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HILLTOP BEAUTY SCHOOL, INC.

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WELCOME MESSAGE TO STUDENTS FROM DIRECTOR

Dear Student,

Welcome to Hilltop Beauty School.

Thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will provide you with the opportunity for the education for a successful future in the beauty industry. The beauty industry provides exciting and rewarding opportunities.

Hilltop Beauty School was founded in 1962 in Daly City. The school is owned by Ms. Tina M. Perry who has owned the school for 35 years. Ms. Perry's goal is to help you to discover your ability to transform your life and the profound effect you will have on others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your study.

At Hilltop Beauty School, we offer you the fundamental training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the market and work place and how to be successful at every operation necessary to create the life style you desire. This means hard work, dedication, application and practice on your part. You will perform shop management, business concepts, psychology of personal success and much more during your training experience with us.

Sincerely,
Ms. Tina M. Perry
Director

PROSPECTIVE STUDENT INFORMATION STATEMENTS;

- (A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA. 95798-0818 Phone (916) 431-6959 website: www.bppe.ca.gov
- (B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Web site: www.bppe.ca.gov

All the instruction given is provided at this institution's address only.

APPROVAL DISCLOSURE STATEMENT

HILLTOP BEAUTY SCHOOL INC. DBA as HILLTOP BEAUTY SCHOOL, is a private school and was granted institutional approval from the Bureau for Private Post Secondary Education, P.O. Box 980818 West Sacramento, CA. 95798 www.bppe.ca.gov pursuant to California Education Code Section 94311.1 The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary education institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the courses: ***Cosmetology - CIP# 12.0401**; 1600 hours, 12 months, 53 instructional weeks is the full time status, and 18 months, 84 instructional weeks is the part time status; diploma at end of course. **Manicuring/Nail Care-CIP# 12.0410**; 400 hours, 2.5 months, 10 instructional weeks is the full time status and 5 months, 20 instructional weeks is the part time status; diploma at end of course. ***Teacher Training-CIP# 12.0413**; 600 hours, 5 months, 20 instructional weeks is the full time status and 8 months, 32 instructional weeks is the part time status; diploma at end of course. (*) This course is eligible to participate in the USDE Title IV programs.

Instruction is in residence with facilities occupancy level accommodation of 75 students at any one time. Prospective enrollments are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. If eligible you may apply for one or more of the following programs:

FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT & VOCATIONAL REHABILITATION PROGRAM.

Hilltop Beauty School's Governing and Regulatory Agencies:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959 1 (888) 370-7589 (toll free number)
Website: www.bppe.ca.gov
E-mail: bppe@dea.ca.gov

Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210

NACCAS (National Accrediting Commission of Career Arts & Sciences)
4401 Ford Avenue, Suite 1300,
Alexandria, VA 22302-1432 Phone: 703-600-7600

U. S. Department of Education (USDE)
San Francisco Regional Facility
US Department of Education
50 Beale St. San Francisco, CA 94102

EDUCATIONAL OBJECTIVES / MISSION STATEMENT

There is always a need for well trained people in the beauty field. Beauty culture is ever changing with the times! What was considered an adequate education years ago is no longer sufficient for today's exacting demands.

If your goal is to be your own boss or have your own business, this is the field for you. Where can men or women with limited education and capital enter a new career that offers so much opportunity for success in so little time than in Beauty Culture? Beauty has become a big success story! More leisure time, bigger incomes and an increase in working women has contributed to the tremendous growth of the beauty industry. The beauty business offers more opportunities in job diversification than most trades or professions. Good cosmetologists are in demand year round in every state and country. Your work is pleasant and you will meet interesting people and work in nice surroundings. You will become an important and respected member of your community. The beauty business is also one of the easiest to get started in and requires relatively little capital.

Our primary objective at **HILLTOP BEAUTY SCHOOL** is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Board of Barbering/Cosmetology Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a fulfilled person, to help each student discover his/her potential and function as cosmetologists, entrepreneurs and teachers of our future. Our prime vocational objective is to educate and produce graduates sufficiently knowledgeable to seek and secure employment in the beauty industry. Our successful students are able to function effectively in one of the many specialty areas such as a: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor Director, or School Owner.

We are happy to have you visit our school at any time. You're welcome to come in and see our student facilities, our teaching staff and consider the many advantages of enrolling in HILLTOP BEAUTY SCHOOL. We will be pleased to answer all of your questions.

FACILITIES: HILLTOP BEAUTY SCHOOL is located at 6317 Mission St., (it is situated on a main thoroughfare) in Daly City, California. Hilltop Beauty School consists of (5,600 sq. ft.) a spacious, very well vented, two story modern facility with many benefits for our staff and students. Our campus simulates salon conditions to help our students "learn-by-doing", facilities consists of a reception area, a clinic floor with 80 stations/chairs, 9 manicure tables, 10 shampoo bowls, 95 student tablet desks, 4 facial beds, steamer, etc. and a variety of supplies that help enhance the students' product knowledge. A specific area is provided for the students use with facilities for eating and rest areas. Each student uses a locker or station to keep his/her uniform and private articles in. Our students have a unique opportunity to work at the reception desk. Mastering such duties as greeting clients, answering the telephone, filling out client work orders, and working with a variety of products. Another one of our prime objectives is to help the students become "salon-ready".

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is not available at the college. The institution does not offer special facilities or programs for the handicapped.

ACCREDITATION: This institution is accredited by the NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 4401 Ford Avenue, Suite 1300, Alexandria, VA. 22302 Telephone (703) 600-7600, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

STATEMENT OF NON-DISCRIMINATION: HILLTOP BEAUTY SCHOOL does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of ethnic origin or residence in its admissions, instruction, or graduation policies.

COURSES OF STUDY: Cosmetology Course (1,600 Clock Hours), Manicuring/Nail Care (400 Clock Hours), and Teacher Training Course (600 Clock Hours). The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring/nail care, and teacher training. Educational Goals: The courses of study are designed to acquire the knowledge and skills necessary to pass the board exams and become eligible for profitable employment as a Cosmetologist: (D.O.T. #332.271-010, CIP#12.0401) Manicuring/Nail Care (D.O.T.#331.674-010, CIP#12.0410) Teacher Training (D.O.T. #075.127-010, CIP#12.0413). **Occupational Codes:** Cosmetology 39-5012; Manicuring/Nail Care 39-5092; Teacher Training 25-1194

DISTANCE TRAINING: Hilltop Beauty School does not offer distance training.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 34. The freshman class teaches you from the very beginning and introduces the basis for those areas that you will need to know to pass Board of Barbering/Cosmetology examinations. From this initial introduction, you will learn all fundamentals that are the basis for your future and career. The hours spent in the freshman class are as follows: Cosmetology 400 hrs, Manicuring/Nail Care 50 hrs. HILLTOP BEAUTY SCHOOL considers the freshman classes to be the foundations of your professional future.

ENGLISH – AS – A - SECOND LANGUAGE: Our institution does not offer English - as - a second - language course. However, classes are taught in Spanish for the Cosmetology course only.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks / Equipment & Supplies will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for the satisfactory completion of the course. **However, you will be required an “out of pocket” expense to purchase other items necessary for your classes or to replace your lost or broken items while in school.** Your instructor will be advising you of the supplies you will need as you begin each class. Students are expected to maintain the kit by replacing lost or broken articles. **The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. Certain disposable items are not included in your kit and need to be supplied by each student.**

LIBRARY: The library and reference materials are on the first floor of the school, all videos are kept in a cabinet in the director's office. Students and staff have access and may use any and all materials available. A sign out sheet is used to document use of materials.

COPYRIGHT POLICIES: Making copies or misusing copyrighted materials is not accepted at Hilltop Beauty School. Students may face jail, or fines up to \$250,000 or both under the civil or criminal court system. It is strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. The U.S. Copyright Office provides a summary of the penalties for violation of Federal copyright laws. To view these penalties go to their website at <http://www.copyright.gov/help/fag/>.

