

Sutter

Beauty College

Student Catalog



651 N. Palora Ave

Yuba City, Ca 95991

Business 530.673.3265 Fax 530.673.0548

<http://sutterbeautycollege.com>

2014

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Sutter Beauty College

The college is a private institution owned by Scott and Tosha Hambelton and provides service to the public in all areas of cosmetology. We welcome clients to visit our college, please call or walk in for an appointment.

Sutter Beauty College was granted a license to operate from the Bureau for Private Postsecondary Education and Board of Barbering and Cosmetology pursuant to California Education Code Section 94802. The Boards license to operate means compliance with minimum state standards and does not imply any endorsement or recommendations by the State.

Approved programs are as follows:

<u>Name of Program</u>	<u>CIP Code</u>
Cosmetology	12.0401

Approval Disclosure Statement

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made to Aimee Haight, Manager.

Unresolved complaints may be directed to the Department of Consumer Affairs, or the Bureau for Private Postsecondary Education by calling 1-888-370-7589. You may also fill out a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

All information in the contents of this school catalog is current and correct and certified as true by Scott Hambelton, Director.

Scott Hambelton

Owner

Prospective students are encouraged to visit the college to discuss their personal education plans and cost. The college currently has available government and sponsoring programs to assist students who qualify with tuition and fees. California's One Stop programs offer assistance with educational costs to eligible prospective students.

MISSION STATEMENT

The Mission of Sutter Beauty College is to provide a clean, professional, and educational environment that is centered on theory and practical learning. It is our mission to help graduates to successfully pass the California State Board of Cosmetology exam, instill a sense of professionalism in each student and provides up to date training on customer service and retail sales, so our students may obtain job opportunities in Cosmetology, Esthetician, Manicuring and any related fields.

ADMINISTRATION

Sutter Beauty College is a private institution owned by Scott and Tosha Hambelton.

APPROVAL OF PROGRAMS

Sutter Beauty College is a private institution and is 'Licensed to Operate' by the Bureau for Private Postsecondary Education, Department of Consumer Affairs and the Board of Cosmetology and Barbering.

Sutter Beauty College has a Training Agreement with the following institution:

Yuba Community College

2088 N. Beale Road Marysville, CA 95901
(530) 741-6700

The following state boards, bureaus, departments or agencies set minimum standards for our programs of studies. (In accordance with Educational Code Section 94316.12)

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Web site: www.bppe.ca.gov

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

1(888)370-7589 Fax (916)263-1897

THE BOARD OF BARBERING AND COSMETOLOGY

Web site: barbercosmo.ca.gov

PO Box 944226 Sacramento, CA 94244-2260

(916) 575-7570 Fax (916) 575-7281

1-800-952-5210

Sutter Beauty College is **accredited** by:

National Accrediting Commission of Arts and Sciences (NACCAS)

4401 Ford Ave, Suite 1300

Alexandria, VA 22302

(703)600-6300

DEPARTMENT OF CONSUMER AFFAIRS

Consumer Information Center at: (800) 952-5210

E-mail: dca@dca.ca.gov

Department of Consumer Affairs

Consumer Information Division
1625 North Market Blvd., Suite N 112
Sacramento, CA 95834

BANKRUPTCY DISCLOSURE NOTICE

Sutter Beauty College has no pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years nor has had a petition in bankruptcy filed against it within the preceding 5 years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq).

STAFF & QUALIFICATIONS

SCOTT HAMBELTON.....Owner/Director/Instructor

Licensed Cosmetologist since 1981
Licensed Cosmetology Instructor since 1982
State of California Teaching Credential in Cosmetology
Instructor

TOSHA HAMBELTON.....Assistant Director/Instructor

Licensed Cosmetologist since 1987
Licensed Cosmetology Instructor since 1988
Field Expertise Esthetics since 1988
Instructor

AIMEE HAIGHT..... Manager/Admissions

Licensed Cosmetologist
Yuba College Instructor Certificate

ARIANA SALAZAR..... Freshman Instructor

Licensed Cosmetologist,
Instructor Yuba College Certificate

PHILLIP CATHCART.....Instructor

Yuba College Instructor Certificate
Licensed Cosmetologist

SANDRA HERNANDEZ.....Instructor

Licensed Cosmetologist

NICOLE BURNS.....Instructor

Licensed Cosmetologist

JESSICA FORRESTER.....Administration/TA

Licensed Cosmetologist

CASSANDRA HUHTALA.....Receptionist

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40% of salons in the state are employer-owned, and 29% are booth-rental salons. The other 31% are a combination of the two. 49% of California salons are classified by their owners as full-service salons; 20% are listed as haircutting salons. Barbershops make up 13% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments.

U.S. DEPARTMENT OF LABOR INFORMATION

The U.S. Department of Labor provides current (2012) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

<u>Job Position</u>	<u>SOC Code</u>
Cosmetologists (Hairdressers)	39-5012

Occupation Description

Hairdressers, Hairstylists, and Cosmetologists Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance, "Manicurists and Pedicurists", and "Skincare Specialists".

Location	Pay Period	Low	Median	High
United States	Hourly	\$8.10	\$10.91	\$20.37
	Annual	\$16,800	\$22,700	\$42,400
California	Hourly	\$8.52	\$10.94	\$20.99
	Annual	\$17,700	\$22,800	\$43,700

- "High" indicates 90% of workers earn less and 10% earn more.
- "Median" indicates 50% of workers earn less and 50% earn more.
- "Low" indicates 10% of workers earn less and 90% earn more.
- "N/A" indicates the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

OBJECTIVES

Our objective is to provide vocational training to the Yuba-Sutter population in the areas of cosmetology, manicuring, esthetician – skin care, and instructor training. The educational objectives of Sutter Beauty College are to provide each student with the opportunity to achieve a Completion Certificate in the following areas:

COSMETOLOGY: To provide the student with the opportunity to learn and acquire the knowledge and skills necessary to take and pass the California State Board of Cosmetology examination and enter the profession with all related job entry-level skills required of a Licensed Cosmetologist. Licensed cosmetologists can work as hairstylist, color specialists, hair cut specialist, work in a nail or skin care salon, platform artist, makeup artist, product representative, product educator, salon manager salon owner, runway or fashion stylist, etc. the possibilities are endless.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

FACILITIES

Sutter Beauty College is located at 651 North Palora Avenue, Yuba City, California in the Carriage Square Shopping Center. It occupies 5,000 square feet used solely for vocational training. Our school can accommodate 100 Cosmetology students with total of 53 stations in our student training salon. It is located one block east of Hwy 99 on Bridge Street. Public transportation is available by Dial-A-Ride or taxi.

STUDENT HOUSING

Sutter Beauty College does not have dormitory facilities. Housing is available near the institutions facilities. Estimated costs for nearby housing can range anywhere between \$500 to \$1500 per month. Sutter Beauty College takes no responsibility to find or assist in finding potential or current student housing.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health because working in this profession requires direct physical contact with the clients. In most aspects of the beauty culture, there is a feat deal of standing, walking, pushing, bending and stretching sometimes for long periods of time. A person must consider their own 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 such students believe they can fulfill the training demands. If a student, while enrolled, sustains an injury deemed by the college to impair their ability to fulfill all educational requirements, both practical and theoretical, the student may be required to take a leave of absence until given a full medical release from their physician.

LEARNINING DISABLITIES

If you have any known learning disabilities, please notify Administration. This will help to ensure that you may receive proper attention to complete your course. This should be done prior to enrollment. The school does not provide individual tutoring.

VACCINATIONS

Sutter Beauty College does not require any information regarding vaccinations from potential students to attend school. Low cost vaccinations are available at

Sutter County Public Health Department

Address: 1445 Veterans Memorial Cir, Yuba City, CA 95993

Phone: (530) 822-7215

Hours: Thursday hours 9:00 am–5:00 pm

STUDENT SERVICES AND COUNSELING

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. The school maintains information for students on Voter Registration in California, an online process. Students can access this information at www.headcount.org. This information is provided to each student during the enrollment process.

STATE BOARD LICENSING REQUIREMENTS

The state of California requires that a Cosmetology student must complete the above listed Course curriculum and 1600 clock hours of training in a board approved school, be 17 years of age or older, have completed 10th grade or higher, hold a valid social security card and picture ID and is not subject to denial pursuant to CA code 480(below). Board approved Proof of Training documentation, an application for the State Board exam and exam fees must be sent to the State Board. Upon successfully passing both the State Board Practical and Written portions of the exam with a 70% or higher the graduates will then be receive a California Cosmetology License. Cosmetology Licenses need to be renewed every 2 years by paying a fee and filling out renewal information on line or by mail.

CALIFORNIA STATE REGULATION #480

480. (a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

1. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of *nolo contendere*. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the penal code.
2. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
3. Done any act, which if done by licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, function or duties of the business or profession for which application is made.
 - (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to

evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of section 482.

- (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license

GRADUATION REQUIREMENTS

Cosmetology: Completion of **1600 clock hours**, complete required technical instruction and practical operations, set forth by the state of California outlined in Curriculum for Cosmetology course mentioned above and the completion of Sutter Beauty College requirements which includes successful cumulative grade average of 70% or higher, complete assigned projects, 8 hours of Salon Management and Professionalism, 8 hrs. in reception desk, lab and marketing and fulfillment of all financial obligations.

A **diploma** will be issued after completion of course of study by the student. A **Proof of Training Document** will be provided to the student. If any fees are due to Sutter Beauty College, your Proof of Training document may be withheld until fees are paid. This document is a necessary document for application for the State Board Exam. The Board of Cosmetology will issue a Cosmetology **License** upon passing the Examination.

HEALTH & SAFETY

Safety is important to us at Sutter Beauty College. Students must follow all state and school sanitation and safety requirements outlined by your course curriculum, Performance Criteria and cosmetology procedures. All containers must clearly label their contents. Hands must be washed prior to starting a client. All implements used on clients must be properly sanitized or disposed of, according to California disinfection and sanitation standards. All accidents and injuries must be reported on the accident injury form located in the teacher's office. In the case of fire or emergency we ask that you familiarize yourself with all evacuation routes posted in the clinic area and classrooms and know where fire extinguishers are. It is your responsibility to protect yourself and others around you by exiting in a calm and orderly manner.

