>
<td>450</td>
</tr>
<tr>
<td>Evaluation Phase III (Weeks)</td>
<td>36</td>
<td>N/A</td>
</tr>
<tr>
<td>Evaluation Phase III (Clock Hours)</td>
<td>1250</td>
<td>N/A</td>
</tr>
<tr>
<td>Maximum Time Frame 150% (Weeks)</td>
<td>24</td>
<td>9.5</td>
</tr>
<tr>
<td>Maximum Time Frame 150% (Clock Hours)</td>
<td>2400</td>
<td>900</td>
</tr>
</tbody>
</table>

**COURSE INCOMPLETENESS**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution’s form of instruction.
LEAVE OF ABSENCE

Occasionally students may experience extended personal, medical, or unforeseen events which may impede them from attending class. Waynes College of Beauty allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOAs can only be granted under special circumstances and if the request is formally made in writing by the student and approval is granted by a Waynes College of Beauty supervisor.

Whether the circumstances are for personal or unforeseen events LOAs are granted for 30 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 6 (six) months providing there is a written request from the student’s physician.

Waynes College of Beauty’s recommends that unless there is a serious need, do not request LOA. LOA’s can only be granted once every 12 months. Students returning from authorized LOAs will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOAs will also resume their academic progress status held prior to their LOA departure. Once you return from a LOA the school will extend the student’s maximum time frame and the contract period by the same number of days taken in the LOA.

PLEASE NOTE: Any student who fails to return from their authorized LOA will be considered dismissed (FROM THE LAST DAY OF ATTENDANCE, PRIOR TO THE START OF THEIR GRANTED LOA).

ATTENDANCE

Full Time students are required to attend a minimum of 30 hours per week.

Half Time students are required to attend a minimum of 12 hours per week. This only applies to High School students.

Part Time students are those students who must attend 25 hours, but less than 35 hours per week.

GRADING SYSTEM

Students are evaluated on a regular basis on THEORY, PRACTICAL, and CLINICAL work. The evaluations are measured on a standard grading system based on a percentage point grade. Evaluation forms are issued to students at the following intervals of their program (450 HOURS, 900 HOURS AND 1250 HOURS). The evaluation forms reflect the overall attendance and the academic progress of each student.

PLEASE NOTE: Each student MUST maintain a (70%) or “C” average to maintain a satisfactory academic status. (See page 9 for the grading system.)

Grading System:

- Superior Performance 100% - 90% = A
- Above Average 89% - 80% = B

Minimum Academic Status --------Average 79% - 70% = C
- Unsatisfactory 69% - 60% = D
- Fail 59% - Bellow = F
ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English language.

GRADUATION DOCUMENTATION

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

PROGRESS POLICY

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

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student’s name is recorded in an Annual Report and the process of follow-up begins. When students take the State Board examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance. Mrs. Bertha Estrada assists students in placements as often as needed; however, the school does not guarantee placement to any student. The school places job positions on the bulletin board that can be accessed by all the students.

CAREER COUNSELING

Students are counseled individually, approximately every six weeks to review the student’s progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

PERSONAL ATTENTION

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. Particular attention is given to preparation for the California State Board Examination.

VACCINATION POLICY

At this time, Waynes College of Beauty, does not have requirements regarding vaccinations. You may seek vaccinations at our local health department.
TIME ACCRUEL POLICY

The State Board of Cosmetology only recognizes clocked-time punched hours of attendance and as a result of this requirement, Waynes College of Beauty can only allow clock hours for credit to students who record their time and attendance using the provided punch-in and punch-out clock at the beginning and ending of each day, including their lunch period.

The grace period for clocking-in is seven (7) minutes at the beginning of each class. In order to receive credit for (1/4) of an hour at the beginning of the day and at the beginning of a student’s lunch period.

Please note: once a theory class has began, no one is allowed to enter and disrupt the classroom under any circumstances.

At the conclusion of each week a new timecard is prepared based on the previous accruals of the previous timecard. Weekly time accruals are carried forward in the new timecard as an accumulative total reflected in the cumulative column and as such time is carried forward with each time card. All timecards MUST be signed weekly by the student and the instructor.

Time cards reflect the student’s weekly record of hours and operational tasks. It is of the utmost importance for hour and operational tasks are accurately reflected in time cards. All timecards need to be legible to ensure accurate credit and proper transfer of time and operational tasks to the roster of official file.

Timecards are Waynes College of Beauty property and as such, they are to remain in the school premises at all times. Upon arrival to school premises and clocking-in each student is expected to be properly groomed in required and mandate uniform. All non-Wayne’s College of Beauty academic material or activity is not permitted, nor is it tolerated.

There is a zero tolerance policy in engaging in non-school activities, reviewing or focusing on materials which are not directly related to a student’s course, assignment, or training. A student who engages in these activities will be required to immediately cease such activity and/or clock-out for the remainder of his/her day. Continuous activities of such nature can result in termination and or suspension.

TIMECARD CREDIT GUIDE

The following is used by instructors in order to issue credit accordingly.

- Each Theory must be initialed in the correct category. If the category is completed, the instructor may issue credit according to his/her discretion.
- The portion of the timecard titled “Theory Hours Earned” reflects hours earned through class attendance and instructor demonstrations.
- The portion of the timecard titled “Operations” reflects the hours a student has applied in performing the practical subjects.
- Some practical operations may take longer to perform according to the student’s ability to acquire new skills.