CALENDAR / HOLIDAYS: The school is closed on Sundays, Mondays and the following holidays: New Year’s Day, Fourth of July, Thanksgiving Day and Christmas Day. A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: Classes for Cosmetology, Manicuring/Nail Care and Teacher Training Courses start: Weekly each Tuesday. Classes are held Tuesday through Saturday from 8:30 am. to 5:00 pm. Prospective students may apply for enrollment on any day of the school calendar. We offer full and part time schedules.

ADMISSION POLICY: It is the institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the institutional catalog, the School Performance Fact Sheet, and other

disclosures posted at the institution's website at www.hilltopbeautyschool.com These documents will assist the student to make a more educated selection of the program of study offered by the institution. The institutional catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page. The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A) A applicant must be 17 years of age or older and must provide a copy of his/her High School Diploma, a transcript showing high school completion or a GED (General Education Diploma). Students that have immigrated to the United States will be required to provide a High School Diploma or its equivalent from their country. We do not accept self-certified letters. **Verification of high school diplomas:** Hilltop Beauty School may verify the authenticity of diplomas provided and the qualifications of issuing institutions prior to enrollment.
- B) **ADMISSIONS TEST:** Currently, Hilltop Beauty School uses the WONDERLIC SLE (a passing score of 15 or higher) to determine the student's ability to be trained in the courses offered by Hilltop Beauty School. Students must take and pass the test before being admitted in school by signing the enrollment contract and before the first day of class.
- C) Teacher training applicants must have a High School diploma or its equivalent in addition to a valid cosmetology license.
- D) Our school does not recruit students already attending or admitted to another school offering a similar program of study.
- E) Hilltop Beauty School does not admit students from other countries with visas or vouch for student status and any associated charge.

Non High School Graduated, are considered students subject to the Ability to Benefit guidelines. **This school does not enroll Ability to Benefit Students.**

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by the institution's officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit of Board of Barbering & Cosmetology hours provided they left in good standing at the date of their withdrawal. All records of the students are stored for five (5) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment.

HOUSING: This institution does not assist in finding housing for students.

ORIENTATION CLASS: Orientation classes for students are held as follows for all students: Each Saturday at 9:00 a.m. to 11:00 a.m., **PRIOR TO ANY NEW CLASS STARTING.** All new students, transfers and re-enrollment students are required to attend prior to admission.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss the job market, 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.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture fields there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A potential student 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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS: Our institution expects its students to maintain a Satisfactory Academic Progress (SAP) as established by this institution, under the guidelines of the United States Department of Education. This policy is established and maintained for all Title IV and private pay students attending this school.

STUDENTS MUST MAINTAIN THE FOLLOWING:

1. Students will be evaluated on **two (2)** criteria's:
 - 1) Maintain an average of 67% attendance rate of scheduled hours.
 - 2) Maintain a minimum cumulative average of 70% on both, written exams or completed work projects (theory) and 70% on practical exams in a proficient manner for Cosmetology, Manicuring/Nail Care and Teacher Training.

Completion of 2 must average at least a “C” (70%) or better on all tests, work projects, and other required course work.

Grades are based on a 100% scale. Your progress is evaluated at each evaluation period. If you fail below the standards of satisfactory progress, you will be placed on a warning until your next evaluation.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who fail to attend classes for fourteen (14) calendar days will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more calendar days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.

3. Maximum Timeframe: Students are required to complete the program within the Maximum Timeframe which is 150% of the normal timeframe. In order to be considered progressing satisfactorily students must complete the hours for the specified Evaluation point in less than the Maximum Timeframe listed above.

NOTE: Transfer Hours

With regard to Satisfactory Academic Progress, a Student’s Transfer Hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

4. Meeting SAP requirements: Students must meet both of the minimum requirements to pace rate (attendance) and GPA from academic grades at any evaluation point to be considered making satisfactory progress until the next evaluation period.

In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date. Progress will be inspected at the time points shown below. Students meeting the minimum requirements for academics and attendance at the evaluation points are considered to be making satisfactory progress until the next scheduled evaluation.

Satisfactory Academic Progress Report
 Satisfactory Academic Progress is measured by the following:

Hilltop Beauty School Standards'

Program Name	First Progress Report	Second Progress Report	Third Progress Report	Fourth Progress Report
Cosmetology	450 Hours	900 Hours	1250 Hours	1600 Hours
Manicuring / Nail Care	200 Hours	400 Hours	N/A	N/A
Teacher Training	300 Hours	600 Hours	N/A	N/A

EVALUATION PERIODS:

Evaluation periods for the Cosmetology course:

Example: For the 1600 clock hour Cosmetology course, students will be evaluated at the increments in which they are scheduled to reach 450, 900, 1250, and 1600 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 450 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for Teacher Training course:

Example: For the 600 clock hour Teacher Training course, students will be evaluated at the increments at which they are scheduled to reach 300, and 600 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 150 hours beyond scheduled completion, or at actual completion.

Evaluation periods for Manicuring/Nail Care course:

Example: For the 400 clock hour Manicuring/Nail Care course, students will be evaluated at the increments at which they are scheduled to reach 200, and 400 clock hours, if applicable; at the point of which the students are scheduled to reach an additional 100 hours beyond scheduled completion, or at actual completion.

Note: Each student is given a copy of their Satisfactory Academic Progress (SAP) at the end of each evaluation.

DISBURSING FEDERAL FUNDS

In compliance with NACCAS and USDE Hilltop Beauty School has adopted and implemented the following evaluation policies for disbursing federal funds:

- All Future Professionals must be evaluated on or before the actual midpoint of the program.
- An academic year of 900 hours must be evaluated on or before your actual date to accrue 450 hours.
- An academic year of 900 hours must be evaluated on or before your actual date to accrue 350 hours.
- Disbursements are based on payment periods. **Hilltop Beauty School defines its academic year as 900 hours.** The 1600 hour program reflects 1 academic year of 900 clock hours and a crossover academic year of 700 clock hours. Based on this scenario, the first academic year of 900 clock hours is disbursed as follows: (0-450) – (451-900) hours. The crossover of 700 hours is paid as follows: (901-1250) – (1251-1600) report.

HILLTOP BEAUTY SCHOOL PERFORMANCE RATES - PER 2013 NACCAS ANNUAL REPORT

- **Completion:** 72.15%
- **Licensure:** 76.60%
- **Placement:** 71.93%

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. At this time the student will be told of the steps to take to initiate an appeal process.

APPEAL PROCEDURES: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days of the non-satisfactory progress status to the director of the institution. 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. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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. 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.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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.

RE – ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Hilltop Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Cosmetology, Manicuring/Nail Care or Teacher Training, 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 earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hilltop Beauty School to determine if your (credits or degree, diploma or certificate) will transfer. The transfer and accepted credits from another California institution will be counted towards the required credits of the same program at Hilltop Beauty School. Applicants with previous credits from another California Cosmetology School who wish to enroll at Hilltop Beauty School must submit a Proof of Training and a Record of Withdrawal from the previous California School. Transferring students will be evaluated for knowledge of techniques and practical application. Credits from previous training may be applied, however, the school will determine any additional training in any area deemed necessary for successful completion of a program. The school will determine the appropriate classes and time required to complete training. If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements. **Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those credits to your enrollment at Hilltop Beauty School.**

NOTE: We do not accept experiential learning at Hilltop Beauty School.

LEAVE OF ABSENCE: There may be times when a student may experience extended personal, medical or other problems which will make it hard for them to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program. All students requesting a LOA must do so in writing and it must be approved by the school administration. The start and end date must be included in the written request of the leave of absence. A leave of absence may be granted for up to 180 days. A leave of absence should not be requested by the student unless it is deemed necessary. A leave of absence is limited to a total of 180 days of leave within a 12 month period, these 12 months initiate from the first day the student goes on the first leave. Students will not be assessed additional tuition charges while on their leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress they held. A Leave of Absence will extend the student's contract period and the maximum time frame period by the same number of calendar days in the Leave of Absence. Students who do not return from an LOA will be considered dismissed as of their last class day of attendance prior to the start of the

leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days. A record in the form of documentation will be maintained in your student file.