SCHOOL/PROGRAM SCHEDULE

This is an outline of the general manner in which students spend their time in school.

-Six weeks of orientation as a freshman begins your course of training at Sutter Colleges. During this Six week period, students will attend special freshman classes with instruction in all basic fundamentals of Cosmetology. -The freshman period consists of a minimum of 210 hours of instruction.

Cosmetology 46 weeks / 1600 clock hours 35 hours per week

The weekly schedule is as follows:

Monday – Friday 8:30am-4:00pm

Lunch Breaks are 30 minutes as scheduled.

MAKE UP TIME POLICY

Each student will have the opportunity to make up missed time Tuesday and Thursday from 4-5pm. This gives the student the ability to makeup 2 hours per week of missed time. Only excused absences will be eligible for make-up time. Student must sign up for makeup time with administration staff.

SCHOOL CALENDAR

Sutter Beauty College operates on a year round basis. Classes are normally scheduled to begin every six weeks. **There are no classes and the college is closed on the following holidays:**

New Year's Day and possibly the day after, Presidents Day, The week after Easter Sunday, Memorial Day, The week of July 4th, Labor Day, Columbus Day, Veterans Day, The week of Thanksgiving, The week of Christmas

A special holiday may be declared for special or emergency reasons.

Start Dates: Are posted on our website or by contacting admissions office at (530)673-3265.

It is the responsibility of the student to ensure that our schedule will accommodate their needs from beginning to end of enrollment. Upon signing enrollment agreement the student agrees to attend the hours that are scheduled and under no circumstances will a schedule be altered to fit any student's needs.

RECRUITMENT POLICY

Sutter Beauty College has a non- recruitment policy. We do not recruit nor do we hire someone to recruit students and or prospective students from other schools.

SCHOOL PERFORMANCE FACT SHEET

Our institutions fact sheet is posted online on our website: www.sutterbeautycollege.com , Also a supplemental handout is given to each student prior to signing an enrollment agreement.

PLEASE NOTE: Sutter Beauty College reserves the right to change these policies and procedures at any time without notice by posting such changes on the college bulletin board.

ADMISSION REQUIREMENTS

Students are admitted upon providing following criteria:

1. All applicants must provide the institution with original documentation of High School Diploma/GED, Social Security Card, and Government issued photo Identification.
2. All applicants must pass a required aptitude test. We use the Milady Cosmetology Admission Aptitude Test with the minimum score of 60% (unless transferring with previous hours)
3. Students enrolling through Yuba College must meet Yuba College admission requirements.
4. Upon acceptance by Sutter Beauty College enrolled students will be oriented to school policies, rules, and regulations needed to comply with the State Board of Barbering and Cosmetology. Sutter Beauty College limits a starting class to a maximum of twenty-five students. More frequent and smaller classes allow the instructors to give more individual instruction and monitor student progress more closely.

High School Diploma/GED

Sutter County One Stop offers Adult Education classes geared to obtaining your high school diploma or for preparing to take the GED exam. You can [contact](#) the Sutter County One Stop for more information on class schedule and times at (530) 822-5120.

Sutter County Adult Education

<http://www.sutteronestop.com/Education/AdultEd.htm>



APTITUDE TEST

The Aptitude test will be administered under the following criteria:

1. No time limit for taking test.
2. Only one answer per question will be graded.
3. No dictionary or calculator of any kind may be used.
4. Mobile phone use is not allowed.
5. No interpreter or person who is not actively taking the test is allowed in the testing area.
6. Passing is a score of 60 or higher.
7. Any score below a 60 will be considered a failure and will not be eligible to enroll.
8. Prospective student may retake the exam at their leisure.
9. \$25 fee for taking the exam is due at the time of exam. This is a one time fee.
10. A re-enroll student does not have to take the test again upon re-enrollment as long as we have record of the previously taken test.
11. Transfer students with previous hours are not required to take the entrance exam.

Note: Applicants must begin course within one year of successfully completing the Aptitude Test.

ABILITY TO BENEFIT POLICY

At this time Sutter Beauty College does not accept students without a high school diploma or its equivalent.

NON-DISCRIMINATION CLAUSE

No person will be denied admission, graduation nor any other rights and privileges of the school due to race, sex, age, creed, color, religion or ethnic origin.

LANGUAGE

All recruitment, enrollment agreements, disclosures and statements to students are conducted in English. If a potential student's primary language is not English, they have a right to obtain a clear explanation of all terms and conditions and all cancellation and refund policies in their own language **at their own expense**. This institution does not offer bilingual instruction nor provides interpreters for those that do not understand English. All classes are given in English and students need to be proficient in English in order to understand their coursework. Further, the school **does not** provide English-as-a-second-language instruction.

POLICY FOR RE-ENROLLING STUDENTS

1. Student must have Proof of Training documents showing Previous Enrollment hours and Operations. If you do not have this form, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours. *We retain records for 5 years.*
2. Your Kit and textbook must be equivalent to current Sutter Beauty College Kits with professional equipment and a mannequin that has sufficient hair for your instructor to evaluate various operations. Any items needed, can be purchased from the Sutter Beauty College stock.
3. Student must have completed and passed freshman class and final with a 70 % comprehension during previous enrollment. If you have not you must retake the freshman class and final.
4. If you were a previous SBC student and have over 200 hours and it has been less than 2year since previous enrollment you must take a written and practical review to demonstrate your ability and knowledge retention from previous training, prior to being accepted onto the Sutter Beauty College clinic floor. It would be determined at that time by the Director if the student would benefit more from retaking the freshman class.
5. If you withdraw under probation, you will re-enroll under probation status. Leave of absence, withdrawals, and official interruptions have no effect on Satisfactory Progress Policy.
6. It is up to the discretion of the Director to review and handle each re enrolled student on an individual basis

POLICY FOR TRANSFER STUDENTS

1. Transfer student must have State Board approved documentation clearly displaying the previously earned clock hours and hours of theory and operations. If you do not have this form, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours.
2. Your Kit and textbook must be equivalent to Sutter Beauty College Kits with professional equipment and a mannequin that has sufficient hair for your instructor to evaluate various operations. Any items needed, can be purchased from the Sutter Beauty College stock.
3. Transfer students will be placed in freshman class to evaluate training level and are required to pass the freshman written and practical with a 70% or higher.

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

The transferability of credits that you earn at Sutter Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that

you earn at this institution is 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 Sutter Beauty College to determine if your hours will transfer.

EXPERIENTIAL CREDIT

Sutter Beauty College does not award credit for prior experiential credit.

SCHOOL POLICY FOR THE HANDICAPPED

Sutter Beauty College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their disability. Sutter Beauty College admits those impeded individuals whose disabilities would not create a safety hazard to themselves or fellow students, and would not interfere with their ability to benefit from training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

LEAVE OF ABSENCE

A student who knows in advanced that he/she will miss class should make arrangements with Sutter Beauty College office to request a leave of absence. In cases where a student may be absent for more than 14 days and up to 6 weeks, due to illness, accident, bereavement, etc. Leave of Absence should be requested from the Sutter Beauty College office as soon as possible to the given situation. All other requests for Leaves will be determined on an individual basis and may or not be granted depending on the following criteria:

1. Student must apply in advance for a Leave of absence unless unforeseen circumstances prevent the student from doing so.

2. The school may grant a leave of absence to a student who did not request prior to the Leave of absence due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. The beginning date of the leave of absence would be determined by the school as the first date the student was unable to attend the school because of the incident.
3. Students must schedule a personal counseling appointment with the supervisor of their school. (Leave of absence *will not* be granted by phone.)
4. Request for leave of absence form must be completed and signed. Form includes reason for request of Leave of Absence, date leave shall begin and date student plans to return from leave. This form must be signed and dated by student and administration staff.
5. Changes to the contract period will be noted on amendment of contract form and signed by all parties.
6. Each request for a leave of absence will be considered depending on the student's compliance with the Sutter Beauty College's satisfactory progress policy.
7. Students not in compliance with satisfactory progress policy may ask to take a temporary leave of absence in order to allow the student time to reconcile any situations that may be preventing the student from maintaining satisfactory progress.
8. In granting a leave of absence, the reason for the request will be an important determining factor.
9. All students must understand that the leave of absence may jeopardize their academic progress.
10. A student may request only one leave of absence during each enrollment. Additional leaves may be given at schools discretion.
11. Students granted a leave of absence must make arrangements with their instructor to make up any missed work as a result of the leave of absence.
12. A student's contract will be extended the same number of days in the Leave of Absence.
13. If the student does not return to the school at the expiration of an approved Leave of absence, (or student takes an unapproved Leave of absence), the students withdrawal date is the date the student began the leave of absence.
14. Student has the right to withdraw from the course at any time during the Leave, but must notify the school of their decision. Drop date will be the date student stated their wish to withdraw.
15. The student will not be assessed any additional fees as a result of the Leave of absence.
16. The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in a 12 month period. Student will return to school from a Leave of Absence on the same status as when they left school.. It is our intention to offer a student every opportunity to succeed in their goals, by adopting these guidelines, we hope that all students will realize the importance of maintaining communication with the school in order that if possible we may assist them through any difficulties they may have.

NOTE: A leave of absence will extend the students contract period and maximum time frame by the same number of days in the leave of absence.

DISCLOSURE AND RETENTION OF EDUCATIONAL RECORDS

Students and parents or guardians of dependent students, have the right to inspect, review, and challenge information contained in their educational records or that of their minor children. Education records are defined as files, materials and documents that contain information directly related to a student and maintained by the institution. The college does not sell or share information with third person parties. Students are not entitled to inspect the financial records of their parents.

Written consent is required before education records may be disclosed to the parents of adult students or others, with the exception of disclosures allowed by law, such as to accrediting commission or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution. All records will be maintained for each student for a minimum of five years after graduation or termination.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Sutter Beauty College is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school’s information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Sutter Beauty College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers’ non-public personal information.

JOB PLACEMENT ASSISTANCE

As prescribed by State law, we cannot guarantee job placement as an inducement to enrollment. However, one of our primary goals is to provide specialized, intensive training that will make graduates highly employable upon being licensed by the State Board of Cosmetology. Our instructors work closely with salon owners and employers throughout California so that all students are given an opportunity to become gainfully employed upon completion of their chosen course and licensed. Classified job opening ads are on our Job Opportunity Bulletin Board as well as announced. Prospective employers contact Sutter Beauty College stating openings and what their needs are. Staff then contacts graduates who fit the employer’s needs. Instructors teach students how to write resumes and job interview skills. Staff members give written and oral recommendations to prospective employers. Students are encouraged to discuss their employment needs with their supervisor.