Note: The following are timed allowances imposed by the California State Board of Cosmetology for each specific operation.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo/set</td>
<td>1 ½ hours (90 Minutes)</td>
</tr>
<tr>
<td>Permanent Wave</td>
<td>2 to 2 ½ hours (120 to 150 minutes)</td>
</tr>
<tr>
<td>Manicure</td>
<td>½ hour (30 Minutes)</td>
</tr>
<tr>
<td>Scalp Treatment</td>
<td>½ to 1 hour (30 to 60 Minutes)</td>
</tr>
<tr>
<td>Facial</td>
<td>1 ½ to 2 hours (90 to 120 minutes)</td>
</tr>
<tr>
<td>Haircut</td>
<td>½ to 1 hours (30 to 60 minutes)</td>
</tr>
</tbody>
</table>

The above guide is used by the State Board of Cosmetology to evaluate the training and preparedness of each student. As such, the State Board of Cosmetology does not expect a student to perform three permanent waves per day.
DISCLOSURE OF EDUCATIONAL RECORDS (FERPA)

Adult Students and parents of an adult (18 years or above) with a written consent from student have the right to inspect, review, and challenge information contained in their education records. Parents/Guardians of dependent minor students have the right to inspect, review and challenge the information contained in their education records or those of their minor or tax dependent child. However, a staff member must be present while the review of the record is being done. Education records are defined as files, material, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and Doll head will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of mid-point Freshman training (approx. 100 hours), each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

HEALTH AND PHYSICAL CONSIDERATIONS

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

COURSES OF STUDY

COSMETOLOGY COURSE: 1,600 Clock Hours (Please see pp. 24-26)

ESTHETICIAN COURSE: 600 Clock Hours (Please see pp. 27-29)

Educational Goals:

The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP #12.0401)....Cosmetician (D.O.T. #332.271-010, CIP #12.0409).
STUDENT RIGHTS

- **CANCELLATION OF CONTRACT** with Waynes College of Beauty may be canceled without penalty or obligation providing it is canceled within five (5) business days from your first class session as described in the “Notice of Cancellation” form for outlining your cancellation rights and responsibilities. If you have lost, misplaced, or are missing your notice of cancellation form, the staff at Waynes College of Beauty would be glad to provide you with a copy.
  - A different cancellation policy is required and applies to all home study and/or correspondence courses.

- After the end of the cancellation grace period, you have the right to stop your training at any time and receive a full refund for the remainder of the course. Your refund rights are clearly described in the contract provided during the inscription period. If for any reason you have lost, misplaced, or disregarded your contract, Waynes College of Beauty can provide you with a copy of the contract and/or policy.

- If you have any concerns, complaints, problems, or questions which you feel you have reasonably attempted to resolve with Waynes College of Beauty staff, we encourage you to write or call:

  **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
  P.O. Box 980818. West Sacramento, CA 95798-0818. Phone 1-888-370-7589. Fax (916) 263-1895 www.bppe.ca.gov

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances by filling out a Grievance Form and listing Grievances. You can obtain a grievance form from any staff member or get one from the student information wall.

- Deliver all Forms to the Supervisor: **Mrs. Bertha Estrada**
- If you are unable to deliver the form to the supervisor you may deliver it to the owner:

  **Moises and Bertha Estrada**  
  1271 North Main Street  
  Salinas, CA 93906

- All Grievances regardless of the nature will be turned over to the owner and reviewed.
- The director will evaluate the grievance and set up and appointment with the student within 5 days upon receipt of Grievance Form. Depending on the seriousness of the Grievance it will be addressed within 24 hours.
- Any Grievance which cannot be gracefully addressed with the institution; you can file a complaint to the following Bureau:

  **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
  P.O. Box 980818. West Sacramento, CA 95798-0818. Phone 1-888-370-7589. Fax (916) 263-1895 www.bppe.ca.gov

GROUNDs FOR DISMISSAL

A. **ZERO TOLERANCE FOR ALCOHOL AND DRUGS**  
B. **7 OR MORE ABSENCES WITHOUT NOTIFICATION**  
C. **DEGRADING LANGUAGE, VULGAR GESTURES AND/OR GANG RELATED**  
D. **FIGHTING OR PHYSICAL/MENTAL ABUSE**  
E. **RUDNESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF**
RULES AND POLICIES

