



*Integrity • Diligence • Success*  
*Elite Cosmetology School Catalog*

January 31<sup>st</sup>, 2014 – January 31<sup>st</sup>, 2015

**56300 Twentynine Palms Hwy. Suite 113  
Yucca Valley, CA. 92284  
Admissions (760) 365-8222 / Clinic (760) 365-9700  
[www.elitecosmetologyschool.com](http://www.elitecosmetologyschool.com)**

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## Approval Disclosure Statement

Elite Cosmetology School offers the following courses

Cosmetology	1600 Clock Hours
Esthetician	600 Clock Hours
Manicuring	400 Clock Hours

Instruction is provided within a 6732 sq. foot one story facility with an occupancy level accommodating 82 students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements along with completing an Admissions Interview with the Admissions Representative. ELITE COSMETOLOGY SCHOOL does NOT recruit students already attending or admitted to another school offering a similar program of study.

Elite Cosmetology School is a private institution.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

**The State of California Department Consumer Affairs – Bureau of Barbering and Cosmetology** provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination. (#08005)

**National Accrediting Commission of Career Arts and Sciences, Inc.** Issued accreditation (#014368-00)

**Bureau for Private Postsecondary Education** application (#22375) for approval to operate has been approved, as of October 27<sup>th</sup>, 2010

**Protocol complaint procedures:** In such a case whereas a problem or complaint should arise, you should first contact your immediate instructor in charge. Requests for further action may be made to the schools owners or administrative personnel. If your complaint is not resolved you may direct your complaint to our California regulatory agency as well as our accreditation agency:

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**Physical Address - 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818**

**Mailing Address – P.O.Box 980818, West Sacramento, Ca 95798-0818**

**Phone Number:(916) 431-6959**

**Toll Free: 888-370-7589**

**Fax Number: 916-263-1897**

### **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, INC**

**4401 FORD AVENUE, SUITE 1300,**

**ALEXANDRIA, VA. 22302**

**(703) 600- 7600**

I certify that all contents of this catalog are current, true and correct to the best of my knowledge,

*Maurice DiVirgilio*

CEO/Owner

You, the **prospective student**, are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

### **A LETTER FROM OUR SCHOOL OWNERS**

Dear Student:

It is my pleasure to welcome you to Elite Cosmetology School. It is our goal to provide you with superior academic and practical achievements which will prepare you to be successful in the cosmetology industry as well as an accomplished business professional. As the practice of Cosmetology has shifted, we strive to develop innovations to advance fundamental learning. Opportunities for progressive training are available at all levels of education.

We emphasize the importance that business plays on our industry. As a Redken sponsored school, we incorporate product knowledge into fundamental learning as well as a salon business program developed specifically for Elite students. Redken certified artists will be visiting our campus on a regular basis to provide cutting edge color and cutting classes to our students. Additionally, Elite will be hosting post graduate technical and business classes that will be available to all licensed professionals.

This is an exciting time in our industry. As an Elite Cosmetology student, you will have the competitive edge when entering the workforce. Our team actively participates in your job placement and continues to monitor your gainful employment long after you graduate. When you successfully complete our program, you will not only be prepared for the basic fundamentals of cosmetology, but also you will have all of the tools necessary to build yourself as a career driven individual.

I would like to thank you for considering Elite Cosmetology School to further your education. Our team looks forward to serving you in a professional and courteous manner. It is our privilege to prepare you for a promising career in cosmetology. Please let us know if I can provide you with further information about our student program.