SCHEDULE OF STUDENT CHARGES – TUITION

Cosmetology (1600 Hours)

Tuition	\$10,000
Registration/application	\$100
Kit	\$615

Books	\$285
Student Tuition Recovery Fund	\$5.50
	\$11,005.50

Note: Books are non-refundable if they cannot be re-sold as new books. Equipment (kits) is non-refundable due to sanitary reasons.

Note: Student Tuition Recovery Fund (STRF) is only applied as needed for students paying out of pocket monies towards tuition.

ALL FEES AND TUITION MUST BE PAID BEFORE A STUDENT’S GRADUATION DOCUMENTS WILL BE RELEASED.

COSMETOLOGY: Students may pay tuition at \$1000 and \$750 a month for 12 months with a final payment of \$1000. Prior arrangements must be made with office for payments.

If Tuition is funded by Yuba College: California Resident

Tuition is \$46 per unit with a \$10 Student Service fee each semester. Total tuition for 1600 hour program through Yuba College is \$1840 plus additional fees listed below to be paid directly to Sutter Beauty College:

NOTE: YUBA COLLEGE STUDENTS CAN APPLY FOR A FEE WAIVER, (BOGW), THROUGH YUBA COLLEGE. Inquire at the Yuba College Financial Aid Office – 2088 N. Beale Road, Marysville, CA 95901 (530) 741-5725

Cosmetology: Tuition is paid to Yuba College-

Student is responsible to pay Sutter Beauty College for kit, supplies, lab materials, registration, and equipment.

\$100 Registration

\$900 Kit

\$250 Monthly lab fees

One thousand dollars (\$1000) will be due on first day. This covers registration and kit fee.

Monthly lab fees are due on the 1st of every month and will be considered late after 5 business days. There will be a late fee charged of \$25.00.

ADDITIONAL FEES

-Pre application for the California State Board of Cosmetology Exam is \$134.00 due to the State Board of Cosmetology. To pre apply, the student, upon completion of 1200 clock hours must fill out pre application paperwork within 32 hours. Through this application process students will be able to take their State Board examination sooner than the regular application. It is the student’s responsibility to fill out these papers and complete the pre application check list and instructions given to them by an instructor. (These fees are subject to change). -State Board Exam Kit Fees from Kit company- a Kit is needed to perform the practical portion of the State Board Exam. A kit can be rented from the Rent A Kit Company for a fee of \$110.00. (These fees are subject to change).

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE

Tuition is defined as payment for scheduled clock hour instruction. Charges are assessed and posted in the students tuition account in accordance to the costs incurred in each payment period. For “Payment Periods” please refer to contract for private paying students and financial aid documents for PELL grant students.

Method of Payments: Cash, Credit, Check, Money Order, Cashier's Check.

Payments are due on the first of every month and will be considered late after the 5th.

TUITION FOR RE-ENROLLED STUDENTS

The hourly tuition charges for transfer or re-enrolled students who have prior hours are charged the current hourly rate per course. Any prior balance due by a re-enrolling student will be subject to negotiation.

TUITION FEE FOR ADDITIONAL TRAINING

In order to encourage good punctuality and attendance, all students exceeding more than 110 percent to complete the course will be charged \$10.00 per hour. Payments for overtime will be made one week in advance after expected scheduled date of graduation. This fee (\$10/hr) will be charged for all hours that have elapsed beyond the contract date until the student has completed the prescribed course. Once the student has consumed the additional hours allowed within the contract time frame, the student then must immediately make financial arrangements with the financial aid office to satisfy the debt incurred by excess absences. Arrangements must be made to have these additional missed hours paid for prior to the student clocking back into school. For example: A student is contracted to complete training on April 10th, the student still has 35 clock hours remaining to complete the course. The student would then have additional training charges (35 X \$10 cost per course hours) payable a week in advance to begin as per completion contract date.

Note: Students must abide by all school rules and regulation concerning absences. Tardiness is counted as an absence.

STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the student to a third party for licensure 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 payer reimburses proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Note: No claim can be paid to any student without a social security number or a taxpayer identification number. This institution will assess Student Tuition Recovery Fund fees as per the Private Postsecondary regulations (Article 2-76120)

FINANCIAL OBLIGATIONS

All students must keep financial obligations current each month. Payments are due on the 1st of each month as per contract. Payments are delinquent after the 5th of each month as per contract. Any student not making their monthly payment by the 5th of the month will not be able to clock in until payment is current. Any exceptions must be authorized by the Administration office prior to any late payments. Missed payments could be cause for withdrawal from school. If not current on the day of graduation or withdraw, the student will not be processed. The school provides transcript and transfer services for eligible students at a no cost. If the transcripts have been archived there will be a \$50 fee prior to retrieval. No transcript will be released unless all financial obligations are completed.

FEDERAL ASSISTANCE PROGRAMS

The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

FINANCIAL AID CONSUMER INFORMATION

Due to various approvals, authorization and accreditation, Sutter Beauty College students are eligible to apply for and receive tuition aid and financial assistance while attending our college. The current program that we participate in is the Federal Pell Grant Program. If you wish to apply for financial aid assistance, you must establish financial aid eligibility each year. In order to determine if you are eligible for financial aid, you must complete the application process, meet academic progress standards, and be enrolled full time. Full is defined as a minimum of 30 hours per week. Financial assistance awarded through Sutter Beauty College may consist of a combination of grants and scholarships. Sutter Beauty College participates in state, federal and private agencies providing various financial aid programs.

FEDERAL PELL GRANT PROGRAM

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Student Educational Opportunity Grant (SEOG): An additional grant available only to Pell eligible students who meet the schools predetermined criteria. 75% of the award is contributed by the Federal Government and the other 25% is contributed by the school.

NOTE: THIS INSTITUTION DOES NOT PARTICIPATE IN ANY FEDERAL LOAN PROGRAMS.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid programs.

Students Rights and Responsibilities

Each student has the right to ask the school the following:

1. The name of its accrediting and licensing organizations.
2. About its programs: instructional, laboratory, physical facilities, and faculty

3. What the cost of attending is and the policy on refunds to students who drop out.
4. What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs?
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. How it selects financial aid recipients.
7. How it determines financial need.
8. How much of your financial need, as determined by the school, has been met.
9. To explain each type and amount of assistance in your financial aid package.
10. To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
11. How the school determines whether you are making satisfactory progress and what happens if you are not.
12. What special facilities and services are available to the handicapped?

It is the student's responsibility to:

1. Review and consider all information about the school program before enrolling.
2. Pay special attention to the application for student financial aid, and complete it accurately. And submit on time to the right place. Errors can delay or prevent your receiving aid.
3. Know and comply with all deadlines for applying and reapplying for aid.
4. Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
5. Notify the school of any information that has changed since you applied.
6. Read, understand, and keep copies of all forms you were asked to sign.
7. Request an exit interview at the time you are leaving the school to determine the net balance of your account.
8. Notify the school of a change in your name, address, phone number, or attendance status.
9. Understand your schools refund policy.
10. 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.
11. Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

FINANCIAL AID PHILOSOPHY

Sutter Beauty College believes that the talents, hopes and ambitions of all people are among our nation's most valuable possession. With that in mind, this school continues to promote scholarship and grant opportunities for qualified, deserving students who must find funds to attend college. The fundamental purpose of this school's financial aid programs is, therefore, to make it possible for students who would normally be deprived of a college education because of inadequate funds to attend college. The following principles have been adopted for our financial aid program:

Principles

1. Expected family contribution (EFC) affects the student's cost of education. This school expects parents to contribute financially according to their means taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.

2. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
3. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out of pocket costs to students and/or parents must pay to obtain a specific postsecondary education. In other words, financial aid is money made available to help students meet the cost of college 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 costs and the cost of education at this school. Presently, **this school does not process student loans.**

Applicants seeking state or federal financial aid assistance must have a minimum of:

1. Original high school diploma, high school equivalency, or completion of secondary home schooling.
(Diploma's received outside of the United States must be translated, notarized copy.)
2. Original social security card
3. Proof of age (Government issued Photo I.D. ie. Driver's License, Passport, I.D. card issued by state)
4. Successfully pass the placement test
5. If enrolled under a training agreement with a government agency, school district and/or other entity, the student must meet the admission requirements set out in the training agreement and/or applicable state licensing regulations.
6. All applicants must have completed admissions application forms and submitted documentation.
7. All applicants must attend orientation before first day of class.
8. Be at least 17 years of age when eligible for the state test.
9. Ability to read, comprehend and communicate in English.
10. All applicants must pass a personal interview with the enrollment office prior to admission.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- a. Be admitted as a regular student.
- b. Be enrolled or accepted for enrollment in an eligible program on at least a part time basis.
- c. Be a citizen or an eligible non-citizen.
- d. Not OWE a refund on a Pell Grant or SEOG at any school.
- e. Not be in default on a student loan at any school.
- f. Have financial need
- g. Be making satisfactory progress (as defined by the schools policy) in the course of study
- h. Be registered for selective service (if a male born after January 1,1960)
- i. Have a high school diploma, a GED, completion of a home schooling secondary program (diploma obtained outside of the United States must be a translated, notarized copy)
- j. Agree to use any federal student aid received solely for educational purposes.

GENERAL FINANCIAL AID INFORMATION

Full time financial aid advisors are available to assist you in obtaining the financial assistance required to meet your educational needs. You may apply for financial aid by contacting a financial aid advisor to discuss the process and time lines to apply for aid and completing the Free Application for Federal Student Aid (FAFSA). The FAFSA helps determine the amount of assistance for which you are eligible. This analysis takes into account factors such as income, assets, number of family members in your household, and the number of your family members enrolled in college.

WHEN TO APPLY: you must complete the Free Application for Federal Student Aid (FAFSA), Renewal FAFSA or FAFSA on the web (FOTW) worksheet. You should apply for financial aid as soon as you decide to enroll at Sutter Beauty College. Your financial aid advisor will advise you of the necessary items needed to begin the application process. You should have a complete financial aid file to ensure timely receipt of financial aid funds. A complete financial aid file consists of Sutter Beauty College receipt of a student's FAFSA data from the Department of Education, and a submission of verification items (if required).