- School business days and hours of operation are Tuesday – Saturday 9:00am – 5:30pm
- Timecards MUST be clearly legible. Each student is responsible for clocking-in and out it their own personal timecards.
- Clocking-in for other than a personal timecard, cheating, or misrepresenting accrual time is grounds for suspension, dismissal, and/or termination.
- In case of illness or emergencies a student MUST call in and report his/her absence by and no later than 9:05 am the same morning.
- All absences need to be planned ahead and scheduled with appropriate instructor. Unplanned or No Show is not tolerated and it is grounds for dismissal, suspension, and/or termination.
- Students are required to be in class promptly at 9:07am groomed and in required uniform. (Estheticians by 9:37am)
  - Ladies must wear the required clean uniform smock and black pants. (If skirts are worn, the required length is a full length skirt – NO EXCEPTIONS)
  - Men must be well groomed and wear the required clean uniform smock. Pants MUST be black (NO EXCEPTIONS)
  - Closed-toe shoe with rubber soles non-slippery are required – (NO EXCEPTIONS)
  - NO JEANS or SHORTS are permitted – (NO EXCEPTIONS)
- Students without proper uniform attire, poor grooming, and/or lack of hygiene will be asked to leave and the school premises and return upon fulfilling proper school guidelines of Uniform and Hygiene.
- All students beauty needs are to be conducted during student own time and not during business operations when the student is expected to perform operational duties.
- Lack of punctuality exceeding the allowed grace period of 7 (seven minutes) to clock-in will not be allowed attendance for that day. 5 (five) incidents of punctuality or more per month are grounds for counseling leading to suspension or probation.
- Lunch hours are between the hours of 12:30pm – 1:30pm and MUST be cleared by the front desk. (The allowed time for lunch is 30 minutes – NO EXCEPTIONS)
  - Each student is responsible for his/her own lunch schedule.
- If Students go beyond the 30 minutes lunch period on Saturdays, they will not be clocked in and will be suspended for 1 day.
- Students MUST use the time clock to clock IN and OUT, failure to do so will result in the lack of credit for unrecorded time.
  - Clock-IN and OUT is required for:
    - Beginning of each Business Day
    - Lunch-OUT / Lunch-IN
    - Close of each Business Day
    - Breaks may and can be imposed for Clock-IN and Clock-OUT
- Students are not allowed off school premises during business hours without explicit permission from the school supervisor.
- A student who has permission to leave during business hours MUST turn in his/her timecard to the front desk for proper signature and approval.
- No visitors are permitted on school premises unless approved by an instructor.
- The school’s business phone may not be used to personal calls. The phone must be used for emergency only.
- Students are not permitted to leave a patron just to answer the phone. Adherence to the rules of sanitation and disinfection, safety and personal hygiene is required at all times.
- Students must keep work station, in class or on the floor, clean and sanitary at all times.
- A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of the day.
- All students must be courteous and pleasant to the public. If a difficulty should arise, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
- No students may leave a patron while doing a chemical service, except in the case of an emergency and it is executed by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services.
- Students are responsible for the return of college material or equipments loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
- A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. If no documentation can be provided, the student will be suspended for two days.
If a student does not attend school on Saturday and does not have permission to have the day off, they will be suspended for 2 days.

It is mandatory that students stay until 4:30pm on Fridays and Saturdays. If a student leaves before, they will be suspended for 1 day.

Smoking is allowed only in designated areas. Smoking is subject to cancellation if designated areas are not kept neat and clean (NO EXCEPTIONS).

Students reserve the right to consult with management in nature of personal problems which may affect their training directly or indirectly.

Students must keep a weekly time card record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and State Board of Barbering/Cosmetology. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.

All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

Only products furnished by the college may be used unless otherwise approved by the supervisor.

Students are to park only in the area designated by the college. Violation of this may result in suspension or expulsion.

Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.

Students must comply with college policy and state rules and regulations.

Gossip, degrading language, vulgar gestures or words are not tolerated and is grounds for immediate dismissal, suspension, and/or termination.

Wayne’s College of Beauty maintains and enforces a 0 (zero) alcohol and drug policy. Failure to comply with the 0 (zero) tolerance policy is grounds for immediate dismissal.

Make up work for missing assignments or work due to unexcused absences is not allowed. Excused absences allow for make-up work and assignments and each student is responsible for arranging of make-up work or assignments.

Any deviations need to be signed and authorized by a member of Wayne’s Administration Staff.

It is the school’s policy to maintain accurate records for each student in case an emergency may arise. Notify the Administrative office of any address or telephone change.

Three or more absences from Wayne’s College of Beauty without proper notification are considered grounds for suspension. Seven or more absences from Wayne’s College of Beauty without proper notification are grounds for termination.

These policies and rules are designed to encourage and enforce good ethics and positive habitual practices. The staff at Wayne’s College of Beauty is committed to your success ensuring your successful cosmetology entrepreneurship. Wayne’s College of Beauty reserves the right to change catalog policies and rules as it sees fit and to update with the changes of State and Federal required regulations. The catalog will be revised as needed and dated.

I, ____________________________________ a student at Wayne’s College of Beauty acknowledge receipt of the policies and rules. I understand each rule and policy as it has been written and by signing, I here agree to conform and abide to these policies and rules.

Student Signature: ___________________________ Date: ____________________
CATALOG

REFUND POLICY

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

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

C. If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of $75.00. The cost of the kit and supplies are not refundable due to sanitary reasons.

D. Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of the refunds shall be “pro-rated” according to the incomplete portion of the course, less the cost of an administrative fee of $75.00. The amount the school would be allowed to retain would be calculated in the following manner:

Hypothetical Example (Clock Hour Program) State Pro-rata Policy: Assume that a student, upon enrollment in a 1600 hour course, pays $6,800.00 for tuition, $75.00 for registration, and $525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be $4,250.00 based on the calculation stated below.