ATTENDANCE STATUS: A full time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half time or less than half time enrollment is calculated based on the student work load in a payment period. Part time enrollment is defined as more than 12 hours, but less than 24 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 percentile basis and the percentage equated to a letter grade. For Cosmetology Students the evaluation forms are issued to the students at 450, 900, 1250 and 1600 scheduled hours completed. For Teacher Training Students the evaluation forms are issued to the students at 300 and 600 scheduled course hours completed and Manicuring/Nail Care Students the evaluation forms are issued to the students at 200 and 400 scheduled course hours completed. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

GRADES FOR PRACTICAL WORK

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

10 POINTS = A+
09 POINTS = A
08 POINTS = B
07 POINTS = C
06 POINTS = D

STUDENT CLOCK HOUR POLICY: (Class and Practice Hours. Credit Procedure) The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement the school can only give clock hour credit to students who record their attendance by using the time clock to clock in for the start of the day, out and back in for lunch and out for the end of the day. You will be given up to seven (7) minutes to clock in and receive a full clock hour credit for that hour only at the start of the day. If you clock in one (1) minute or more late throughout the rest of the day, you will not be given any credit until the beginning of the next quarter hour. Once theory class has started, no one will be allowed to enter the theory classroom. If you are attending school for more than six (6) hours a day, you **MUST** clock out for a thirty (30) minute lunch break. All students **MUST** clock out and back in for their lunch break on their time card. Lunch breaks are deducted from your daily total clock hours, students attending for less than six hours a day may take a lunch break if so desired, but not mandatory.

At the completion of the day, a new time card is prepared from the current daily time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day's time card. The time card must be signed by the student and the instructor daily (**no exceptions**).

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time cards so that the hours and operations are transferred correctly to the roster and computer.

The time cards are the property and records of the school and the state of California and must remain in the school at all times. After clocking in you are required to maintain applied effort and attend to your personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. A record in the form of documentation will be maintained in your student file.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits.

Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the time card reflection hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations

are to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board of Barbering & Cosmetology gives each operation: Shampoo/set = 1 ½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 ½ hours, Facial = 1 ½ to 2 hours, Manicure = ½ hour & Hair Cut = ½ to 1 hour. Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

DISCLOSURE AND RETENTION OF STUDENT RECORDS & RIGHTS TO PRIVACY (FERPA):

The Federal Rights of Privacy Act provides the right to students and parents or guardians of dependent minors to inspect, review and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the students files, materials and documents that contain information directly related to the students period of enrollment that are maintained by the institution.

Hilltop Beauty School will keep these records for up to five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any third party with the exception of accrediting commission or governmental agencies so authorized by law. Hilltop Beauty School requires a release form be completed for each third party request of information. For additional information, you may call 1-800/872-5237. Individuals who use TDD may call 1-800/437-0833.

INSTITUTION EFFECTIVENESS: Our vision of great success and the belief that each student can exceed their wildest expectations with the correct support and opportunity, fuels our incessant drive to motivate, accommodate, and educate each student to their maximum potential is what drives us forward in a constant effort to maximize program effectiveness and efficiency.

We have expanded our on-going cycle of state board preparatory classes to better focus on student skills and techniques designed to emphasize core curriculum concepts as they relate to state board testing criteria. This provides for a more thorough evaluation of student strengths and weaknesses which affords each student the opportunity for additional development in deficit areas. It is our policy to allow each student to continue attending these classes following graduation up to the scheduled state examination date. We do not charge for these classes, as we consider it our professional obligation and responsibility to our graduates.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the Board of Barbering & Cosmetology examination, it is recorded as a pass or fail. Students that failed the exam are encouraged to return to Hilltop Beauty School for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary and other pertinent information. The employment results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Ms. Tina M. Perry assists students in placements as often as needed; however, the school does not guarantee placement to any student.

ATTENDANCE POLICY, TARDY, AND MAKE-UP POLICIES: Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up for the lessons and exams missed due to absenteeism. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

GRIEVANCE PROCEDURE:

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

1. FILL OUT GRIEVANCE FORM AND LIST ALL GRIEVANCES. IT IS RECOMMENDED THAT ALL GRIEVANCES BE PRESENTED IN WRITING.

2. DELIVER ALL FORMS TO THE INSTRUCTOR IN CHARGE.
3. IF YOU ARE UNABLE TO DELIVER THE FORMS TO THE INSTRUCTOR IN CHARGE, YOU MAY DELIVER THEM TO THE SCHOOL DIRECTOR: **MS. TINA M. PERRY - 6317 MISSION STREET, DALY CITY, CA. 94014 PHONE NUMBER: (650) 756-2720**
4. ALL GRIEVANCES REGARDLESS OF THE NATURE WILL BE TURNED OVER TO THE OWNER AND REVIEWED. RECORDS OF COMPLAINTS AND THEIR RESOLUTION ARE RETAINED.
5. THE DIRECTOR WILL EVALUATE THE GRIEVANCE AND SET UP AN APPOINTMENT WITH THE PERSON, (GRIEVANCER) WITHIN 5 DAYS FROM RECEIPT OF THE FORM AND ANY ACCOMPANYING DOCUMENTS. IF THE GRIEVANCE IS AN EMERGENCY, IT WILL BE ADDRESSED WITHIN 24 HOURS.
6. ANY GRIEVANCES THAT YOU CAN NOT WORK OUT WITH THE INSTITUTION, YOU MAY CONTACT: **STATE OF CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS, PRIVATE POSTSECONDARY EDUCATION INFORMATION**, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web site: www.bppe.ca.gov OR **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**, 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302 Phone: (703) 600-7600 Web site: www.naccas.org
7. Hilltop Beauty School will also accept oral grievances.

SCHOOL RULES, HOURS AND REGULATIONS

1. School hours are: Tuesday through Saturday 8:30 a.m. to 5:00 p.m. Students arriving late must perform independent study at their work stations or not clock in. Students must be punched in and out on their own time cards. In case of illness or emergency on any day, the student must call in to the school office to report his/her absence before 8:35 a.m., that morning.
2. Students are required to be in class for roll call promptly at 8:30 a.m. in clean, white lab coat and clean shoes. Shoes must be closed toe; uniform type work shoes or tennis type shoes. (i.e. sneakers). The instructor has the right to send students home for misconduct, excessive tardiness and out of uniform.
3. Personal beauty services are to be done on the student's own time, not during class time. Student lockers are the student's responsibility and must be kept clean, inside and out and free of food and drinks. An instructor or staff member reserves the right to open lockers to check for contents or to remove contents within 7 days, after graduation or withdrawal from school.
4. A student is tardy at (8:38 a.m.). Students who are habitually tardy (6 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
5. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must clear by receptionist at the desk. Students should report to an instructor if they have not had lunch by 2:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
6. A student must use the time clock to clock "IN" when entering and "OUT" when leaving. Students failing to do so, will only receive credit for the hours indicated by the time clock stamp on their time card. When leaving the building for any reason you must notify the instructor in charge and clock out on your time card. **No exceptions will be allowed.**
7. No student is allowed to clock out during school hours without permission from the instructor in charge. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, his/her time card must be left at the receptionist desk.
8. No eating or drinking liquids are allowed in the school at any time except for the break room. Gum chewing is not allowed anywhere in the school building. Smoking is allowed in assigned areas OUTSIDE of the building. Students are not