Sincerely,

*Maurice DiVirgilio and Team Elite*

# ORGANIZATIONAL CHART

## Administration

Maurice DiVirgilio	CEO/ Owner/ School Director
Jodi Hussey	CFO/Owner
Ms. Melissa Ramirez	Financial Aid Director

## Faculty Qualifications

Ms. Melissa Ramirez	Trained by the Dept of Education in 2010 & 2014 Fundamentals of Title IV Administration
Ms. Madison Mullin	Admissions Director – BBC Licensed since 2009
Ms. Lauren Johnson	Office Coordinator / Registrar
Ms. Shelby Evans-Howe	BBC Licensed since 1983, BPPVE Certificate of Authorization since 2004
Ms. Dyanna Garrido	BBC Licensed since 2009
Ms. Chelsea Shellito-Beale	BBC Licensed since 2003
Ms. Yvonne Segura	BBC Licensed since 2003
Mr. Frank Cardona	BBC Licensed since 2003 (Florida) CA -BBC Licensed (reciprocity) since 2012
Ms. Christian Standridge	Clinic Floor Coordinator (Front Desk) / BBC Licensed since 2015

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

### **Mission Statement**

Our mission at Elite Cosmetology School is to promote excellence through effective educators, a diversified curriculum, strategic industry business training, highest quality products, and hands on learning approach. Elite Cosmetology School's focus is to empower all of our students to develop integrity, creativity, leadership, the knowledge to attain success in all future endeavors and to create graduates who have the desire and capacity to contribute to the enhancement of the cosmetology industry we love.

*Integrity, Diligence, Success*

### **History and Ownership**

Elite Cosmetology School is owned and operated by Maurice "Moe" DiVirgilio, Michael DiVirgilio, Jodi Hussey and Nicole Vitez, who decide to put their knowledge and experience in the industry together to develop their vision of how a Cosmetology School could enhance the Cosmetology industry by creating a better prepared graduate. Elite Cosmetology School was established in 2008.

### **Elite's Educational Objectives and Goals**

- To assist students in acquiring the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license.
- To prepare students to become highly employable through their incorporation of skill and knowledge acquired.
- To provide a program that is continually updated so that students will acquire knowledge of the newest trends and professional techniques.
- To foster and promote the professional and educational growth of the faculty and students through basic and advanced education.
- Our successful students should be able to function effectively at an entry level in any of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicuring, Make-up Artist or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, School Supervisor/Director, or School Owner

### **Attendance Is the Main Factor for Success**

In our opinion, a high rate of attendance is the single largest contributor to success in our school and the profession. Therefore, we utilize reasonable attendance standards that reflect employment expectations. Prospective Students who apply for admission and meet our enrollment criteria, and are accepted for registration need only to complete the enrollment process. After enrollment, students earn continued enrollment by making satisfactory progress as established by school policy. Satisfactory progress is maintaining minimum academic and practical grades and meeting the attendance standards of the school. See the section, regarding Satisfactory Progress, for minimum standards. **Before enrolling in school, it is extremely important for each and every Prospective Student to understand and prepare for the expectations of progress they will face while enrolled in school.** These are a few questions you need to review, and seriously consider your answers **before enrolling in school.**

We ask you to go through this exercise so you can address the main reasons Students drop out of school. If you can manage these issues while enrolled you will have a better chance of completing training and becoming successful in our profession.

- How will you meet your living expenses while enrolled in school?
- Do you have a budget?
- Can you stick to a budget?

- Who will be watching your children while enrolled in school? Family? Licensed day care? Do you have a backup? How about 2 or 3 backups?
- Are you planning a pregnancy?
- Do you have any educational, skin, physical or emotional problems that would complicate your enrollment?
- Do you have the support of your family and friends about your training?

### **Accreditation**

Elite Cosmetology School has received accreditation from **National Accrediting Commission of Career Arts and Sciences, Inc. NACCAS** may be reached at 4401 Ford Avenue, Suite 1300 Alexandria, VA. 22302 - (703) 600-7600.

### **Bankruptcy Statement**

This Institution has no pending petition for Bankruptcy, and has not filed a petition for bankruptcy within the preceding five years.

### **Administration Business Hours**

The school administrative offices are open for business Monday thru Friday from 8:00 a.m. to 4:30 p.m. or by appointment. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (760) 365-8222.

### **Grievance Procedure: (Protocol)**

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Owner or Director at the schools administration office. It is strongly recommended that all grievances be presented in writing. We will also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days. However, if the issue still is unresolved, students may present their grievance to:

#### **The Bureau for Private Postsecondary Education**

**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818 (916) 431-6959**

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

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, INC**  
**4401 FORD AVENUE, SUITE 1300**  
**ALEXANDRIA, VA. 22302 (703) 600-7600**

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### **Scholarships**

Our school does not have an institutional scholarship program.