If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

<table>
<thead>
<tr>
<th>Total Paid</th>
<th>$ 7,400.00</th>
<th>Tuition Cost</th>
<th>$ 6,800.00</th>
<th>Paid for Instruction</th>
<th>$ 6,800.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Less Registration</td>
<td>75.00</td>
<td>Hours in Course</td>
<td>1600</td>
<td>(Hours Attended</td>
<td>600)</td>
</tr>
<tr>
<td>*Fee (Not Refundable)</td>
<td>75.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Less Cost of Un-returnable equipment</td>
<td>525.00</td>
<td>Hourly Charge</td>
<td>$ 4.25</td>
<td>Tuition Owed</td>
<td>$ 2,550.00</td>
</tr>
<tr>
<td>Equals amount paid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For instruction</td>
<td>$ 6,800.00</td>
<td>Refund Due</td>
<td>$ 4,250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

“Amount Paid for Instruction” reflects the total amount paid to the school for tuition, fees, and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies WHICH ARE NOT REFUNDABLE.

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

ENROLLMENT TIME is defined as the hours of attendance and the portion of the course completed on the student’s last day of physical attendance in school:

Any monies due to the applicant or student shall be refunded promptly after receipt of the a formal cancellation from the student as defined in item B or formal termination initiated by the Wayne’s College of Beauty, whichever shall occur no more than 15 days from the last day of the student’s physical attendance, or in the case of leave of absence, the documented date of scheduled returns.

E. Students who terminate prior to course completion will be charged a $75.00 non-refundable administration fee.

F. In the event Waynes College of Beauty ceased to operate after a student has been enrolled, the student is and shall be entitled to a full tuition refund. In the event a student wishes to transfer, due to Waynes College of Beauty no longer in operation and the student is enrolled in the cosmetology course, the following applies:
REFUND POLICY
(Continued)
Cosmetology student’s hours are transferrable from one Cosmetology school to another. The Pro-rated refund policy will be applied if you have earned any clock hours beyond the cancellation period of 5 business days.
An exception to the above policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology with another institution shall be entitled to a full tuition refund.
G. If a course is canceled subsequent to enrollment, the school retains the right to the following options:
1. Provide a full refund of all monies paid
2. Provide completion of the course
If you received a student loan(s) to cover the cost of the program, any granted refund will be returned to the lender to reduce the loan debt. In the event the amount of the refund exceeds the unpaid balance, the student loan (s) balance shall be returned to the student.

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more then 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution.

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

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

RETURN OF TITLE IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs available at the institution. Course Cancellation: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. School Closure: If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.
RECOVERIES

In the case where a refund is due, the refund will be applied as follows:

Refunds due to the lender (Only if a loan was used) will be made within 30 days. Refunds due to the student directly will be issued within 30 days. Upon a student’s request of a transfer to another accredited institution, Waynes College of Beauty will proceed to process all academic and financial documentation for a successful transfer of the student.

TUITION AND FEE SCHEDULE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>R*</th>
<th>R*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TUITION</td>
<td>REG./ LAB</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$14,400.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Esthetician</td>
<td>$5,400.00</td>
<td>$225.00</td>
</tr>
</tbody>
</table>

NOTE: THE FOLLOWING PRICES BELOW WILL BE EFFECTIVE ON 01/01/15

<table>
<thead>
<tr>
<th>COURSE</th>
<th>R*</th>
<th>R*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TUITION</td>
<td>REG./ LAB</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$16,000.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Esthetician</td>
<td>$6,000.00</td>
<td>$225.00</td>
</tr>
</tbody>
</table>

Student Tuition Recovery Fund: “You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident and prepays 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. 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.

Amount of STRF Assessment: § 76120. (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is two dollars and fifty cents ($2.50).

R* = REFUNDABLE

Once used, kits are not returnable or refundable due to sanitary considerations.

* = Length of time in course depends on number of hours student contracts for on a monthly basis as specified in Enrollment Agreement.

Above Kit prices include 8.75% sales tax (on Kits only) *BRUSH-UP STUDENTS (See below)

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outline above, an extra instruction charge will be made for the balance of hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour follows:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Rate per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>$10.00</td>
</tr>
<tr>
<td>Esthetician</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

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

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

*Student will receive all documents necessary to take the State Examination administered by Board of Barbering and Cosmetology, free of charge, also if you withdraw. If student loose or misplaces paperwork then for second copy of originals and so forth there will be a $50.00 charge and you must make an appointment to receive such documents.

GAINFUL EMPLOYMENT

For the sample of gainful employment please see page 33. We are new in Title IV participation therefore, there is no sufficient data.
METHOD OF PAYMENT/ TUITION POLICIES AND FEES

During our interview of prospective students, the financial advisor will develop a personalized payment program for each individual who wished to pay their own way through school. There will be a $75.00 processing fee that is non-refundable due at the time of enrollment.