WHAT HAPPENS NEXT? Once you have submitted the FAFSA or FOTW, you will be sent a Student Aid Report (SAR or e-SAR). The SAR or e-SAR should be checked for accuracy. Contact the school immediately in case you think corrections are needed. Once the SAR or e-SAR has been determined to be complete, a financial aid award letter will be sent to you which will state the student need (the cost of your education), family contribution, and the amount of the grant awarded.

The Department of Education requires verification of a percentage of all students. It is the policy of this institution to verify of the information for students who have applied for financial aid. You must complete the verification process before disbursements will take place. Funds are then distributed by the financial aid personnel.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify student's identity, 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.

Application Procedures and Forms

Financial aid applications for this institution consist of the following:

- a. 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 will be required by the Financial Aid Office as per the policy of this institution.
- b. Enrollment contract
- c. Signed Student Aid Report
- d. Verification information which includes documentation regarding income, assets, and status.

Determining Need

The information you report when you apply for aid is used in a formula, established by Congress, which calculates you're expected family contribution (EFC). Sutter Beauty College utilizes the Free Application for Financial Aid (FAFSA) for students applying for aid. 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 electric student aid report with the calculation of the expected family contribution.

Award Concept, Selection of Recipients and Packaging Criteria

Schools frequently do 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** is on a first come, first served basis when awarding eligible applicants. The SELF HELP CONCEPT lists types of financial aid assistance in the following order: 1.) Family Contributions, 2.) Other resources, 3.) Pell Grant, 4.) Self Help (lenders)

Financial Aid Definitions

The following terminology corresponds with common terms used within financial aid definitions.

Academic Year-Twenty Six (26) weeks of instructional time with a 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 at least 450 hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in course of study in relation to the academic year.

Clock Hour: 50 to 60 minutes of supervised instruction during a 60 minute period

Dependent Student: An individual that does not meet the independent student criteria. This student is required to submit with their application, student, spouse (if applicable), and parents' income and assets data.

Expected Family Contribution: (EFC) – The amount that has been calculated as family contribution to offset the student cost of attendance.

Financial Aid Eligibility/Citizen/Non-Citizen: You must be one of the following to receiving federal student aid:

1. U.S. Citizen
2. U.S. National
3. U.S. Permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card)
4. Departure Record (I-94) from the US Immigration and Naturalization Service (INS) that shows one of the following designations:
 - a. Refugee
 - b. Asylum granted,
 - c. Indefinite parole and/or Humanitarian Parole,
 - d. Cuban- Haitian entrant, status pending,
 - e. Conditional entrant (valid only if issued before April 1980)
 - f. an approval form (I-797),
 - g. I-688 with valid expiration date

IF YOU ARE IN THE UNITED STATES UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

1. F1 or F2 student
2. J1 or J2 exchange visitor visa only
3. I-688a, I-688b, or I-688 (Amnesty Applicant)

Independent Student- An individual who meets one of the following criteria:

1. Meets federal age requirement,
2. An orphan or ward of the court.
3. A veteran of the U.S. Armed Forces,
4. An individual with legal dependents other than a spouse,
5. A married individual or
6. A graduate or professional student.

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, “parent” is mother and/or father or adoptive/step parents or legal guardian, not foster parents.

Recoveries-Recoveries resulting on funds paid to students for personal expenses which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the program in this prescribed order:

1st-Pell Grants

Refunds-In a case where a refund is due to the Title IV programs, the application of the refund will be made as follows: Pell. 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. Refund due to the lender or the aid programs account will be made within 45 days.

Transfer Student-A student, who attended a post-secondary institution prior to enrollment at Sutter Beauty College, is required to provide a financial aid transcript from each of the institutions attended if a financial aid transcript is required. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all financial aid transcripts are received by Sutter Beauty College.

CONFLICTING INFORMATION

Sutter Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

VERIFICATION

It is the policy of Sutter Beauty College to verify the students who have applied and been selected by the Department of Education and approved to participate in Title IV programs and are admitted into our program. Each participating student will be required to submit additional information and/or parents’ financial & household information to the finance office. The verification procedures will be conducted as follows:

1. The student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student’s eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student’s financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

PROCEDURE WE WILL FOLLOW TO REFER A STUDENT TO THE OFFICE OF INSPECTOR GENERAL?

The office of Inspector General is a clearinghouse for receiving and handling all allegations regarding fraud, waste, abuse, mismanagement or misconduct affecting Department of State programs and operations. If you suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, you should report your suspicions and provide any evidence to the Office of Inspector General. All information needed to make such a report is available on the website of the Office of Inspector General at www.oid.state.gov.

Verification Exclusions:

In the absence of conflicting information, exclusions from verification include:

1. An incarcerated student
2. A recent immigrant who arrived in the United States during the calendar year.
3. Spouse is unavailable- as in deceased or mentally or physically incapacitated, residing in another country and cannot be contacted by normal means, can't be located because his or her address is unknown, and the student cannot obtain it.
4. Parent(s) is/are unavailable as in deceased or mentally or physically incapacitated, residing in another country and cannot be contacted by normal means, can't be located because his or her address is unknown, and the student cannot obtain it.
5. Death of a student
6. Applicant verified by another institution.
7. Pacific Island resident
8. Not a financial aid recipient

Required Verification Items:

1. Household size
2. Number enrolled in college
3. Adjusted gross income
4. U.S. income tax paid
5. Certain untaxed income and benefits
6. High School Diploma: It is the policy of this institution to verify that a potential student has, in fact, graduated high school. Verification may include original high school diploma, official transcript, original G.E.D. or Equivalent Certificate, or Information from companies that evaluate foreign diplomas. Self-Certification is not acceptable documentation. If this institution has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the institution will require **official** transcripts to validate that a potential student has graduated high school.

The school shall resolve inconsistent application information for **all** applicants, in agreement with requirements of 34 CFR Part 688.16(f).

Documentation Required:

To confirm adjusted gross income (AGI/AGFI), and income tax paid, applicants shall provide the appropriate income tax returns of the applicant, applicant's spouse, and/or applicant's parents. The student must provide a signed copy of the income tax return. For non-tax filers, the school's financial aid officer will request appropriate documentation. A verification worksheet is to be filled out and signed by all appropriate parties. This worksheet will confirm the number of household members, number of household members in college, and verification of income source.

Notification of Results of Verification:

The school notifies the applicant of additional information or documentation needed for verification. This occurs through contact with the financial aid officer or by mailing to the applicant’s resident address the Verification Follow-Up Form. This form indicates additional items needed. The school shall notify the applicant of any change in the originally computed Pell Grant award. The student shall sign and date the SAR certified for payment.

The school shall notify the applicant when they complete verification by:

- a. Obtaining the student’s signature and date on the SAR certified for payment.
- b. Providing the student a receipt for any Campus based funds credited to their institutional account.

Referral Procedure:

The school shall forward to the Secretary of Education the name, social security number and other information on any applicant receiving funds. The school reports on possibly incorrect information after they make a reasonable effort to resolve the discrepancy. Under implementation of the regulation, the school shall refer to appropriate authorities the name, social security number, and other information about the applicant to satisfy

34 CFR 668.1.4(g).

COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student’s level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
502	131	344	Case by Case	1167

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
1252	147	316	Case by Case	1905

RETURN OF TITLE IV FUNDS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student’s behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the

assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

ORDER OF RETURN OF TITLE IV FUNDS

A school must return Title IV funds to the programs from which the student received aid during the payment period of period of enrollment as applicable, in the following order, up to net amount disbursed from each source; Unsubsidized Direct Loans (other than Direct Plus Loans), Subsidized Direct Loans, Federal Perkins Loans, Direct Plus Loans, Federal Pell Grants for which return is required, Federal Supplemental Educational Grants (FSEOG) for which a return of funds is required, TEACH Grants for which a Return is required, Iraq and Afghanistan Service Grant, for which a Return is required.

THIRD PARTY PAYERS

In accordance with California State Law for students receiving tuition assistance, any tuition refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding source accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to student or sponsor. Any overpayment of monies distributed for non-tuition educational expenses will be based on credits completed over the total time in that payment period. The student will be responsible for the repayment of any such overpayment. The refund for non-tuition education expenses, if any, will be made to the appropriate agency account or individual.

REFUND POLICY FOR STUDENTS CONTRACTED THROUGH SUTTER BEAUTY COLLEGE

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid minus application fee.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the registration agreement of contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student receives any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items received after three (3) business days of the signing of the registration agreement or contract. These policies apply regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00 for all courses offered.
4. For students who have completed **59 percent** or less of the scheduled hours of attendance, the refund shall be based on a pro rata refund. For students who have completed **61 percent** or more of the period of attendance, **100 percent of tuition is due.**
5. HYPOTHETICAL REFUND EXAMPLE: The following table outlines the refund due based on percentage of training completed, assuming you paid the following

Scheduled time elapsed in total program	Total tuition school shall have earned
0.01% to 05.0%	20%
5.1% to 10.0%	30%
10.1% to 15%	40%
15.1% to 25%	45%
25.1% to 60%	70%
61% and over	100%

6. "Enrollment time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall

occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.

7. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.
8. If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will make a Pro Rata refund of tuition for each student. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.
9. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes.
10. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
11. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.
12. When mitigating circumstances are in evidence, the school reserves the right to review the refund due to the student. In which case, it may exceed the Minimum Tuition Adjustment Schedule. These cases are rare and will not be available to all students. Each instance will be reviewed by administration staff individually.

YUBA COLLEGE STUDENTS: refer to the Yuba College Catalog and Class Schedule for refund information / refund dates.