- to place their feet on the chairs in theory or the clinic areas. No radios, cell phones are permitted to be used during school hours. If you carry a cell phone the ringers must be off and set on the vibration mode. You may not place a call or receive a call when in class or practicing clinical operations.
9. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge of the clinic area or classroom.
 10. School business phones may not be used for calls. Messages will be taken on incoming calls for students to return the call.
 11. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must their keep work station & work areas, clean and sanitary at all times.
 12. 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 each day and must be at the school during the student's training.
 13. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. No student may leave a client while doing a perm or hair coloring service, except in an emergency and is excused by an instructor. Failure to take a patron is grounds for suspension. Clients will forgive poor work but, not a bad attitude!
 14. Students are not allowed to give services or materials other than what is called for on the service ticket. If additional services are requested after the service ticket is handed out, the student must have the service ticket adjusted accordingly.
 15. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
 16. Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
 17. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. Junior and Senior students must not disrupt the freshman class or talk to the freshman students when they are working. Freshman students must wear name tags for the first 400 hours of instruction. All Junior and Senior students are required to do a complete finger wave operation weekly. This can be completed on a patron or mannequin and must be checked by an instructor.
 18. A student must attend school on all scheduled days. The school reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation in case of illness.
 19. Students have the privilege at all times to consult the management regarding personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord or is caught clocking in or out for another student.
 20. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of drugs / alcohol and will be terminated immediately. Firearms, knives or any other type of weapons are not permitted on the school property and if you or any students are found to be in the possession of such items, you will be turned over to the local authorities and permanently terminated from the school and school property. **No exceptions!**
 21. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the school office. 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.
 22. Only products furnished by the school may be used unless otherwise approved by the instructor in charge.
 23. Students are to park only in the area designated by the school. The school personal will show you the parking area and where to park during orientation class.
 24. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination/disrespect will not be tolerated by any student towards an

- Instructor, Staff member or another Student. Students must comply with school policy and state rules and regulations.
25. Due to absences, all assignments, tests and homework may be made up. Theory notes must be completed and handed in with your time tickets on test day for correction, in order to receive credit for that day's theory hour. If absent, it is the students responsibility to obtain the notes and make up the test. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
 26. Notify office immediately of any address or telephone change. All tuition charges must be paid prior to graduation. The school reserves the right to interrupt training whenever the tuition is past due from the student. Any student absent more than twenty one days without notifying the SCHOOL DIRECTOR will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist or Manicurist.. Violation of school rules may result in suspension or termination.

TUITION AND FEE POLICY: As of March 2, 2010 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

COURSE	TUITION	REG*.	STRF*	KITS*	TOTAL	WKS.
Cosmetology	\$11,280.00	\$ 100.00	\$ 6.00	\$ 474.00	\$11,860.00	53-84
Manicuring/Nail Care	\$ 1,200.00	\$ 100.00	\$.50	\$ 182.00	\$ 1,482.50	10-20
Teacher Training	\$ 3,300.00	\$ 100.00	\$ 2.00	\$ 198.00	\$ 3,600.00	20-32

* = NON-REFUNDABLE:

STRF, Reg. and kit fees are not refundable; refer to Refund Policy on page 18. Above kits prices include 8.25% sales tax.

NOTE: Length of time in course depends on number of hours student contracts for on a weekly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. However, if a student exceeds the time frame outlined above, Hilltop Beauty School does not charge for the balance of the hours required for the completion of the course.

METHOD OF PAYMENT: Federal Student Financial Aid is available to those that qualify to cover educational expenses. Federal aid may be in forms of grants (no payment is required). During our interview of prospective students, we compute a need analysis based on the amount of income resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. It is the policy of this institution to request from the student whenever possible to contribute toward their school charges by making monthly or weekly installments in accordance to their means. This payments could be made in a form of check, cash or money order. All school charges must be paid in full before graduation.

SCHOLARSHIPS: Our School does not award any institutional scholarships at this time.

STUDENT TUITION RECOVERY FUND DISCLOSURES:

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

1. You are a student, 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:

- a. You are not a California resident.
- b. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.” However no claim can be paid to any student without a social security number or a taxpayer identification number.

Calculation on collecting funds for the STRF account is for example:

\$.50 per \$1,000.00 of institutional charges (your tuition rounded to the nearest 1,000)

\$4,000.00 = 4 x \$.50 = \$2.00 STRF amount or \$4,000.00 x \$0.00050 = \$2.00 STRF amount.

This is a non-refundable fee.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

The institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. (CEC. Section 94828 per BPPE Reform Act January 1, 2010)

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.

REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION

Once the student has been determined by the institution to have withdrawn from the course of study refund policy calculations are performed under the two distinctive and different calculations formulas: The Institutional Refund Policy applicable to all regular students, and the Federal Return to Title IV refund calculation that applies to students who received federal aid.

INSTITUTIONAL POLICY: Hilltop Beauty School, in accordance to the California Bureau for Private Post-Secondary Education abides by the following refund policies.

Students 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 date when enrollment agreement was signed) whichever is later. A **Notice of Cancellation** form is given to the student up on enrollment.

The Notice of Cancellation shall be in writing and submitted directly to the Financial Aid Office, if sent by mail, it is effective when deposited and properly addressed with postage prepaid. A withdrawal may be initiated by the student’s written notice or by institution due to the student’s academics or conduct, including but not necessarily limited to, a student’s lack of attendance. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for part of the course not taken. Your refund rights are described in the Refund Policy and in the enrollment Agreement. If you have any complaints, questions or problems which you cannot work out with the school, call toll free **Bureau for Private Post-Secondary Education** (800) 370-7589, P.O.Box 980818 West Sacramento, CA. 95798-0818, www.bppe.ca.gov

Refund Policy: After the cancellation period, the institution will provide 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 aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. A registration fee of **\$100.00 is a non-refundable item** Kit 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student’s notification or school’s determination. In accordance to the **state pro-rata policy** the amount the school would be allowed to retain would be calculated in the following hypothetical example:

HYPOTHETICAL REFUND EXAMPLE: Assume that a student, upon enrollment in a 1,600-hour course, pays \$11,280.00 for tuition, \$100.00 for registration, and \$450.00 for equipment as specified in the enrollment agreement. The student then withdraws after completing 600 hours. **The pro-rata refund** to the student would be \$6,500.00 based on the calculation stated below:

Total paid	\$11,860.00	Tuition cost	\$11,280.00	Paid for instruction	\$11,280.00
Less registration fee (not refundable)	100	Hours in the course	1,600	Hours attended	600
Less cost of equipment	\$450.00	Hourly charge	\$7.05	Tuition owed 600 hrs. x \$7.05	\$4,230.00
Equals amount paid for instruction	\$11,280.00	Minus - Reg. -Equipment -Tuition	\$100.00 \$450.00 \$4,230.00	Refund due	\$6,500.00

Hours paid for but not received are defined as the hours of attendance not attended beyond, the student’s last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of an un-returned leave of absence, the documented last date of attendance.

Students who terminate prior to course completion will be charged a \$100.00 Registration fee, equipment charges and hours completed.

IF THE SCHOOL IS PERMANENTLY CLOSED AND NO LONGER OFFERING INSTRUCTION:

After a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology student’s hours are transferable from one cosmetology school to another. The pro-rata refund policy will be applied if you have earned any clock hours beyond the cancellation period of 7 business days. An exception to this policy is as follows: A student who elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.

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.

NOTE: Hilltop Beauty School does not have a pending petition in Bankruptcy, nor are we operating as a debtor in possession, or has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

DETERMINATION OF WITHDRAWAL FROM SCHOOL: The withdrawal date shall be the last physical date of attendance recorded in the institutional records. Return of Title IV Funds and Institutional Refund Policy will use this date in their calculations as the end date of the payment period or enrollment period. 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 fourteen (14) calendar days 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 Leave of Absence.

WITHDRAWAL CALCULATIONS: Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial Aid programs available at the institution during the payment period (or enrollment period). If the answer is YES the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

RETURN OF TITLE IV (R2T4): The formula for Title IV (R2T4) determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student’s withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount the overpayment is called unearned funds and must be returned to the following programs in the following order:

1. Pell Grant
2. Federal SEOG

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant over-payment amount exceeds half of the total of the Title IV grant funds received by the student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition would be adjusted accordingly. Therefore, if the tuition was paid in full, but the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that come from each aid program within 45 calendar days from the determination of withdrawal from the school date. Hilltop Beauty School will notify the student when a return of Title IV calculation is performed, the student may be billed for any outstanding obligations created by the student failing to earn Title IV funds, for which Federal funds were disbursed. Students are not eligible for further aid until all repayments have been made.