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

ADMISSIONS - FINANCIAL ASSISTANCE – AND BUSINESS HOURS

Applicants interested in admission may obtain enrollment information on Tuesday through Saturday from 10:00am – 4:00pm by contacting or arranging for an appointment:

Norma Escalera or Moises Estrada – Admissions and Placements Office (831) 443-4077
Tuesday through Thursday 10am – 12:30pm

FINANCIAL ARRANGEMENTS

Norma Escalera or Moises Estrada – Financial Assistance Office (831) 443-4077
Tuesday through Friday 10am – 4pm

DRUG POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-692), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

The institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after the conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

DIRECTOR OF GRANTS AND SERVICES, UNITED STATES DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE SW
ROOM 3124, GSA REGIONAL OFFICE BLDG., #3
WASHINGTON, DC 20202-4571

The report must be made within 10 days after the conviction.
DRUG POLICY
(Continued)

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>9 West Gabilan Street, Salinas, CA 93901 (831) 424-9874</td>
<td></td>
</tr>
<tr>
<td>Door to Hope</td>
<td>130 Church Street, Salinas, CA 93901 (831) 422-6226</td>
<td></td>
</tr>
<tr>
<td>Sun Street Center</td>
<td>9 Sun Street, Salinas, CA 93901 (831) 753-5145</td>
<td></td>
</tr>
<tr>
<td>Sunrise House</td>
<td>106 Lincoln Avenue, Salinas, CA 93901 (831) 424-09874</td>
<td></td>
</tr>
</tbody>
</table>

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

CAMPUS SECURITY REPORT

Waynes College of Beauty encourages all students, clients, and/or visitors to report any criminal activity they witness in or outside the institution. We do not have a security officer on campus, but you may come in to call 911 from the school. The following is the current crime statistics for 1271 N. Main Street and its surrounding areas:

<table>
<thead>
<tr>
<th>Crime</th>
<th>2013 Crime Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Homicide</td>
<td>0</td>
</tr>
<tr>
<td>Rape/Sexual Offense</td>
<td>1</td>
</tr>
<tr>
<td>Breaking &amp; Entering</td>
<td>7</td>
</tr>
<tr>
<td>Larceny and Theft</td>
<td>3</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>4</td>
</tr>
<tr>
<td>Crime Rate (Total Incidents)</td>
<td>15</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations of a Cosmetologist and/or Cosmetician with a GPA of “C” (70%) or better the student will be awarded a diploma of completion certifying completion of all requirements. All students are assisted with the necessary documentation to file the appropriate State Board of Barbering and Cosmetology Examination upon graduation.

SUCCESSFUL COURSE COMPLETION

Successfully and satisfactorily completion of Theory and Operations required by the California Board of Cosmetology with an average grade of 70% or higher. Must possess a high school diploma and successfully pass the Cosmetology State Board Examination with an overall average of 75% or higher.

LICENSING REQUIREMENTS

All applicants must be 17 years of age or older and have completed the 10th grade. The State of California will only issue cosmetology licenses upon successful completion of the cosmetology course described above and successfully passing the Cosmetology State Board Examination with a score of 70% or higher.
The Cosmetology Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

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

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

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing
The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):
The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):
The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):
The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):
The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety
The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 Hours of Technical Instruction):
The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.
Health and Safety Considerations (45 Hours of Technical Instruction):
The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

Disinfection and Sanitation (20 Hours of Technical Instruction):
The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):
The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics
The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):
The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):
The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.
(4) **100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring**

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

**Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):**

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

**Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):**

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(c) The school also provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

**NOTE**: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1),7362, 7362.5(b) and 7389, Business and Professions Code.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

- Acquire the required knowledge of laws and rules regulating California’s Cosmetology Establishments’ Practices.
- Acquire the required knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire the required knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED**

- Learn the relative process and procedures of implementing all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands prior to all or any services to determine any disorders.
- Will learn the procedures and terminology used in performing all cosmetology services.
- Will learn the application of daytime and evening make-up, including the application of false strip eyelashes.
- Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

**PLEASE NOTE:** Each student **MUST** maintain a (70%) or “C” average to maintain a satisfactory academic status. (See page 9 for the grading system.)

**Grading System:**

<table>
<thead>
<tr>
<th>Superior Performance</th>
<th>100% - 90% = A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above Average</td>
<td>89% - 80% = B</td>
</tr>
<tr>
<td><strong>Minimum Academic Status</strong></td>
<td><strong>Average</strong></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>69% - Bellow = F</td>
</tr>
</tbody>
</table>
The Esthetician Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

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

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

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

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

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction):

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

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

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

Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.
CURRICULUM FOR ESTHETICIAN COURSE

(Continued)

Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

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

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

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The School also provides training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

CURRICULUM FOR ESTHETICIAN COURSE

(Continued)

ESTHETICIAN PERFORMANCE OBJECTIVE

- Acquire knowledge and familiarity with the laws and rules governing California Cosmetology establishment practices.
- Acquired the required knowledge and skill of sanitation and sterilization required in all phases of the skin.
- Acquire the knowledge of general theory relative to Esthetics, including, but not limited to anatomy, physiology, chemistry, ad theory.
- Acquire business management experience and techniques common to Esthetics.

SKILL DEVELOPMENT

- Proper use of implements as it applies to all Cosmetician Services
- Knowledge and experience analyzing the skin prior to any or all services to determine skin disorders.
- Application of daytime and evening make-up, including the application of false strip eyelashes.
- Proper procedure of manual and electrical facials.

PROFESSIONAL ACCUMEN DEVELOPMENT

- Appreciation for skilled workmanship common to a Cosmetician.
- A positive attitude towards the public and fellow students and employees.
- Integrity, Honesty, and Respect.
- Ethical and Professional Interpersonal skills towards your patrons and colleagues.