### **Method of Payment**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available by Elite Cosmetology School on a case by case basis. **Federal student financial aid will be available for those who qualify. We participate in the Federal Pell Grant, and the Direct Loan programs.** It is the policy of this institution to request from the student, to contribute toward their school charges by making monthly or weekly installments as agreed upon. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All school charges must be paid in full before graduation, including Additional Instruction Charges, which may be assessed and collected.

### Orientation Class

Orientation classes are held the first day of class. Prior to enrollment the student would have physically visited the school facilities, and reviewed and answered any question regarding their student rights, their disclosure statements and have signed an enrollment contract for the course of study with the institution.

### Starting Class Schedules For 2014/2015

Classes are scheduled to start every 8 weeks depending on the program. School hours are Tuesday through Saturdays 8:00 am to 4:00 pm and Monday through Thursday evenings from 5:00 pm to 9:00 pm. Please see the Admissions office for exact start dates.

### Class Schedules For 2014/2015

Example of Day Schedule:	8:00-9:00am	Theory or (a Tues, Weds or Thurs 8:00-11:30)
	9:15-9:30am	Break
	9:30-11:30am	Theory
	11:30-12:00am	Lunch
	2:00-1:00pm	Demonstration & Practice
	1:00-1:30pm	Sterilization/Sanitation
	1:30-2:30pm	Hair Color Application
	2:30-2:45pm	Break
	2:45-3:30pm	Health & Safety
	3:30-4:00pm	Salon Management

Class schedules depend on the student's capability to attend school. Classes are held from Tuesdays through Saturdays 8:00 am until 4:00 pm, Evening Class is scheduled Monday through Thursday evenings from 5:00 pm to 9:00 pm. Upon request, a change from four to seven hour day (and vice versa) schedules may be arranged on a student-by-student basis.

**All classes are held on the Elite Cosmetology School Campus located at 56300 Twentynine Palms Hwy; Suite 113, Yucca Valley, CA 92284**

### Calendar/Holidays 2014-2015

The School is closed on New Year's Day • Martin Luther King Day • President's Day • Memorial Day • Fourth of July • Labor Day • Veterans Day • in addition to Thanksgiving November 27<sup>th</sup>-29<sup>th</sup>, 2014, Students are expected to return to classes Monday 30<sup>th</sup> /Tuesday December 1s. The **2014 Holiday break** begins December 21<sup>st</sup>, 2014- January 1<sup>st</sup>, 2015. Students are expected to return to classes Friday January 2<sup>nd</sup>, 2015.

A "special" holiday may be declared for emergencies or special reasons. **Unscheduled Holidays will cause your contracted completion date to change.** Holidays of all religious beliefs are respected and allowed.

### Statement of Non-Discrimination

Elite Cosmetology School does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area/ethnic origin, and/or residence in its admissions, staffing, instruction, and/or graduation policies.

### Career Counseling & Objectives

The school counsels the students individually as often as necessary. A list is available for a variety of counseling services that may be necessary for personal situations, housing and drug and alcohol abuse. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists and educators are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administration.



### **Access to Files and Retention of Student Records**

Adult students and/or parents of dependent minor students, have the right to inspect, review, and challenge information contained in the institution's student records. ELITE COSMETOLOGY SCHOOL would require written consent from the student and / or parents before educational records may be disclosed to any third party with the exception of accrediting commissions or governmental agencies so authorized by law. Before publishing directory information such as name, address, phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school and allow the student or guardian to deny authority to publish one or more of these items. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the institution. ELITE COSMETOLOGY SCHOOL will keep these records for five (5) years from the last day of attendance. After this period, all records may be destroyed in accordance with state law. The students are not entitled to inspect the financial records of their parents.