POST WITHDRAWAL DISBURSEMENT: If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

INSTITUTIONAL REFUND POLICY: This is a calculation mandated by the State Agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

FINANCIAL AID - CONSUMER INFORMATION: In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper, in the catalog, or on the website:

California State:

Institutional Performance Fact Sheet

Federal Disclosures:

Right to know Act – How Our Students are doing
Gainful Employment Disclosures
Fire Policy
Crime Statistics Report and Procedures-Clery Act
Constitution & Citizenship Day (Sept. 17th)
Drug and Alcohol Abuse Policy
Admissions disclosure
Voting Information

FERPA
Text book disclosure – CENGAGEbrain.com
GED classes' availability
Copy right protection policy

These disclosures may be completed annually and distributed on paper (requiring signatures on forms) in the catalog of the financial aid section or on the school website.

Constitution & Citizenship Day (Sep. 17th.) will be observed by having a group discussion about the U.S. Constitution and Citizenship.

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and based on their eligibility; receive tuition aid and financial assistance while attending the school. The Federal programs Hilltop Beauty School participates in are:

Federal PELL Grant: (FPELL) does not require repayment

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

GENERAL FINANCIAL AID INFORMATION: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at **Hilltop Beauty School** may be found in “

- “*The Student Guide*” http://studentaid.ed.gov/students/publications/student_guide/index.html
- “Free Application for Federal Student Aid” <http://www.fafsa.ed.gov/> questions about the FAFSA, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)
- “*Funding Your Education Beyond High School*” http://studentaid.ed.gov/students/publications/student_guide/index.html
- The U.S. Department of Education may be contacted directly at: U.S. Department of Education 400 Maryland Ave, SW Washington, D.C. 20202 (800) 872-5327 www.ed.gov

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

FINANCIAL AID MECHANISM:

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school attendance. Financial aid includes grants which do not have to be repaid. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student cost and the cost of education at this school.

STUDENT ELIGIBILITY REQUIREMENTS:

To be eligible for financial aid, a student must:

- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program.
- Be a citizen or eligible non-citizen.
- Not owe a refund on a FPELL Grant or FSEOG at any school.
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school.
- Have financial need.
- Be making satisfactory progress (as defined by the school's policy) in the course of study.
- Be registered for selective service if you are a male, between the ages of 18-25

- Have signed a statement of educational purpose.
- Have signed a statement of updated information.
- Have a high school diploma (or its equivalent) a GED, or have demonstrated to ability –to-benefit.
- Agree to use any federal student aid received solely for educational purpose.

NET PRICE CALCULATOR

A template that calculates the estimated net price, which is available on line at <http://ifap.ed.gov>. The template looks up a populated data from the FAFSA application database to identify a median EFC and median grant to determine the estimated amount of grant aid from the estimated total price of attendance.

U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

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

- **Federal PELL Grant (FPELL):**
The Federal Pell Grant Program provides need based grants to low income undergraduate students to promote access to a school education. The Pell Grant is free money that does not have to be paid back.
- **Federal Supplemental Education Opportunity Grant (FSEOG):**
Priority for need based FSEOG funds will be given to students eligible for PELL Grant. FSEOG is free money that does not have to be paid back. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non Pell recipient’s students with the lowest Expected Family Contributions enrolled during the last three months. For additional information about Federal Financial Aid programs, request “The Student Guide” published by USDOE.
- This institution offers no other scholarships, grants or loans.

APPLICATION PROCEDURES AND FORMS: Financial aid applications for this institution consist of the following:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

The FAFSA is the main application to apply for financial aid at Hilltop Beauty School. The FAFSA needs to be completed as instructed on the form and may be submitted either by paper or electronically at www.fafsa.ed.gov. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation for the Expected Family Contribution. If the FAFSA was completed by paper, the results will be sent to you on a Student Aid Report. If the form was completed electronically, the results will be available on-line to both to you and Hilltop Beauty School.

INSTITUTIONAL FORMS:

In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

Documentation to substantiate the data entered on the FAFSA may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

DEADLINE: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award. FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2014-2015, whichever comes first. A valid ISIR requires signatures of student, spouse and /or parents, when the ISIR has been corrected.

RENEWAL PROCESS: A FPELL Grant award received for one award year (July 1 to June 30 of the following year), **it is not** automatically renewed for the next year. Students must re-apply by completing a FAFSA for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

MAXIMUM ANNUAL REWARD: The Federal Grant Program (FPELL): \$5,645 maximum.

DISBURSEMENTS: They are made based on per payment period via a check payable to the student or via direct credit to the student’s tuition account. The first payment period is available upon completion of all required documentation and confirmation of enrollment status. Subsequent payment periods are available once the student completes the required number of institutional weeks and the required number of credit hours in the payment period.

DETERMINING NEED: The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution (EFC). Hilltop Beauty School utilizes the free Application for Federal Student Aid (FAFSA) for students applying for aid. The EFC is the amount of money you and your family can reasonably contribute towards your education for the academic year. This number also determines the types and amounts of aid that you are eligible to receive. (Your EFC will be sent to you on a Student Aid Report, the official response from the FAFSA.) Once the EFC is received, Hilltop Beauty School will determine your financial need by subtracting your EFC from the school’s attendance for the academic year.

COST OF ATTENDANCE:

The cost of attendance includes tuition, fees, books, supplies, housing, food, transportation and personal expenses for the academic year. The following budget amounts are used at Hilltop Beauty School:

Tuition & Fees	Actual Institutional Charges	
Books and Supplies	\$846.00 Per Academic year	
Living cost allowance *(monthly figures):	Student living With parents	Student living off campus
Room and Board, Food	\$288.00	\$862.00
Transportation	84.00	94.00
Personal/Misc.	184.00	200.00
*The estimated living expenses are calculated by the California Student Aid Commission (CSAC) who publish annually and estimated cost of attendance for schools in California. The institution does not provide on-campus housing.		

(Cost of uniforms is included in the personal allowance). Child/Dependent care: Budgets may be increased for reasonable expenses, but must be adequately documented with receipts provided by the student. The amount of budget increase depends upon age and number of children.

An example of an off-campus, 9 month cost of attendance for a Cosmetology course is as follows:

Tuition	\$ 6,117
Fees	75
Books and Supplies	400
Room and Board	7,758
Transportation	846
Personal/Misc.	1800
Total Cost of Attendance	\$16,996

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasized the **SELF-HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants.

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

1. Family Contribution
2. Other Resources
3. Federal Pell Grant

The institution annually receives a limited federal allocation of FSEOG for an entire award year. (July 1 to June 30). Due to **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make FSEOG awards using data from the year preceding the current year, by using the student enrollment, EFC and Pell Grant data to determinate how to distribute the FSEOG funds available. Based on last year's data, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during 7/01/14 to 6/30/15 period.

Therefore, the awards to those students will be up to \$200 through the entire period. As of July 1, 2015, the first selection of FSEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DEFINITIONS: The following definitions correspond to some common terms used within the financial aid technology.

ACADEMIC YEAR: A period not less than 26 weeks of instructional time with minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and a least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

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

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

DEPENDENCY:

- **INDEPENDENT STUDENT:** An individual who meets one of the following criteria:
 1. Was born before January 1, 1991.
 2. As of July 1, 2014 will you be a graduate or professional student?
 3. Is Married (Separated but not divorced)
 4. An individual with *legal dependents* other than a spouse. (As defined below*)

5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States
7. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
8. Do you have children who will receive more than half of their support from you between July 1, 2014 and June 30, 2015
9. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2015?
10. As determined by a court in your state are you or were you an emancipated minor?
11. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
12. At any time on or after July 1, 2013, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2013, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
14. At any time on or after July 1, 2013, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Dependent:* He/She is an individual other than spouse that has been supported and will continue to be supported (50% or more of that individual personal expense) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT a dependent student.