PLEASE NOTE: Each student MUST maintain a (70%) or “C” average to maintain a satisfactory academic status. (See page 9 for the grading system.)

Grading System:

Superior Performance 100% - 90% = A
Above Average 89% - 80% = B
Minimum Academic Status ----------> Average 79% - 70% = C
Unsatisfactory 69% - Bellow = F
### FACULTY ORGANIZATIONAL CHART AND EDUCATIONAL QUALIFICATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Years/License</th>
<th>Certificate/Authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOISES G. ESTRADA</strong></td>
<td>Licensed Cosmetologist</td>
<td>26 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Licensed Instructor</td>
<td>20 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Platform Work Experience</td>
<td>13 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate of Authorization</td>
<td>15 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate #084182</td>
<td></td>
<td>No Expiration</td>
</tr>
<tr>
<td></td>
<td>Owner/ Financial Advisor/</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BERTHA A. ESTRADA</strong></td>
<td>Licensed Cosmetologist</td>
<td>22 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Licensed Instructor</td>
<td>17 Years</td>
<td>Certificate #JJUZ-472RCN1999</td>
</tr>
<tr>
<td></td>
<td>Receptionist/ Instructor/</td>
<td></td>
<td>Admissions Officer/ Owner</td>
</tr>
<tr>
<td><strong>NORMA ESCALERA</strong></td>
<td>Licensed Cosmetologist</td>
<td>5 Years</td>
<td>License # KK 509354</td>
</tr>
<tr>
<td></td>
<td>Licensed Esthetician</td>
<td>4 Years</td>
<td>License # Z 88093</td>
</tr>
<tr>
<td></td>
<td>Instructor/Financial Aid</td>
<td></td>
<td>Officer/Admissions Officer 5 Years</td>
</tr>
<tr>
<td><strong>SOILA REYNA</strong></td>
<td>Licensed Cosmetologist</td>
<td>14 Years</td>
<td>License # KK 331121</td>
</tr>
<tr>
<td></td>
<td>Licensed Instructor</td>
<td>6 Years</td>
<td>Certificate # COAFS-04-374262</td>
</tr>
<tr>
<td></td>
<td>High School Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MOISES G. ESTRADA II</strong></td>
<td>Licensed Cosmetologist</td>
<td>7 Years</td>
<td>License # KK 476373</td>
</tr>
<tr>
<td></td>
<td>Licensed Esthetician</td>
<td>6 Years</td>
<td>License # Z 67014</td>
</tr>
<tr>
<td></td>
<td>Instructor</td>
<td>6 Years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Substitute/On Call Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARGARITA MERCADO</strong></td>
<td>Licensed Cosmetologist</td>
<td>29 Years</td>
<td>Certificate # KK 139869</td>
</tr>
<tr>
<td></td>
<td>Licensed Instructor</td>
<td>26 Years</td>
<td>Credentialed</td>
</tr>
<tr>
<td></td>
<td>Substitute/On Call Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GABRIEL RETANA</strong></td>
<td>Licensed Cosmetologist</td>
<td>2 Years</td>
<td>Certificate #757026 KK</td>
</tr>
<tr>
<td></td>
<td>Substitute/On Call Instructor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CATALOG

#### ENROLLMENT AGREEMENT (California BPPE Page 1)

**School's Name:** WAYNE'S COLLEGE OF BEAUTY  
**Address where training will be provided:** 1271 N. Main Street, Salinas, CA 93906

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>WAYNE'S COLLEGE OF BEAUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Street Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Social Security No:</td>
<td>State:</td>
</tr>
</tbody>
</table>

**Course Name:** Cosmetology  
**CIP code #** 12.0401  
**SOC Code #** 332.21

**Certificate:** YES  
**Course:** Cosmetology AND/OR  
**Clock Hours:** 1600

**Course description:** The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist.

**Graduation Requirements:** When a student has completed the required number of program hours and the number of theory/practical operation of a Cosmetologist and/or Esthetician with a GPA of "C" (70%) or better the student will be awarded a diploma of completion certifying completion of all requirements.

#### INSTITUTIONAL CHARGES BY PAYMENT PERIOD and ESTIMATED PAYMENTS (From Aid and Non-Aid)

<table>
<thead>
<tr>
<th>Itemized Charges By Payment Period</th>
<th>1st Payment Period</th>
<th>2nd Payment Period</th>
<th>3rd Payment Period</th>
<th>4th Payment Period</th>
<th>Total Course Institutional Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees (Non-Refundable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies (Non-Refundable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Charges (Non-Refundable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRF (Non-Refundable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Institutional Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Payments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FPell Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSEOG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidized (NET LOAN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Stop/Dept. of Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated payments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable.

Prior to signing this agreement I, the student, certify that I have received the catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. **Student Initials** ________ I also understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities by enrolling. Also that the institution's cancellation and refund policies have been clearly explained to me. If I accept a student loan I will be responsible to repay the loan with interest accrued.

**Student Signature:** 
**Guarantor's Signature:** 
**Institutional Representative signature:**

**Printed Name:** 
**Printed Name:** 
**Printed name and Title:**

**Date:** 
**Date:**

This enrollment agreement is a legally binding document when signed by the student and accepted by the institution.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

*Page 1 of 3*
Prior to signing this enrollment agreement, you were given a catalog and/or brochure and a School Performance Fact Sheet, you were encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, the most recent three-year cohort default rate, and percentage of current students receiving federal student loans prior to signing this agreement.