Please Note: Sutter Beauty College does not process student loans. However, the Bureau of Private Post-Secondary Education requires the following statement in school catalogs: "If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Evaluation Periods are as follows: 1-450 clock hours; 451-900 clock hours; 901-1250 clock hours

Students are evaluated at the following evaluation points for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, and 1250 (scheduled hours)

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Quantative or Pace requirements

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course/Hours	Weeks	Scheduled Hours
Cosmetology/35 hrs	65.31	2286

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

“Qualitative” or Grade

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. Students must make up missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 - 100	A
80-89	B
70-79	C
69-and below	UNSATISFACTORY

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 during the next payment period 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, the student will not be eligible for Title IV funding.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be deemed ineligible for Title IV funding. Students may appeal this decision. See “Appeal” for additional instructions. 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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress at an evaluation point, the student may appeal the determination within ten calendar days. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards. 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 in writing within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation for current payment period and federal financial aid will be reinstated, if applicable.

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.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

TARDINESS POLICY

If you are going to be late you must notify the school by 7:50 a.m. When you clock in late your time will be calculated to the nearest quarter hour. If tardiness becomes an ongoing issue you will be counseled and disciplinary action or termination may result. Students who are late to theory, late defined as more than ten (10) minutes, can clock into school but must report to desk or instructor in clinic for an assignment. Remember credit can only be given for applied effort.

ATTENDANCE POLICY

Each student is expected to attend all classes as scheduled. Absences from class can seriously affect the students' progress. If a student is receiving Pell Grant funds to attend this school, aid could be affected by any and all absences. If for any reason the school is closed unexpectedly for extenuating circumstances, students will be notified by phone, or email; and if staff is unable to reach students by phone or email, a notice will be posted on the college front door.

1. All students must attend class regularly as scheduled.
2. All students are required to notify the college of an intended absence or being late to school.
3. Absences allowed are as follows: **140 hours/20 days**

Estimated completion date is figured according to **total course hours + allowed absences** for the course.

Overtime

In the case that the student does not complete the course by the estimated completion date listed on their contract, the School will charge an additional \$10 an hour according to their scheduled hours until their completion. Payment for scheduled hours to be attended past expected completion date will be made one week in advance until completion. Absences do not relieve student of any and all overtime charges. Students must maintain 70% overall grade and attendance rate to maintain satisfactory progress.

CLASS AND PRACTICE HOURS (Applied Effort)

Sutter Beauty College will only recognize time clock recorded hours of attendance. Students must clock in and out at the start and end of their class day, in and out for their lunch period. If a student fails to clock in or out, the student will not get credit for those hours. After clocking in, you are required to maintain applied effort. Applied effort means that you are to be engaged in assigned practice activities, self-study activities authorized by your teacher, or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, listening to electronic devices, sleeping, leaving the building, reading magazines will not be tolerated. Students not clocking in on time will receive a disciplinary write up.

Hours missed by suspended students for violations of Sutter Beauty College's Rules & Regulations will be charged at \$10 per hour.

MAKING UP MISSED TIME

A student will have the opportunity to make up missed time for an excused absence only. (See excused absence above.) Tuesday and Thursday from 4-5pm will be the only time an eligible student may attend to make up for the excused absence. The student must sign up for makeup time with administration for approval.

RULES & PROCEDURES FOR KEEPING AN ACCOUNT OF STUDENT CLASS HOURS AND PRACTICE HOURS COMPLETED

1. Daily clock hours are recorded on a computer time clock system by student clocking in and out with fingerprint. Students also record daily hours on their time cards
2. Daily applied effort such as hours of technical instruction and practical operations are documented daily on student's individual time cards.
3. Both student and instructor are required to sign time cards on a daily basis. Time cards are turned in at the end of the week to attendance office, reviewed and then placed in student files by an instructor.
4. Weekly operations requirements are turned in and kept in student files or returned to student.
5. Bi-weekly a new accumulation of clock hours is posted for students to monitor and track their total hours.

POLICY FOR MONITORING STUDENT PROGRESS

1. All written tests scores and quizzes are recorded in grade book by an instructor. Daily operations and technical instruction are recorded on time sheets by student and checked by an instructor.
2. Time sheets and grades are evaluated at students *scheduled evaluation points* in a one on one consultation with an instructor monitor progress.
3. Report cards and SAP are given at these scheduled times. Grades and attendance are cumulative.
4. All Practical Operations must be checked by an instructor to insure individual needs are met. Students will be evaluated on their practical hands on work daily. Mandatory written evaluations will be as per hours in #2. At this time, students are informed of any deficiencies and they may need extra work in order to reach their goals. Students will be notified immediately if they fall below 70%
In their academic progress and be given personal one-on-one instruction, in order to reach and maintain satisfactory progress.
5. Students may request a consultation concerning academic progress at any time with instructor, Assistant Director or Director.

COUNSELING SERVICES

Every student is extended the privilege of consulting with the Director of the School. Dependent minor student's families desiring information concerning the student's progress may consult the Director of the School. Counseling appointments may be scheduled with director or office administrator, but we do have an open door policy.

Other counseling numbers and information you may need: Twin Rivers Crisis Center 0530-751-9511/Alcohol Drug Treatment Referral Adult and Adolescents 1-800-454-8966/ Bi County Substance Abuse Services 530-822-7200 19650 Live oak Blvd. Yuba City/ Drug and Alcohol Counselors 24hrs 1-800-901-2605/ Auburn Peace for Families 530-823-6224/ Bi County Mental Health Services 1965 Live oak Hwy. Yuba City 530-673-8255.

DISCIPLINARY COUNSELING

When a student needs to be counseled for disciplinary problems the following procedures are entailed:

- 1.) Student is brought into school office to discuss the situation or problem. A consultation report is filled out by one of the following, instructor, manager, or director and the student explaining the reason for the counseling and any comments made. At this time a written warning may be issued. If student is under the age of 18 a parent or guardian will be contacted immediately.

- 2.) If discussion and written warning are not respected, student may be clocked out and sent home for the day or for a three day suspension.
- 3.) If disciplinary problems persist after these steps, the school may terminate the student from the course.
- 4.) Some offenses may require immediate dismissal.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

STUDENT GRIEVANCE PROCEDURES

If you have a problem or complaint with an individual, whether it is a student, teacher or client, that you cannot resolve by talking with them, then you need to take your concern to the Assistant Director; The Assistant Director can act as a buffer so that both parties may discuss the problem in a calm, controlled matter with a third party present to assist in resolving the issue. If the matter at hand cannot be resolved at this point the issue can be taken to the Director. Most problems can be resolved thru these step and chains of command. Most problems can be resolved if discussed in a timely manner before the issue escalates and if approached in a non-confrontational tone

- Students may direct complaints or problems to Assistant Director. All necessary steps will be made to resolve the problem. The Assistant Director will be regularly accessible for reasonable periods of time before and during the range of time in which students are schedule to attend the institution. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institution will provide the student with a written response detailing the reason for the rejection.

NOTE: You may also request an appointment with Aimee Haight, Manager or Tosha Hamblton, Director

YUBA COLLEGE STUDENTS: For grievance procedures that need to be addressed with Yuba College, Students may refer to Yuba College "Student Code of Conduct", or the Family Educational Rights and Privacy Act. (FERPA).

SCHOOL RULES AND REGULATIONS

CONDUCT AND DISCIPLINE

It is expected that all Sutter Beauty College students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of positive learning. It is also expected that all students who enroll at Sutter Beauty College are willing to assume the responsibilities of citizenship within the student body. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

PROGRESSIVE DISCIPLINE POLICY

Sutter Beauty College will use the following demerit, probation, and suspension system for violation of school rules. Hours missed by students for violation of Rules and Regulations will not be excused hours and will be charged as unexcused hours as per contract amount.

- A. Three write-ups during any 3 month period, student will be placed on institutional monitoring.
- B. Four write-ups during any 3 month period, student will lose right to personal services for one evaluation period and institutional monitoring.
- C. Eight accumulated write-ups; student will lose right to personal services permanently.
- D. Twelve accumulated write-ups, student will be placed on leave of absence for 6 weeks.
- E. Any write-up received after 12 prior write-ups will be an automatic termination.

UNIFORMS, MATERIALS, AND EQUIPMENT

The uniforms and materials you will need to start your training in Cosmetology include the following:

Uniforms

Female Students:

- A. Black uniform smock with black shirt
- B. Solid Black or white shoes
- C. Black pants, skirt, or dress

Male Students:

- A. Black uniform smock with black shirt
- B. Solid Black or white shoes
- C. Black slacks, pants or shorts (shorts must reach knee)

If a student loses or ruins his/her smock, it is their responsibility to replace it immediately with a new one. The smock can be purchased from SBC or apron can be purchased at another location. Apron must be solid black with no logo's or prints.

ABSOLUTLEY NO FADED CLOTHING.

ABSOLUTLEY NO HOLES ARE ALLOWED IN ATTIRE.

ABSOLUTLEY NO HATS, HEADBANDS ARE PERMITTED AT 2" OR LESS.

FACIAL JEWELRY IS ALLOWED-STUDS ONLY, (No hoops, rings, or bars)

****SUTTER BEAUTY COLLEGE T-SHIRTS AND SWEATSHIRTS ARE ACCEPTABLE

*****PLEASE NOTE: ALL DRESSES, SKIRTS, OR SHORTS MUST REACH MIDDLE OF KNEE CAP. NO PRINTS OR ADVERTISING ON ANY UNIFORM.

The supervising instructor for the day can pass judgment on the cleanliness, neatness and appropriateness of a student's uniform and whether or not the student needs to be sent to administration due to their appearance.

Failure to comply with dress code could cause dismissal for the day!

Materials

Three ring binder, paper, pen or pencil, combination lock (for your locker). The above requirements are not furnished by the school and are the responsibility of the student.

Master Kit – Cosmetology Course

The master kit is a complete issue of all the equipment that a student would need while in school. Milady's Cosmetology Text book and a black Smock are included in your kit. Name tags are issued at end of freshman class and if lost **will cost student \$10.00 to replace**. Name tags must be worn at all times. The equipment is of a quality that if cared for properly, could be taken by the student into the salon when they become employed.

TIME CARDS – Each student is required to have a time card. You must clock in and out each time you leave the campus. They are not to be taken home. Failure to get your time card signed daily could result in loss of hours. **If you leave the campus without clocking out and having your time card signed by an instructor you could be dismissed from the college.**

BREAKS- You are entitled to two breaks per day. If you are leaving the campus you must clock out. You must sign out for each break at front desk.

Lunch – Students will be given a ½ hour lunch. Each student must check out with receptionist for lunch or he/she will be subject to disciplinary action.