DEPENDENT STUDENT: If the individual is under the age of 24 years and did not meet one of the criteria listed above, they are a dependent student. This student is required to complete the FAFSA application with his/her parent's income and assets data.

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

FINANCIAL AID ELIGIBILITY CITIZEN / ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. Permanent Resident who has an I-551 or I-551 C (Alien Registration receipt card). Departure Record (I-94) from Department of Homeland Security and Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant, Refugee, Asylum Granted, Parole for a minimum of one year that has not expired, T-VISA (T-1, T-2, T-3, etc...) Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking".

- **IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**
 1. F1 or F2 student visa
 2. J1 or J2 exchange visitor visa only
 3. G Series visa (pertaining to international organizations)

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

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

PAYMENT PERIOD: 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be repaid within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

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

REINSTATEMENT OF FINANCIAL AID: If a student is convicted of illegal possession or sale of drugs they will become ineligible to receive federal funds. When the student successfully completes a drug rehabilitation program, he or she will regain eligibility for student federal funds as of the day the student successfully completes the program.

STUDENT AID REPORT: Within 3 weeks of submitting a FAFSA you will receive a Student Aid Report. (SAR) from the Department of Education. Be sure to review your SAR for accuracy and follow the instructions if you need to make corrections. You may be asked to verify your finances in a process called verification. If so, HILLTOP BEAUTY SCHOOL will ask you for additional financial information.

VERIFICATION – SELECTED: At random, the Department of Education selects FAFSA applications to be verified by the Financial Aid Office. The verification process is discussed in the following section.

VERIFICATION PROCESS: Federal regulations require schools to develop written policies and procedures for verifications. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death of the student
- Not an aid recipient
- Applicant verified by another school. Your FAFSA data must be the same as it was at the previous school and the prior school must provide a letter to this school stating that it verified his/her application and provide the transaction number of the pertinent valid ISIR.
- Post Enrollment. If you were selected for verification after ceasing to be enrolled at this school and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the year (2013).
- U.S. income tax paid.

- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security Benefits
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Interest on tax free bonds
 - Earned income credit

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 668.16(f).

FOR ALL APPLICANTS:

- Household Size. Total number of persons in the household- the student needs to provide a statement signed by him/her and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item.**
- Number in school. The number of members of household enrolled as at least half-time students in an eligible school - a signed statement by the student (and, if he/she is dependent - at least one parent) with the name, and age of each person in the household who is enrolled at least half time in an eligible school (excluding the parents of dependent students). The statement must also give the name of each school and can be written to document household size as well. **Completion of Department's sample verification worksheet will satisfy the requirements for both items.**
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps) - If the ISIR indicated that someone in the parent's or student's household received SNAP benefits in 2012 or 2013, a signed statement must be provided by the student indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The FAO of this institution may require the student to show documentation from the agency that supplied the benefit.
- Child support paid - If the ISIR indicated that the student or parent paid child support in 2013, the student will need to provide a statement signed by her/him or if she/he is dependent, or either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name (s) of the child (ren) it was paid for. **A complete verification worksheet accomplishes this.**

FOR NON-TAX FILERS: Income earned from work.

FOR TAX-FILERS:

- Adjusted Gross Income (AGI)
- US income tax paid
- Educational Credits
- Untaxed IRA distributions
- Untaxed Pensions
- IRA deductions
- Tax - exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid, and other tax data

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it.** It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS -** if the data is changed, the student/parent will need to provide other documentation as explained below.

Students must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript if they cannot or will not use IRS Data Retrieval, at their initial FAFSA filing.

A few ways to request a tax transcript: Online at www.irs.gov, by calling 1-800-908-9946, or mail or fax the paper Form 4506 T-EZ, which can be printed from the IRWS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. They must request a fax return transcript, but because that document contains only the information on the original return, they must **also** request a tax account transcript, which contains only the data that was altered. Both documents can then be used to complete the verification. The form to use is IRS Form 4506-T, rather than Form 4506T-EZ. Students and parents are also required to sign and complete the verification worksheets developed by the Department which serve as signed statements and as verification of household size, number in school, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There is a verification form for independent students for only their (and spouse) information is required and a verification form for dependent students their information and parents information is required.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 26, 2015, whichever is earlier.

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

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

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

Federal Aid applicants of any Federal Student Aid program, whose dependency status changes during the award year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the school's FAO determines that, an update due to marriage is required to better represent the student's ability to pay for school, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIODS:

If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 26, 2015, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, or the student may make other financial arrangements to cover the school cost.

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

TOLERANCES: Any discrepancy greater than \$25.00 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

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

INSTITUTIONAL VERIFICATION PROCEDURES:

Federal regulations regarding the Verification process has significantly changed for the 2014-2015 award year. Additionally, it is to be noted that for the award year 2014-2015, the Department has implemented customized verification requirements in which each student's ISIR selected for verification will indicate on the ISIR comments page the specific items selected for verification and the required documentation needed to meet these regulatory requirements. Therefore, we must implement these regulatory changes for 2014-2015 year and each year thereafter accordingly.

The significance of the changes makes it impossible to provide a condensed guidance from the detailed information in the Federal Financial Aid Handbook. Therefore, we suggest that institutions include the entire verification section of the 2014-2015 SFA Handbook <http://ifap.ed.gov/fsahandbook/attachments/1112AVGCh4.pdf> as part of the institutional verification procedures with the following specific details applicable to each individual institution:

- The time period in which students must submit verification documentation.

This institution has established a single deadline for all aid programs, all verification documentation must be received by the FAO no later than 120 days from the date the ISIR was processed or September 26, 2015, whichever is earlier.

- The consequences for failing to submit those documents on time.

Do not provide interim disbursements of any aid programs, do not allow the student to work under the FWS programs, do not originate direct loans until the verification process is completed to eliminate the possible liability to the student and or school when the process is incomplete.

- The method you will use to notify students if their EFC and Title IV aid amounts change.

Any time the students EFC changes or the Title IV award changes, the institution will provide a revised award letter to the student. You must show the new EFC, new awards by program, amounts

and expected dates of disbursement on the revised award letter.

In addition, the award letter provides the student and/or parent, as applicable an opportunity to accept or decline part of all of the awards offered with in14 calendar days.

- The procedures you or students will follow to correct FAFSA data.

Student can make changes to their data by utilizing the paper SAR, or by using the FAFSA on the Web as long as the student and parent, when applicable, have their individual PIN to make changes.

Institutional FAOs can make changes and updates by using FAA Access to CPS online or Electronic Data Exchange (EDE).

- The procedure you will follow to refer a student to the Office of Inspector General (OIG, see Chapter 5)

The Financial Aid Office must report any suspected fraud to the institutional administration. It would be the administration's responsibility to review the facts and determine if the case warrants to be reported to one of the OIG locations below.

Any referrals must include and be supported by all available documented evidence of possible fraud.

OIG Address and Phone Numbers: Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

Boston, MA	(617) 289-0174
New York, NY	(646) 428-3861
Philadelphia, PA	(215) 656-6900
Atlanta, GA	(404) 974-9430
Chicago, IL	(312) 730-1630
Dallas, TX	(214) 661-9530
Denver, CO	(303) 844-0058
Kansas City, MO	(816) 268-0530
Long Beach, CA	(562) 980-4141
San Juan, PR	(787) 766-6278
Washington, DC	(202) 245-6911

National Hotline:

Inspector General's Hotline
Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500
1-800-MIS-USED

Email: oig.hotline@ed.gov

Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks, (21 calendar days) if absences or date when the student failed to return from an approved leave of absence.

STUDENT RIGHTS AND RESPONSIBILITIES:

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped
- Graduation and completion rates of Federal and California State Disclosure
- Our institution does not provide for study abroad programs nor does it offer athletically related student aid.