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period. The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds. Student remains responsible for all incurred charges. A monthly payment plan has been arranged for you. The plan is to make __ payments due on the first of each month for the monthly amount of $ _______ and a final payment of $ ___________

Equipment received and accepted by the student is NOT REFUNDABLE.

You are responsible for the total amount of charges stated on page one of this enrollment agreement.

IF YOU GET A STUDENT LOAN YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT (net amount stated on the first page of this agreement) PLUS ANY LOAN FEES AND INTEREST ACCRUED ON THE LOAN.

As stated on page one after the on time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for this period.

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 (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds 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 elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of $ _______ is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration 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 45 days of the official withdrawal date. See Refunds section below. 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. Official withdrawal date is on the student’s notification or school’s determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Page 2 of 3 pages  Student initial’s __________________________
Student Tuition Recovery Fund (STRF): 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 prepays 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. 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. Amount of STRF Assessment: § 76120. (a) Each qualifying institution shall collect an assessment of fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is fifty cents ($0.50).

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Wayne’s College of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earned in (course of study), is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earned 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 the institution you are transferring. 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 Wayne’s College of Beauty to determine if your (credits or degree, diploma or certificate) will transfer.

Note: Academic transcripts will not be released until tuition charges are paid in full.

Placement: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

ANY DISPUTE ARISING FROM ENROLLMENT AT Wayne’s College of Beauty NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION (“AAA”), AT Salinas, CA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.

Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

I have read and understood this agreement which consists of 3 pages.
GAINFUL EMPLOYMENT/PERFORMANCE FACT SHEET

BPPE FACT SHEET FOR WAYNE’S COLLEGE OF BEAUTY
Disclose by date: 01/01/2014
1271 N. MAIN STREET
SALINAS, CA 93906
(831) 443-4077
(831) 443-0326
http://www.waynescollegeofbeauty.com/

Program Title – Program Length:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Published Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY</td>
<td>1600</td>
<td>$16,334.00</td>
</tr>
</tbody>
</table>

Completion Rates:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students who began program (1)</th>
<th>Students available for graduation (2)</th>
<th>Graduates (3)</th>
<th>Completion rate (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>22</td>
<td>22</td>
<td>19</td>
<td>87%</td>
</tr>
<tr>
<td>2012</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>77%</td>
</tr>
</tbody>
</table>

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH--150% COMPLETION RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students who began program (1)</th>
<th>Students available for graduation (2)</th>
<th>150% Graduates (5)</th>
<th>150% Completion rate (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>2012</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>100%</td>
</tr>
</tbody>
</table>

(1) Number of Students Who Began Program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
(2) Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.
(3) Graduates’ is the number of students who completed the program within 100% of the published program length.
(4) Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.
(5) 150% Graduates is the number of students who completed the program within 101-150% of the published program length.
(6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _______ Date:_______ I have read and understand the above completion rates.
### GAINFUL EMPLOYMENT/SCHOOL PERFORMANCE FACT SHEET
(continued)

#### PLACEMENT RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program (1)</th>
<th>Number of Graduates Available for Employment (2)</th>
<th>Graduates Employed in the Field (3)</th>
<th>Placement Rate % Employed in the Field (5)</th>
<th>Graduates Employed in the Field an Average of Less than 32 Hours Per Week (4)</th>
<th>Graduates Employed in the Field at Least 32 Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>22</td>
<td>19</td>
<td>14</td>
<td>74%</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>2012</td>
<td>13</td>
<td>10</td>
<td>9</td>
<td>90%</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

(1) Number of Students Who Began Program' means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

(2) Number of Graduates' is the number of students who have completed the program within 100% of the published program length.

(3) Graduates available for employment’ means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment' means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

(4) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepares graduates, within six months after the student completes the applicable educational program. For occupations requiring passage of a licensing exam prior to employment, institutions may count the graduate if employment begins “in a single position, for which the institution represents, its program prepares its graduates within six months of the announcement of the first licensure exam results.”

(5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _________ Date:________ I have read and understand the above placement rates.

#### EXAMINATION PASSAGE RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Taking the Exam (1)</th>
<th>Number Who Passed First Exam Taken (2)</th>
<th>Number Who Failed First Exam Taken</th>
<th>Passage Rate (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>13</td>
<td>12</td>
<td>1</td>
<td>92%</td>
</tr>
<tr>
<td>2012</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>50%</td>
</tr>
</tbody>
</table>

(1) Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

(2) Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

(3) Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Initials: _________ Date:______ I have read and understand the above license examination rates.
Salary and Wage Information:
Program Title and program Length:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment (1)</th>
<th>Graduates Employed In Field (2)</th>
<th>Annual Salary and Wages Reported by Graduated Employed in the Field (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amounts are reported in 5,000 brackets. 51K+ = more than 50,000 reported, finally, NR is the number of students not responding to the survey.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>2011</td>
<td>13</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>2012</td>
<td>10</td>
<td>9</td>
<td>3</td>
</tr>
</tbody>
</table>

(1) Graduates available for employment mean the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment mean graduates who, after graduation, died, became incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

(2) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepares graduates, within six months after the student completes the applicable educational program.