SMOKING - is allowed in designated areas only. Use the Ashtray, or you will not be allowed to smoke on campus.

PARKING- is provided in designated areas only. Do not park in the parking lot at all. You must park on street. Please do not park in areas where you are not allowed.

READING MATERIAL-The only reading material that is permitted is books and information that pertain to your course of study.

SERVICES-All Haircuts, Permanents, Hair-Color, and Chemical Services must be **STARTED AND CHECKED** by an **INSTRUCTOR**. (Failure to do so may result in dismissal from the College.) When on the clinic floor do not talk to other student s while they are providing a service to another client. It is unprofessional.

CELLPHONES-Students are allowed to use their cellphone when clocked out for break or for lunch. **NO CELLS PHONES ON CLINIC FLOOR OR IN THEORY AT ANYTIME. FAILURE TO COMPLY WILL RESULT IN STUDENT CLOCKING OUT FOR DAY. REPEAT OFFENSES WILL RESULT IN TERMINATION.**

A Professional attitude and conduct must be maintained, no loud talking, laughing , use of profanity, alcohol, or drugs is permitted on the premises.

Student's that refuse to perform a service on a client will be clocked out for the day.

Appointments may only be moved by an instructor or receptionist.

Chemicals – Students are not permitted to get their own chemicals unless given permission by instructor. An instructor will supply you with all chemicals and they must be present when you mix all hair color unless given permission by instructor.

Each student is responsible to keep his or her area and station clean. All containers / bottles must be properly labeled, clean or soiled. You must clean your mirror, chair base and arms once per week and you must spot mop with a soiled towel under your station.

Each Student is required to perform sanitation at the end of each day. Failure to do comply with this rule will result in suspension or termination. It is the responsibility of all students and staff to maintain the appearance of the school in a clean an orderly manner.

Food and Drinks are not permitted in the Theory Room, Class room, or Clinic area. The only permitted item is a Water bottle. You must eat food and drink in the Break-room or outside of the building. (No exceptions)

Pictures- one 3x5 framed photo is allowed at your station. You are not permitted to attach pictures to your mirrors. You must have everything off the top of you station when you leave at the end of the day. You are not permitted to store things on the floor. Storage is in your locker or you must take them home with you at the end of the day.

WORK AREA- Stations will be assigned by staff. You may not move your assigned station without permission from staff. It is the responsibility of the student to keep their work and surrounding area clean at all times (chair, station, mirror, equipment, or any other a student may be working in must be maintained in a clean sanitary manner. Student may have one free standing 3X5 picture frame on station. No decorations on or around work areas. The student's first name place tag will be the only item on mirror with no added decorations of any kind.

NO personal services are allowed unless approved by an instructor and student has signed up at front desk. Failure to follow this rule will result in write up. The Service must be paid for before the service is started. Make sure that you receive a receipt for your service and that is signed by an instructor. Failure to follow these guidelines for personal services will result in disciplinary action.

PERSONAL SERVICES

Personal services are subject to administration approval and are not guaranteed. All students are paying for their education; and there-fore, receiving services on themselves is not considered to be part of their education. Approved students may receive personal services by observing the following criteria;

- a. Student must be maintaining satisfactory progress
- b. Services may be given only by permission.
- c. ll weekly requirements and weekly chapter assignments must be done to make student eligible for personal services. (This means both the student receiving service and student providing service.)

- d. It is necessary to get approval from both floor instructor and administration office prior to receiving services.
- e. Student must be current all financial obligations.
- f. Students must pay for personal services and get signed out by floor instructor.
- g. Personal services may be stopped due to client needs.
- h. Students may get bumped from receiving services due to demand of increased clientele and stations.

PLEASE NOTE: PERSONAL SERVICES ARE PRIVILEGE NOT A RIGHT.

STUDENT PERSONAL SERVICE PRICES

Students pay ½ prices for all chemical work or any work that uses product. Any work not using chemicals or products is free.

When not working on patron-students have the responsibility to fulfill requirements on the time card prior to course completion. Students **WILL NOT** be marked off the books at any time to work on these requirements. Students are not allowed to work on themselves at any time.

STEALING-any student observed stealing from the school, another student or client will be immediately terminated from program.

Due to Federal and State regulations, products not sold by the school and thus not having a Material Data Safety Sheet on file will not be allowed on premises or to be used on clients or students therein.

ADVERTISING

Sutter Beauty College is not responsible for any advertising created by students.

RECEPTION DESK

The school reception desk is not a gathering place for students. Standing at the desk is unsightly to clients entering the school and disrupts the duties of the school receptionist. Only the receptionist and assigned students are allowed to be behind the desk. All appointments are to be made by the receptionist, designated staff member, or assigned student(s). All personnel, including teachers, must follow this procedure to insure consistency, customer service and professionalism.

COUNSELING PROCEDURES/DISCIPLINARY PROCESS

When a student needs to be counseled for disciplinary problems, Sutter Beauty College implements the positive approach, known as a **WIN/WIN AGREEMENT**. This agreement entails the action in question,

desired results, resources, guidelines, accountability and consequences (results of action, positive/negative). In conjunction with the WIN/WIN AGREEMENT, the following procedures are entailed:

A.

INTERVENTION- When a student is not maintaining satisfactory progress, grades, or displays a behavior that is not conducive to the philosophy of the Sutter Beauty College organization and/or the beauty industry, they will be counseled by administrative personnel. Upon conclusion for the intervention, appropriate steps will be outlined for the student's continuation.

B.

ETHICS- At Sutter Beauty College, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school, but to the industry as well. We expect every student to exercise discretion and professionalism at all times. Clients, staff members, and fellow students must be treated with respect and courtesy. The school positively reserves the right to suspend or expel a student who gossips, slanders the school, its staff, or fellow students. Respect must be shown at all times towards peers, customers and staff.

C.

COMPLIANCE-Students must comply with all instructions, directive, and orders given by the school personnel relative to school activities. Also, students must comply with School's Standards of Performance Policies and Procedures, and State Rules and Regulations.

SERVING THE PUBLIC

All students will be serving the public and must be courteous and pleasant. Students must take all appointments assigned to them. Students are to be prepared with all necessary equipment needed to complete the service. A student is not leave a client during a service while a chemical is processing, except to clean up any unused chemicals or supplies. Should a student leave a client with any of the above-mentioned work, they will face disciplinary actions as deemed appropriate.

COSMETOLOGY SERVICE PROTOCOL

1.

When a student are called to the reception desk for an appointment, they will pick up the work ticket, which will indicate the type of service his/her client has scheduled.

2.

The student will greet the client in a professional manner and direct them to assigned station. The work ticket must be prominently displayed on the work station.

3.

After completing the consultation process, it is necessary for the student to consult with the floor instructor before the service begins. Additional services may be added and the client charged accordingly.

4.

The work ticket must be presented before any product is dispensed.

5.

Throughout the service, educate the client as to what additional services may be required or retail product that maintain the quality of service.

6.

Upon completion of the service, the student will walk the client to the reception desk to complete their transaction, suggest any retail products, and book for their next appointment.

STUDENT HEALTH AND SAFETY

Your health and safety are important to Sutter Beauty College. All requirements must be adhered to and the following are to be noted and/or followed by all students.

- All accidents and injuries must be reported on the day the incident occurs using an accident incident form. Accident incident forms are located in the administration office.
- Common sense is the most important safety rule of all. Please use it at all times.
- Horseplay in work areas will not be tolerated.
- Take all necessary precautions to maintain a safe environment.

VISITORS-All visitors must remain in college waiting area. No visitors are permitted in the classroom or on the clinic floor or break room. Personal phone calls from visitors will not have messages taken by the receptionist.

GUM CHEWING

Gum chewing will not be permitted on the premises. It does not look or sound professional to service a client while chewing gum. Nor is it sanitary. Gum is a hair magnet.

COMPUTER AND ELECTRONIC DEVICE POLICY

All electronic devices such as cell phones and mp3 players must be kept off during class hours as not to cause a disruption to the class. **No photos, text messaging or video recording is allowed. Absolutely NO Camera phones are allowed to be turned on while inside the campus building due to strict privacy laws. Should a student's phone be discovered on in the classroom or clinic area, it will be confiscated until the class period is over.**

A student may take a picture of their work only with the permission of floor instructor; and the picture must be taken up against a white wall.

Students will be dismissed from class when caught using a cell phone inside the building.

The only location a student may use a cell phone (even when out of class) is outside the building in the back area or parking lot or in the break room, not the front of the college.

COPYRIGHT INFRINGEMENT

Copyright infringement is against the law and is prohibited at this school. Willful copyright infringement can also result in criminal penalties of up to five years and fines of up to \$250,000 per offense.

MEDICATION

All students must inform the Administration Office of all medication ingested during business hours including prescription medication. If under 18 years old, student must have a note from their parents or guardian prior to taking medication.

UNDER THE INFLUENCE

Any student who possesses or who is determined to be under the influence of alcohol or drugs while at school will be subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug screening at your own expense within 24 hours and will not be allowed to return to school until the results are brought in.

WEAPONS

Any student who possesses or uses weapon while at school will be subject to termination.

EQUIPMENT AND BELONGINGS

Each student is responsible for their personal belongings and materials. A locker is provided for this reason. All bottles and containers must be labeled to identify contents. Students may not borrow equipment from the school; and they are responsible for the return of school materials and equipment issued to them. Any equipment/supplies issued from the school and not returned, will be charged to students Sutter Beauty College account. Backpacks, large carryalls and wheel packs are allowed, but they are not permitted on the clinic floor, they must be stored on top of lockers or in locker. This is due to fire safety and trip hazards. Any bags or locker are subject to on the spot inspection along with the student tool kit. Personal kit belongings must be removed from the school on a daily basis. There will be no written notice given by the college to remove the students belongings from a locker or station. Should you have any concerns about possible loss of equipment or belongings, we recommend that you contact your insurance agent to determine whether your present policy would cover any loss. If your present policy does not cover such loss, you may want to pay additional premiums and provide coverage through a rider on your present policy.

Any equipment or belongings that are left on/in school property for more than 30 days unclaimed will become property of Sutter Beauty College and will have the right to dispose of such property.

ANY VIOLATION OF THE ABOVE RULES IS OR MAY BE CAUSE FOR SUSPENSION OR DISMISSAL FROM THIS SCHOOL.