It is the student's responsibility to:

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

Students receiving aid must:

- Maintain satisfactory academic progress as described in the institution policy.
- Apply for financial aid as scheduled each academic year and meet all deadlines.
- Comply with all forms and documents required by the FAO to complete your file.
- If selected for verification, you must fully complete that process.
- You must use the funds ONLY for educational expenses.
- Notify the FAO informed of changes in your personal information

ADMISSIONS FINANCIAL AID INFORMATION AND HOURS

ADMISSIONS:

Applicants for Admissions may secure information Tuesday through Saturday between 8:30 a.m. to 5:00 p.m.

Person to contact: Ms. Tina M. Perry & Ms. Nancy DeGroat.....Admissions (650) 756-2720

FINANCIAL AID:

Applicants or students may secure Financial Aid information Tuesday through Saturday between 8:30 a.m. to 5:00 p.m.

Person to contact: Ms. Gema Jimenez.....Financial Aid Director (650) 756-2720

PLACEMENT ASSISTANCE:

Wednesday and Thursdays between: 10:00 a.m. through 2:00 p.m.

Person to contact: Ms. Tina M. Perry & Ms. Nancy DeGroat.....Placement (650) 756-2720

EMERGENCY NOTIFICATION AND EVACUATION PLAN:

Hilltop Beauty School has an Emergency Evacuation Plan. Employees and students are notified about this procedure, a drill to practice the procedures every month which is documented.

In the event that a confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees is occurring on the school premises, a verbal notification will be announced by the director or an appointed staff member to all students and staff. Students and staff of Hilltop Beauty School that are not in the school at the time the emergency is occurring or had occurred will be notified by phone. The content of the notification will be all the relevant information regarding the emergency. The emergency will be logged and documented.

For everyone's safety Hilltop Beauty School has posted diagrams indicating the emergency exits in case of fire, earthquakes, floods or other emergencies that the school occupants should know. Exit signs are clearly marked at all exits. Even in the event of a power outage, these exit signs will remain lit or will be reflective to indicate doorway and path of exit.

Students, staff and customers should proceed to the nearest available exit, in a calm and orderly manner. Help the elderly, handicapped and children to the nearest exit. Leave all personal belongings behind. Don't attempt to put out the fire yourself. Leave immediately.

DRUG ABUSE PREVENTION PROGRAM:

Your enrollment in our school puts you in the direction of success; however, taking drugs could lead to disappointment and failure. Hilltop Beauty School operates with a "ZERO TOLERANCE" policy regarding ANY participation in unlawful manufacture, distribution, dispensation, possession or use of any controlled substance, legal or illegal, during the ENTIRE period of training. Students are not to consume or be under the influence of alcohol or drugs while on campus. Violation of this policy WILL result in immediate termination of the student's training.

Hilltop Beauty School is aware that illicit drug and alcohol abuse are foremost social problems that affect the health, safety, and security of the public. In recognition of the problems associated with drug and alcohol abuse in our society today, the school is providing the following information to its students, staff, and instructors by distributing the Drug and Alcohol Abuse Policy Statement. Any individual associated with

Hilltop Beauty School who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

ALTERNATIVE ACTION PROGRAM
Westside Community Mental Health Center
& Westside Youth Awareness Program
1140 Oak Street, San Francisco, CA 94117 (415) 431-9000
or
Delancey Street Foundation
600 Embarcadero
San Francisco, CA 94107
(415) 957-9800

Hilltop Beauty School prohibits the possession, sale, or use of alcoholic beverages / illegal drugs on school property or in connection with any school activity.

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

Technical Instruction and Practical Training in Esthetics: The required subjects of instruction in Esthetics <u>shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</u>	200
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- Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials Including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. 25 40
- Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes. 25 30

Technical Instruction and Practical Training in Manicuring and Pedicuring: The required subjects of instruction in Manicuring and Pedicuring <u>shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</u>	100
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- Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage. 10 25
- Artificial Nails and Wraps: Artificial nails including acrylic: Liquid and powder brush-ons, artificial nail tips and nail wraps and repairs. 25 120

NOTE: It takes a different amount of time for each individual student to perform an operation. If a student has completed all the minimum technical instruction hours and minimum practical operations in a subject as mandated by the Barbering & Cosmetology Act and Regulations but does not yet meet the total hours required, Hilltop Beauty School will then determine what additional hours and operations need to be completed.

The minimum combined total clock hours of 1600 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the instructors.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

DESCRIPTION OF COURSE: (D.T.O. # 332.271-010) (CIP # 12.0401) This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Cosmetologist to perform all skills as a Hair Stylist, Chemical Applications, Manicuring and Pedicuring services.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

Each unit of instruction is divided into six levels of instruction: (1) Theory classes, (lectures and demonstrations). (2) Theory testing (written and oral). (3) Practical operations demonstrations. (4) Practical operations on mannequin or other person. (5) Complete operations performed on another person. (6) Performance reviews (progress evaluations, see satisfactory progress policy).

INSTRUCTIONAL TECHNIQUES AND METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry.

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods that relates to the performance of useful, creative and productive career oriented activities which will include performing all cosmetology skills such as: haircuts and styling, hair coloring, chemical applications, make-up application and hair removal, facials both manual and electrical, scalp and hair treatments, manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills.

COSMETOLOGY COURSE EDUCATIONAL GOALS: The cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

GRADUATE OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriate colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and make-up, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

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

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%. The licensing exam is through the Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA 94244-2260, (916) 574-7570 <http://www.barbercosmo.ca.gov>

RESOURCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of opportunity to use these extensive materials.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/ or a mannequin.

INSTRUCTORS: As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are also posted for the students’ benefit.

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED: Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards to public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

JOB OPPORTUNITIES: A licensed cosmetologist can take on many job titles such as:

- All Levels of Management
- Education Positions
- Merchandising Field: Sales, Buyer, Seller, etc.
- Scientific Field: Demonstrator, Research, etc.
- Writing Field: Promotional Writer, Beauty Editor, etc.

The licensed cosmetologist can also be a Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, or Beauty Salon Operator. Later they can become a Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner.

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

ACADEMIC GRADING

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

GRADES FOR PRACTICAL WORK

10 POINTS = A+
09 POINTS = A
08 POINTS = B
07 POINTS = C
06 POINTS = D

COURSE OUTLINE FOR MANICURING / NAIL CARE PROGRAM

(400 HOURS)

The curriculum for students enrolled in a Manicuring/Nail Care program shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction means 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:

Area of Instruction

Minimum Hours of Technical Instruction

Minimum Practical Operations

<p>Technical Instruction and Practical Training in Manicuring / Nail Care: The required subjects of instruction in Manicuring / Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p>	300	
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- Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails) 60
180

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

<p>Technical Instruction and Practical Training in Health and Safety: The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p>	100	
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- Laws and Regulations (10 hours of Technical Instruction) 10

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.

- Health and Safety Considerations (25 hours of Technical Instruction) 25

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV / AIDS, Hepatitis B.

- Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations) 20
10

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

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3

- Bacteriology, Anatomy and Physiology
(10 hours of Technical Instruction)

The subjects of Bacteriology, Anatomy and Physiology shall include, but is not limited to the following issues:

Bacteriology, Anatomy, Physiology and nail analysis and conditions.

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters employees, and employers.

NOTE: It takes a different amount of time for each individual student to perform an operation. If a student has completed all the **minimum technical instruction hours and minimum practical operations in a subject as mandated by the Barbering & Cosmetology Act and Regulations** but does not yet meet the total hours required, Hilltop Beauty School will then determine what additional hours and operations need to be completed.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

DESCRIPTION OF COURSE: (D.T.O. # 331.674-010) (CIP # 12.04099) This is a specialty course covers all aspects of manicuring and pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the manicurist to perform such skills as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Wraps and Repairs.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

INSTRUCTIONAL TECHNIQUES AND METHODS: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction: (1) Theory classes, (lectures and demonstrations). (2) Theory testing (written and oral). (3) Practical operations demonstrations. (4) Practical operations on mannequin or other person. (5) Complete operations performed on another person. (6) Performance reviews (progress evaluations, see satisfactory progress policy).