(3) Salary is as reported by the student. Not all graduates reported salary.

Initials:________ Date:______ I have read and understand the above salary and wage information.

Three-Year Cohort Default Rate as Published by USDE

<table>
<thead>
<tr>
<th>Percentage of Enrolled Students Receiving Federal Student Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A %</td>
</tr>
</tbody>
</table>

Initials:______ Date:______ I have read and understand the above USDE financial aid program participation information.

The data reflected on the above charts was gathered using at least one of the following methods: Graduate Surveys, Employer Surveys, Phone Calls, Education Development Department (EDD) and State Licensing Agencies. If you have any further questions or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative or see the School Catalog.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov., P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

____________________ ____________________
Student Name-Print

____________________ Date
Student Signature

____________________ ____________________
School Official

Date

Waynes College of Beauty© Page 36
GAINFUL EMPLOYMENT/PERFORMANCE FACT SHEET

BPPE FACT SHEET FOR WAYNE’S COLLEGE OF BEAUTY
Disclose by date: 01/01/2013
1271 N. MAIN STREET
SALINAS, CA 93906
(831) 443-4077
(831) 443-0326
http://www.waynescollegeofbeauty.com/

Program Title – Program Length:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Published Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTHETICIAN</td>
<td>600</td>
<td>$7,086.50</td>
</tr>
</tbody>
</table>

Completion Rates:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of students who began program (1)</th>
<th>Students available for graduation (2)</th>
<th>Graduates (3)</th>
<th>Completion rate (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH--150% COMPLETION RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of students who began program (1)</th>
<th>Students available for graduation (2)</th>
<th>150% Graduates (5)</th>
<th>150% Completion rate (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(1) Number of Students Who Began Program is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

(2) Students available for graduation is the number of students who began program minus the number of Students unavailable for graduation, which means those students who have died, been incarcerated, or called to active military duty.

(3) Graduates’ is the number of students who completed the program within 100% of the published program length.

(4) Completion Rate is the number of Graduates divided by the Number of Students Available for Graduation.

(5) 150% Graduates is the number of students who completed the program within 101-150% of the published program length.

(6) 150% Completion Rate is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Initials: _______ Date:_______ I have read and understand the above completion rates.
[10010] SCHOOL PERFORMANCE FACT SHEET (continued) page 2

PLACEMENT RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of students who began program (1)</th>
<th>Number of Graduates (2)</th>
<th>Graduates Available for Employment (3)</th>
<th>Graduates employed in the field (4)</th>
<th>Placement rate % Employed in the Field (5)</th>
<th>Graduates employed in the field an average of less than 32 hours per week</th>
<th>Graduates employed in the field at least 32 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>100%</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(1) Number of Students Who Began Program’ means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

(2) Number of Graduates’ is the number of students who have completed the program within 100% of the published program length.

(3) Graduates available for employment’ means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment’ means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

(4) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepares graduates, within six months after the student completes the applicable educational program. For occupations requiring passage of a licensing exam prior to employment, institutions may count the graduate if employment begins “in a single position, for which the institution represents, the program prepares its graduates within six months of the announcement of the first licensure exam results.”

(5) Placement Rate is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Initials: _________ Date: ________ I have read and understand the above placement rates.

EXAMINATION PASSAGE RATES

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of students taking the exam (1)</th>
<th>Number who passed first exam taken (2)</th>
<th>Number who failed first exam taken</th>
<th>Passage rate (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(1) Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

(2) Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

(3) Passage Rate is calculated by dividing the number of graduates who pass the exam the first time that they take it by the number of graduates who took the licensing exam for the first time after completion of the program.

Initials: _________ Date: ________ I have read and understand the above license examination rates.
### Salary and Wage Information:

#### Program Title and program Length:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment (1)</th>
<th>Graduates Employed In Field (2)</th>
<th>Annual Salary and Wages Reported by Graduated Employed in the Field (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amounts are reported in 5,000 brackets. 51K+ = more than 50,000 reported, finally, NR is the number of students not responding to the survey.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>2011</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(1) Graduates available for employment mean the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment mean graduates who, after graduation, died, became incarcerated, were called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

(2) Graduates who are gainfully employed, in a single position for which the institution represents, the program prepares graduates, within six months after the student completes the applicable educational program.

(3) Salary is as reported by the student. Not all graduates reported salary.

**Initials:______ Date:______ I have read and understand the above salary and wage information.**

<table>
<thead>
<tr>
<th>Three-Year Cohort Default Rate as Published by USDE</th>
<th>Percentage of Enrolled Students Receiving Federal Student Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A %</td>
<td>N/A %</td>
</tr>
</tbody>
</table>

**Initials:______ Date:______ I have read and understand the above USDE financial aid program participation information.**

The data reflected on the above charts was gathered using at least one of the following methods: Graduate Surveys, Employer Surveys, Phone Calls, Education Development Department (EDD) and State Licensing Agencies. If you have any further questions or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please speak with an Admissions Representative or see the School Catalog.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov., P: 888.370.7589 or 916.431.6959, F: 916.263.1897

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

________________________________________
Student Name-Print

________________________________________
Student Signature

________________________________________
Date

________________________________________
School Official

________________________________________
Date