SUTTER BEAUTY COLLEGE RESERVES THE RIGHT TO CHANGE, MODIFY, DELETE OR ADD TO RULES BY POSTING SUCH CHANGES.

CODE OF ETHICS

1. This school has principal objectives in the training of qualified Cosmetologists to render the best possible service to patrons.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in Cosmetology.

3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in Cosmetology by attending teachers' refresher courses, workshops and continuing education.
5. This school takes part in education conferences and regional meetings in order to advance the Cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, filmstrips and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high-grade standard equipment, cosmetics and supplies to be used for instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any advertisement or criticism which might reflect unfavorable on other schools and the Cosmetology profession.

GRADUATION POLICIES

Student must complete all:

A.

State Requirements:

1. State required course hours
2. Technical hours of instruction
3. Practical operations

B.

School completion requirements

1. 3 completed NIC stamp sheets
2. Scheduled evaluations
3. Exit examination

4. Portfolio with resume
5. All financial obligations paid
6. Exit interview (includes final evaluation)

MINI BOARDS (BABY BOARDS)

Baby boards are given weekly on prescheduled days (days subject to change) for all students. For seniors with 1300 hours or more, smaller State Board Prep classes are given at the same time in a different classroom for more individualized training. Students that graduate are encouraged to attend these classes until they take the exam.

STATE REQUIREMENTS

Graduates may be licensed as a Cosmetologist if they are 17 years of age, have at least completed the 10th grade education, a valid social security number and pass the State Board Exam. (However, in order to attend our institution, you must have a high school diploma or equivalency.)

FERPA (Safeguarding Customer Information)

Family Educational Rights and Privacy Act of 1974 (FERPA)

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Parents or eligible students must send a written request to the school and identify the records requested. The school will notify the parents or eligible students about the date and time the records will be available. This will be done within 45 days of the receipt of the request. Records will be maintained by the school either electronically and/or physically indefinitely. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school will charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student

then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. An appointment must be made with the admissions office to review the files in their presence. The law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose without consent, directory type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, the school must tell the students of the information that is designated as directory information, and provide a reasonable amount of time to allow the parent of eligible students the school will disclose that information about them.

If you have any questions about the FERPA, or if you have problems in securing your rights under this Act, may call (202) 410-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington D.C. 20202-4605.

Definitions:

Customers - are prospective students who apply to attend the colleges above and apply for private or government grants to finance their education.

Nonpublic personal information - is information which is not publicly available on:

- Your name, address, and social security number.
- Name of your financial institution, account number
- Information provided on you application to enroll in the colleges above
- Information provided on your application for .a grant or loan

- Information provided on a consumer report
- Information obtained from a website

Nonpublic Personal Information Policy

Sutter Beauty College is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format {hard copy, electronic).

The Director shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other system failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records for prospective students who are not accepted or who do not enroll in either of the colleges shall be held for one year, and then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 2 of each year. Sutter Beauty College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customer's nonpublic personal information.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS

This institution will retain student transcripts and proof of training indefinitely on digital media. All other student records will be retained for a period of five (5) years in fire-resistant form. The school follows policies that:

- a. Guarantee each student (parent/guardian if student is a dependent minor) access to his or her student's file;
- b. Require written consent from the student (parent/guardian if applicable) for release of records in response to each third party request unless otherwise required by law;
- c. Before publishing and/or selling "directory information" for either the student (parent/guardian if applicable) such as name, address, phone number and e-mail address (es) of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, we will allow student (parent/guardian) to deny authority to publish one or more of the aforementioned items;
- d. Provide access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of the Commission.

The college will maintain records as available until June 30 of the year that the student attended. After June 30th each year, all records will be archived. For the records to be removed or researched from storage, a \$50 archive fee is to be paid prior to removing from archives. ***NOTE: Students are not entitled to inspect the financial records of their parents.***

OCCUPATIONS AVAILABLE

Occupations available for graduates of our school may include Cosmetologists, Manicurists, Estheticians, Cosmetology Instructors, Platform Artists, Sales Representatives, and Product Educators.

LABOR MARKET ANALYSIS

The number of new jobs in this occupation will grow somewhat slower than the average rate of growth for all other occupations in California. Most job opportunities will be to fill vacancies as Cosmetologists leave for other kinds of work or retire. Nationally, about 48 percent of Cosmetologists are self-employed. In California, the number of Hairdressers, Hairstylists, and Cosmetologists is expected to grow faster than average growth rate for all occupations. Jobs for Hairdressers, Hairstylists, and Cosmetologists are expected to increase by 14.1 percent, or 5,800 jobs between 2008 and 2018.

In Shasta County, the number of Hairdressers, Hairstylists, and Cosmetologists is expected to grow much faster than average growth rate for all occupations. Jobs for Hairdressers, Hairstylists, and Cosmetologists are expected to increase by 21.4 percent, or 30 jobs between 2006 and 2016.

CAMPUS CRIME AND SECURITY POLICIES

THE CLERY ACT

The Clery Act requires higher education institutions to make public their campus security policies and to give timely warnings in situations that might represent a threat to the safety of students or employees.

GEOGRAPHICAL AREAS

For reporting purposes, Sutter Beauty College's geographical areas include the school property itself located at 651 N. Palora Ave Yuba City, CA. Public property areas include the alley way directly behind the school and parking lot, the street directly in front of the school. Sutter Beauty College does not have any other locations other than 651 N. Palora Ave, Yuba City, CA.

SCHOOL ACCESS

During business hours, the School will be open to students, parents, employees and the general public. During non-business hours, the School is closed, locked and has a security system in place. Shasta School of Cosmetology is patrolled by a local police department at local police department's discretion.

ANNUAL REPORTING

Sutter Beauty College completes a campus security report annually. All crime information is collected from the Yuba City Police Department and, if applicable, from student or employee incident reports. Campus crime and security policies (which include emergency response and evacuation procedures) are published in the school catalog and available to the public through the school website at www.sutterbeautycollege.com. All new students receive a security report during orientation, and all potential employees receive one attached to their application form. All enrolled students and employees will be advised of campus crime statistics and security policies during school orientation or the first day of employment, whichever applies. A current crime report is posted on all school bulletin boards.

CAMPUS SECURITY AUTHORITIES

Sutter Beauty College does not have a campus police department or security personnel. Please report all emergencies/potential crimes to the following administrative personnel:

~~Assistant Director~~

Aimee Haight

REPORTING A CRIME OR AN EMERGENCY

Students and employees shall report any crime or emergency (such as fire) observed by them to the Administrative Office immediately.

All reports will be investigated. The Administrative Office shall then report any violations of the law to the local law enforcement agency and any other emergency (such as fire) to the applicable emergency response agencies immediately after incident has been reported by student or employee.

For emergencies—CALL -911

For a non-emergency: Yuba City Police Department (530)822-6400

Sutter Beauty College cooperates with all local crime prevention agencies and emergency response agencies applicable to our campus including but not limited to the Yuba City Police Department, the Yuba City Fire Department and the Sutter County Sheriff's Department. Sutter Beauty College authorizes local police department to stop or detain any persons involved in illegal activities. The Director of the School is also authorized to stop or detain any person(s) involved in illegal activities until proper authorities arrive. Sutter Beauty College accepts no responsibility for lost, stolen, or damaged property on its premises.

***Note:** Sutter Beauty College does not have any written agreement or memorandum with any law enforcement agency for the purposes of investigating alleged criminal offenses.*

TIMELY WARNING

In the event that a potentially dangerous situation arises, either on or off campus, that, in the judgment of administrative staff, constitutes an ongoing or continuing threat, a "timely warning" will be issued. The School administration will issue timely warnings through in-class announcements, and/or flyers posted on the bulletin boards located throughout the school or other appropriate means. Timely warnings will include: (1) the nature of the warning, and (2) precautionary information for students to protect themselves.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The actions of Sutter Beauty College emergency response shall in all instances be guided by the following objectives and principles:

- Protection of the life and safety of all members of our college community-students, patrons,
- Containment/mitigation of emergency situations and assessment of damages.
- Restoration of routine school operations.

Annual Testing Procedures

Sutter Beauty College will test on at least an annual basis our emergency response and evacuation procedures. These tests may be announced or unannounced.

Confirmation of an Emergency

School administration will make the determination that a significant emergency or dangerous situation is posing a serious threat to the health or safety of students or employees occurring on the campus. Significant emergencies or dangerous situations are, but not limited to, such things as earthquake, fire, gas leak, terrorist incident, armed intruder, bomb threat, explosion, hurricane or other extreme weather condition, outbreak of meningitis, norovirus or other serious illness, civil unrest or rioting, or nearby chemical or hazardous waste spill.

Initiating the Notification System

Upon confirmation of a significant emergency or dangerous situation, this institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Notification System

For emergency notification purposes, this institution utilizes a loud speaker system, in-class announcements, and fire alarm system. This institution's campus is small; therefore, any notification will go out to the entire school.

Notification to the Larger Community

This institution will call 911 in emergency situations in order to disseminate information to the larger community.

Evacuation

In the case that an evacuation is deemed necessary, administrative staff will direct all students in attendance toward the school exits and to the designated gathering site in the far northwestern corner of the school parking lot. Appointed administrative staff will take the Class Roster outside to the designated evacuation site. In this instance, the roster would be utilized for purposes of emergency contact and accounting for the presence of currently enrolled students.

Shelter-in-Place Procedures

What it means:

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance:

If an incident occurs and the building you are in is not damaged, stay inside-seeking and interior room- until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the school evacuation procedures.

If the police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place":

A shelter-in-place notification may come from several sources. The first most-likely source would be the school administration. Other sources of notification would be the Yuba City Police Department, Yuba City Fire Department, and Sutter County Sheriff's Department.