The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

MANICURING/NAIL CARE PROGRAM EDUCATIONAL GOALS: The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment, as a manicurist specialist, product demonstrator or nail artist.

MANICURING/NAIL CARE PROGRAM PERFORMANCE OBJECTIVE

Acquire knowledge of laws and rules created by the California Program of Barbering and Cosmetology. Understand sterilization and sanitation procedures. Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed. Acquire the ability to perform all required practical operations with a level of performance to equal 70% "C" grade or better. Acquire business management skills and techniques common to manicurist.

RESOURCES: Manicuring/Nail Care text books, notes from class lectures, supplemental material handed out in classes, school library and demonstrations.

GRADUATE OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriate colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and make-up, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success the graduate will continue to learn new and current information related to skills, trends, and methods for career development in manicuring and pedicuring related fields.

COURSE GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

MANICURING/NAIL CARE PROGRAM COURSE LICENSING REQUIREMENTS: A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring/Pedicuring program as described above and passed the State Program Exam with an overall average of 75%.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/ or a mannequin hand.

INSTRUCTORS: As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin Programs, instructors giving these classes are also posted for the students benefit.

SKILLS TO BE DEVELOPED: Use of proper implements relative to all manicuring, pedicure, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

JOB OPORTUNITIES: A licensed manicurist can take on many job titles such as:

- Manicurist in Salon using licensed skills
- Owner of Shop / Management
- Merchandising Field: Sales, Buyer, Seller, etc.
- Scientific Field: Demonstrator, Research, etc.
- Writing Field: Beauty Editor, Promotional Writer, etc.

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

ACADEMIC GRADING

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

GRADES FOR PRACTICAL WORK

10 POINTS = A+
09 POINTS = A
08 POINTS = B
07 POINTS = C
06 POINTS = D

COURSE OUTLINE FOR TEACHER TRAINING:

(600 HOURS)

The Teacher Training course consists of 600 clock hours of technical and practical operations in the art of cosmetology as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction includes The Cosmetology Act and Program Rules and Regulations, demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the instructor trainee of teaching and principles and the supervising of and training of students.

PREREQUISITE: A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license, as a Cosmetologist and a minimum of 3 years of technical experience in the industry.

DESCRIPTION OF COURSE: (D.O.T. # 075.127-010-Cosmetology instructor)-CIP # 12.0413). This is a specialty course which covers all aspects of instructional methods and techniques, conduction classroom instruction and demonstrations, supervising and training students while practicing the art of cosmetology. Also includes professional ethics, effective communication and human relations.

DEFINITION OF TERMS: **Technical instruction**, means instruction by demonstration, lecture, classroom participation, and/or examination. **Practical Operations**, means the actual performance by the instructor trainee of teaching techniques and principles. **Instructional Techniques and Methods:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their (**Milady**) textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) preparation of instructional materials (class outlines & tests) (3) conducting classes (under supervision), (4) supervision of students while performing the art of cosmetology (under supervision), (5) record keeping techniques and school operations, (6) Performance reviews (progress evaluations, see satisfactory progress policy).

TEACHER TRAINING PROGRAM CONTENT: The Teacher Training course is broken down into the following units of instruction.

<u>TECHNICAL SUBJECT</u>	<u>THEORY HOURS</u>
1. The Cosmetology Act and the Program’s Rules and Regulations, Ethics.	10
2. Preparatory instruction (A) Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.	40
(B) Organization techniques: 4 step teaching method; performance objectives; and Learning domains, etc.	30
(C) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	60
(D) Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading, etc.	10
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations .(Shall be conducted under the supervision of instructor)	130
4. Assessing progress and advising students.	60
5. Grading styles. What is in a grade.	60
 <u>PRACTICAL SUBJECT</u>	 <u>PRACTICAL OPERATIONS</u>
(A) Preparatory Instruction	100
(B) Supervising and Training of students while they are practicing the art of cosmetology on a on a live person or mannequin in a classroom or laboratory.	100

The total minimum 600 clock hours include the technical instruction phase, and opportunity for the student to acquire the necessary skills through practical methods developed under the supervision of the school's instructors.

NOTE: Currently the State of California does not offer any licensing or certification for the Instructor Training course. Students taking this course will receive a certificate of completion to use to enhance their educational qualifications presented on their resume.

TEACHER TRAINING COURSE PERFORMANCE OBJECTIVE: To develop the ability to:

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

TEACHER TRAINING COURSE EDUCATIONAL GOALS: The Teacher Training course is designed to prepare cosmetology licensed students for gainful employment as a cosmetology instructor.

RESOURCES: Teacher Training textbook, notes from class lectures, supplemental material handed out in classes, school library and observing licensed instructors in class and demonstrations.

LEARNING STRATEGY: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written assignments such as class schedules, class outlines, preparation of handout materials, and perform practical skills by conducting classes and supervising students performing practical operations.

INSTRUCTORS: As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin Programs, Instructors giving these classes are also posted for the students' benefit.

COURSE GRADUATION REQUIREMENTS: When the student has completed all required theory hours, practical operations, and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Program of Barbering and Cosmetology examination.

JOB OPPORTUNITIES: An instructor can take on many job titles such as:

- Teacher of Cosmetology
- Special Teacher of Cosmetology
- Supervisor
- Director and / or Owner
- Substitute Instructor
- Department Head
- Guidance Counselor (Outside of Beauty Schools):
 - State Board Inspector
 - State Board Member
 - Education Director for Manufacturer, etc.

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

ACADEMIC GRADING

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

GRADES FOR PRACTICAL WORK

10 POINTS = A+
09 POINTS = A
08 POINTS = B
07 POINTS = C
06 POINTS = D

**HILLTOP BEAUTY SCHOOL
ORGANIZATIONAL CHART**

Owner/Director
Ms. Tina M. Perry

Financial Aid Director Ms. Gema Jimenez	Admission & Placement Ms. Tina M. Perry & Ms. Nancy DeGroat
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Instructors: Ms. Leonette Motta Ms. Esmeralda Herrera Ms. Martha Bermúdez Ms. Maria A Marquez Ms. Carmen Dunn Ms. Nancy DeGroat	Substitute Instructor: Ms. Maria Alvarado	Receptionist Ms. Candie Dana
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EDUCATIONAL QUALIFICATION LIST

Ms. Leonette Motta	Instructor, Licensed Cosmetologist for twenty nine (29) years, Licensed Instructor for twenty seven (27) years. Ms. Motta also has her Teaching Credential. Ms. Motta is a graduate of Hilltop Beauty School. Ms. Motta holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education.
Ms. Esmeralda Herrera	Lead Instructor, Licensed Cosmetologist for twelve (12) years, and Salon Owner three (3) years. Ms. Herrera is a graduate of Hilltop Beauty School. Ms. Herrera holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education.
Ms. Martha Bermudez	Instructor, Licensed Cosmetologist for eighteen (18) years. Ms. Bermudez is a graduate of Hilltop Beauty School. Ms. Bermudez holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education.
Ms. Maria A Marquez	Instructor , Licensed Cosmetologist for four (4) years. Ms. Marquez is a Graduate of Hilltop Beauty School.
Ms. Carmen Dunn	Instructor, Licensed Cosmetologist for twenty six (26) years, and Salon Owner for twenty six (26) years. Ms. Dunn is a Graduate of Hilltop Beauty School.
Ms. Nancy DeGroat	Admission & Placement, Instructor, Licensed Cosmetologist for nineteen (19) years. Ms. DeGroat is a graduate of Hilltop Beauty School. Ms. DeGroat holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education.
Ms. Maria Alvarado	Substitute Instructor, Licensed Cosmetologist for eighteen (18) years. Ms. Alvarado is a graduate of Hilltop Beauty School. Ms. Alvarado holds a certificate as a Cosmetology Instructor from the sunsetted Bureau for Private Postsecondary and Vocational Education.