Request for such an inquiries are to be address to:

**Owner or Director, Elite Cosmetology School  
56300 Twentynine Palms Hwy. Suite 113, Yucca Valley, CA 92284.**

### **Placement**

Elite Cosmetology School does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded electronically as an Alumni profile in the SMART recordkeeping system for the follow-up process. Results from the California State Barbering and Cosmetology Board license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Elite Cosmetology School for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary and other pertinent information. Students who request Placement Assistance are referred to the Salons seeking employees and the employment information is recorded in the Alumni Profile. The school may show prospective students the information format as listed in the SMART recordkeeping system.

### **Attendance, Tardy and Make-Up Policies**

To help students prepare for the workplace, the school uses policies and rules common to the salon industry. The attendance Policy of the salon is the most important policy to be able to comply with. Late arrivals, absences, leaving early and other interruptions in the salon are unacceptable and the most common reason for termination from employment. Likewise, in training, these events have a significant impact on scholastic and practical achievement. All students are expected to be in attendance as specified in the enrollment agreement.

- Make-up hours will be permitted to be made up during the designated make-up schedule with approval from administrative staff. Students are informed of their class schedule as per their enrollment agreement (contract) and it is their responsibility to follow these guidelines.
- The student must complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

### **Excused/Unexcused Absences**

Absences caused by non-routine medical, legal or military necessity will be excused if acceptable documentation, i.e. date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is promptly provided to the administration staff. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc; are **not excusable and should be scheduled for non-school days**.

- **Unusual Circumstances;** may cause a student to be late, absent or require them to leave early. For incidents of absence to be determined “Unusual”, they must be fully explained in writing and presented to the school’s administrative staff for consideration to be EXCUSED. To be accepted for Excusal, the documentation must describe conditions that the average salon employer would be willing to accept, i.e.; accidents, flu, hospitalization, auto breakdown, going to court, military obligations etc... Once a condition has been accepted as “Unusual”, the employer, and therefore the school, accepts and expects this condition will not occur again during the students enrollment, because the student has taken adequate steps to manage such conditions away. Excessive incidents of absence are an indicator that the lifestyle management of the student and the expectations of a salon employer are not compatible. Excessive absences – *no matter the reason*- would lead to the average salon employee being terminated from work and could lead to an administrative withdrawal from school.
- **Special Occasions;** such as weddings, family trips or family reunions may be excused at the discretion of the School’s Director, and must be presented in writing BEFORE the special occasion is to take place, providing the student is making satisfactory academic progress at the time of the requested absences.
- **\*Please note; any absences (whether excused or unexcused; including UN-scheduled School holidays) utilized by the individual student will extend their original contract date by a like amount of hours.**
- Students are required to make-up for the lessons and exams, if missed, Students are to see their Instructor for makeup tests, exams and work assignments. Any operational and exam made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for five (5) consecutive scheduled days without contacting the school, the school may withdraw him/her.
- The Director will review excessive tardiness or absences (defined as more than one absence or tardy per week) with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest one fourth hour.
- If a student is absent on a Friday or Saturday without the permission of the Director (unexcused) said student will be suspended for three days. The student will incur additional costs if the original contract time frame is exceeded.

### **Attendance Status**

Full-time students are required to be enrolled to attend a minimum of 24+ clock hours per week, weekly full time scheduled is 35 clock hours. Part-time enrollment is defined as more than 12+ clock hours per week. A 24 clock hour per week is defined as a half-time enrollment status.

### **Class & Practice Hours - Credit Procedure**

Students record their attendance by clocking IN at the start of the day, OUT/IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to clock-in and receive credit for the remainder of the full quarter (1/4) hour. **The student is considered late after 8:00 am or after 5:00 pm.** Students will receive credit for operations completed after each operation or project verified by an instructor, at which time the student will be graded. The daily hours and operations earned are recorded on a Biometric Time Clock/ or computerized SMART system. The student and the instructor must initial the weekly evaluation record daily. At the end of the week, a new weekly record card is prepared from the last week’s record card. **Record cards must remain in the school at all times.**