How to "Shelter-in-Place":

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise follow these steps unless instructed otherwise by local emergency personnel:

- a. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
 - b. Locate a room to shelter inside. It should be:
 - An interior room
 - "Above ground level; and
 - Without windows or with the least numbers of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
 - c. Shut and lock all windows and close exterior doors.
 - d. Turn off air conditioners, heaters, and fans.
 - e. Close vents to ventilation systems as you are able. Staff will turn off ventilation as quickly as possible.
 - f. Make a list of the people with you. A staff member will call the list in to the police department, so they know where you are sheltering. If only students are present, one of the students should call in the list.
 - g. Turn on a radio or TV and listen for further instructions.
 - h. Make yourself comfortable.
-

Emergency Response Actions

Fire, Gas Leak, Bomb Threat, Chemical or Hazardous Waste Spill, Explosion

At the sound of the fire alarm or in-class announcement:

- Everyone will evacuate the building according to the school evacuation plan.
- Follow instructions from supervisors, fire department, or the police
- Help those needing assistance to move from the area
- Do not re-enter the building until authorized to do so by emergency personnel

Earthquake

If indoors:

- DROP to the ground; take COVER by getting under a sturdy table, or other piece of furniture, and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. (*Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.*)
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. (Many fatalities from earthquakes occur when people run outside of buildings only to be killed by falling debris from collapsing walls.)
- Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from Collapsing walls, flying glass, and falling objects.)

Armed Intruder/Terrorist Incident

- Call Public Safety – 911.
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- If it is possible to flee the area safely and avoid danger, do so.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
- Remain in place until an "all clear" is given by an authorized person or law enforcement official.

Campus Disturbance/Rioting

- Administration will determine the level of emergency and call 911.
- Urge students to calm down, encourage students to leave area.
- Diffuse disruptive situation by using distraction techniques (whistle, yell, bull horn, etc.).
- Identify and isolate the major participants.
- Move students involved in disturbance to an isolated area.

- Document situation
-

ILLEGAL DRUGS POSSESSION/ALCOHOLIC BEVERAGES POLICY

Shasta School of Cosmetology has been designated as "Drug free". The possession, sale, manufacture or distribution of any controlled substances/alcohol is illegal under both state and federal laws. Such laws are strictly enforced by local law enforcement. Violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to any person under the age of 21. The possession of alcohol by anyone under the age of 21 years in a public place or a place open to the public is illegal. It is also a violation of Shasta School of Cosmetology for anyone to consume or possess alcohol in any public or private area of the school campus. Violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment.

DRUG FREE WORKPLACE STATEMENT, NOTICE TO ALL STUDENTS AND EMPLOYEES

1. It is the policy of Sutter Beauty College (*hereafter referred to as "this institution"*) to maintain a DRUG-FREE WORKPLACE. All students and employees are hereby notified that unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance/alcohol is prohibited in this institution. *The workplace for this institution is defined in paragraph 2 below.*
2. In compliance with the DRUG-FREE WORKPLACE ACT OF 1988, this institution's workplace is located at: 651 N. Palora Ave Yuba City, CA 95991.
3. **NON-COMPLIANCE WITH THE TERMS IN PARAGRAPH 1**(above) will result in the following action being taken by this institution:
 - A. TAKING APPROPRIATE PERSONNEL ACTION AGAINST SUCH A STUDENT, UP TO AND INCLUDING TERMINATION.**
 - B. REQUIRING SUCH STUDENT TO PARTICIPATE SATISFACTORILY IN A DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM APPROVED FOR SUCH PURPOSES BY THE FEDERAL, STATE, OR LOCAL HEALTH LAW ENFORCEMENT AGENCY.**
4. All students and employees must read, understand and sign the following statements:

I understand that as a condition of my enrollment at this institution, I must abide by the terms of paragraph 1 above.

I must notify Sutter Beauty College of my criminal drug/alcohol statute convictions for a violation occurring in the workplace not later than five days after such conviction.

I understand that this institution has established a drug-free awareness program to inform Students about:

 - A. The dangers of drug abuse in the workplace
 - B. This institutions policy of maintaining a drug-free workplace
 - C. Any available drug counseling, rehabilitation, and student assistance programs and
 - D. The penalties that may be imposed upon students for drug abuse violations occurring in the workplace (see paragraph 3 above).

If needed, students shall be referred to:

Yuba/Sutter Counties

Alcohol Abuse Services

AI-Anon

Support groups for families and friends of alcoholics. (530) 673-9380

Alcoholics Anonymous

Support groups for recovering alcoholics. (530) 673-9380

Alcoholics Anonymous, Reprieve, Young People's Group

For information call the AA 24-Hour Hotline at (530) 673-9380.

Pathways

Drug and Alcohol treatment and education program, community outreach program. (530) 674-4530

Controlled Substance Abuse Services

ACTS (Alcohol Chemical Treatment Series)

Support program to maintain a drug-free life style. (530) 742-7761

AEGIS Medical Systems

Narcotics treatment program. (530) 742-7747

Friday Night Live

A substance abuse prevention program for adolescents and teens. For information call (530) 742-5438.

Narcotics Anonymous

A support group for recovering addicts. For information call the AA 24-Hour Hotline (530) 877-6361.

SEXUAL HARASSMENT POLICY AND PROCEDURE

It is the policy of Sutter Beauty College to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Sexual harassment is against the law. It is also a violation of this School's policy for anyone who is authorized to recommend or take personal or educational action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Sutter Beauty College, to engage in sexual harassment as defined in the School's Non- Discrimination policy. When an alleged sex offense occurs and is reported, Administrative staff will investigate and document the incident. The accused and the accuser both are entitled to the same opportunities to have others present during a disciplinary proceeding. If a student or employee is found guilty of such offense; they could be criminally prosecuted and may be suspended or expelled from this institution. Sutter Beauty College is obligated to comply with a student's request for an academic situation following an alleged sex offense, if such changes are reasonably available. Reasonable changes at this time would be an academic schedule change or the student may drop and re-enter at a later date.

SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. This act requires institutions of higher education to issue a statement advising the campus

community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Registered sex offender information can be found at the following website: www.meganslaw.ca.gov

SEXUAL ASSAULT PREVENTION AND RESPONSE

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain medical treatment. Sutter Beauty College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to School Administration; furthermore, filing a report with the School Administration will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from administrative staff.

Filing a police report is strongly recommended. Filing a police report will:

- a. ensure that a victim of sexual assault receives the necessary medical treatment and tests,
- b. provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained,
- c. assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

At the request of the student, School Administration **will** assist in notifying local authorities of a sexual assault/offense. Sutter Beauty College does not provide on-campus or off-campus counseling, mental health or other student services for victims of sex offenses.

Additional help services are available through:

Casa de Esperanza

Shelter for victims of domestic violence, rape and sexual assault counseling. *S, ~P, ~H.

(530) 674-5400 - Crisis Line 674-2040

Rape Crisis Intervention

24-hour crisis hotline, bilingual crisis line workers available.

Medical, legal and emotional advocacy, support groups, education, child-assault prevention. *S, ~O.

Crisis: (530) 674-2040

Business: (530) 674-5400

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Director can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of

crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

DISCLOSURE OF DISCIPLINARY PROCEEDINGS

For the purpose of this paragraph, the outcome of a disciplinary proceeding means only this institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Sutter Beauty College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Sutter Beauty College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Furthermore, the accused will also be informed of the results of any disciplinary hearing.

SECURITY AND DRUG AWARENESS PROGRAMS

During the orientation period for every new class, students are informed of the crime and security policies of this institution, and also receive literature on drugs and their effects. During the first eight weeks of class, a video is shown to students on drugs and their effects. A crime prevention and/or personal protection class is held annually on personal safety, theft, sex crimes and other crimes for students and school staff. The common theme of all crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and security of others. Additionally, sexual assault prevention information can be found at www.meganslaw.ca.gov.

OFF-CAMPUS STUDENT ORGANIZATIONS

At this time, this institution does not have any officially recognized student organizations at off-campus locations.

MISSING STUDENTS

Sutter Beauty College does not have on-campus housing; and therefore, is not required missing student procedures. However, for students that are under 18 years old and not emancipated, the policy of Shasta School of Cosmetology requires the parent or guardian's responsibility to call the school if the student will not be in attendance that day. If in the case a student does not show up for class and the parent does not call, the school will take a pro-active approach and contact the custodial parent or guardian before the end of the business day and report the student's absence. The contact is then documented in the student file.

CURRICULUM FOR COSMETOLOGY COURSE

The curriculum for students enrolled in a Cosmetology course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance and practical operations shall include the list below. . Students must maintain a theory grade average of 70% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Unsatisfactory

Cosmetology Requirements	Technical Operations	Practical Operations
Cosmetology Act Boards Rules & Regulations	20	
Cosmetology Chemistry	20	
Health Safety/Hazardous Substances	45	
Theory of Electricity	10	
Disinfection and Sanitation	20	100
Anatomy, and Physiology	15	
Bacteriology	10	
Wet Hair Styling/Sets Comb outs	30	100
Thermal Hair/hot Tool Styling	30	150
Perms	40	60
Chemical Straightening/Soft Curl		45
Shampooing/ Hair Analysis	15	100
Haircutting	30	100
Hair Color and Bleaching	60	100
Facials manual	5	25
Facials Electrical	10	15
Facials Chemical	10	15
Eyebrow arching / Hair removal	15	30
Make-up	10	40
Water and Oil Manicuring	10	30
Complete Pedicure	5	10
Artificial Nails (liquid & powder)	20	100 nails
Nail Tips	10	100 nails
Nail wraps and repairs	5	20 nails
Salon Mgmt/ Professionalism	8	
Desk/Lab/ Marketing	7	

The board recommends that the schools provide training in the areas of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards.

TRAINING LEVELS, GOALS, CREDIT EVALUATION

Beginning or Freshman Level- A minimum of 210 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily. Students then practice their newly learned skills on mannequins and models. A student must demonstrate a thorough understanding of the subject matter by written test and practical application to progress to the Senior Level. Students may be required to complete homework assignments that cannot be completed during regular school hours. Students are required to pass with a 70% on their freshman final in order to progress to the next level.

Advanced or Senior Level- Students will continue to attend a minimum of five hours a week of theory classes and/or practical demonstrations in addition to special styling classes. Senior students are expected to be able to perform all applications with a 70% comprehension and pass all written and practical tests.

CERTIFICATION STATEMENT

This catalog and the contract shall be an agreement by the college and the student.

I certify that the information and policies contained in this Consumer Guide and Catalog are true in content and policy. This college enforces such policies pertaining to the standards of progress and rules and regulations set forth by the college.

Scott Hamblton

Scott Hamblton
Owner/Director