### **Credit Evaluation and Transfer Students**

- School officials may grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student's acceptances by the school will depend entirely on the credit evaluation based on the California State Barbering and Cosmetology Board standards. Before enrolling in Elite Cosmetology School, it is the student's responsibility to obtain the state's evaluation from the prior school. **FRESHMAN CLASS:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teachers introduce the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Board examination. From this initial introduction, the student will learn all the fundamental basics for his/her future career. The hours spent in the freshman class are not less than 10% as determined by the instructor's evaluation of each individual student of the cosmetology course, esthetics and the manicuring course. Elite Cosmetology School considers the freshman classes to be the foundation for the students' learning process.
- Elite Cosmetology School only accepts transfer students into the Cosmetology program; Official proof of training from a Licensed Cosmetology School for prior training is required but not guaranteed it will be accepted. If accepted, credits would be added to the requirements needed for graduation. Previous education and training will be evaluated by the school's personnel and the respective program's advisor to determine how much credit may be awarded, if any.
- **COURSE INCOMPLETENESS** -Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction

This institution has not entered into an articulation or transfer agreement with any other college or university.

### **Graduation Requirements and Diploma**

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 75% or better and has paid in full all tuition and fees, he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Per-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

### **Courses of Study Language**

All courses offered by Elite Cosmetology School are taught in English, **The institution does not provide English as a second language course.** Elite Cosmetology School utilizes the Milady text manuals as its main reference and instructional guides.

### **Safety and Health Requirements**

Within the fields of Cosmetology, Esthetics and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction, sharpness or extreme temperatures, may be considered a safety or health hazard. All programs provide instruction for the proper handling usage and disposal of chemicals and use of mechanical and electronic equipment. Elite Cosmetology School complies with the state OSHA Standards.

### **Health and Physical Demand Considerations of the Profession**

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. Cosmetologist, Estheticians occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrists and hands, upper back and neck. Manicurist occupations generally require constant sitting, which can lead to backaches, and wrist/arm/hand problems. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Prospective Students should be aware of the physical demands of the cosmetologist, manicurist, esthetician and the potential for certain individuals to have allergies and sensitivity to chemical products used in the profession.

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### Admission Requirements

Prospective enrollees are required to visit the facilities of the school and to discuss personal, educational and occupational goals with school administrative personnel before enrolling, attending class or signing enrollment agreements along with completing an Admissions Interview. The school is accepting applicants for admissions into any of our programs as regular students once the following criteria has been met:

#### Requirements:

- Applicants must be 17 years of age.
- Applicants must have an interview with school personnel.
- Applicants must provide a copy of U.S. High School Diploma (or Equivalent) or a GED.
- \*Students lacking the High School Diploma or its equivalent, must be at least 17 years old (compulsory testing age in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the California State Barbering and Cosmetology Board.
- Admissions Exam must be taken and passed. All Students no matter their previous education must take the Placement Exam at Elite Cosmetology School and must meet the Elite Cosmetology School required scores. Placement Exams taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252 will be accepted in lieu of the Placement Exam given at Elite. Students must take and pass the test before signing the enrollment agreement and before being admitted to the first day of class and/or starting school.
- Each prospective student will be required to complete an Admissions Interview prior to enrollment as well.

### Re-Entry Policy

All students who withdraw in good standing may re-enter, with a fee of \$250, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institutions before returning to Elite Cosmetology School those hours and operations earned at that institution would also be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Elite Cosmetology School reserves the right to reject students that had withdrawn from Elite Cosmetology School previously.

### Licensures Requirements

The State of California requires that any person desiring to conduct business as a cosmetologists, esthetician or manicurists must first complete the state required clocked hours and curriculum at a certified school and second pass the state licensing exam. Elite Cosmetology School programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the students' capability to pass the exam, while at the same time prepare the student to actually work in the industry.\**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division]* **This is expected to be done prior to enrollment.**

### Conduct and Termination Policy

All students are to conduct their behavior and language with professionalism at all times. Students are to adhere to the federal, state and school rules and regulations at all times. Elite Cosmetology School has a student violation and counsel policy in place, excessive negative violations, counsels, probations and or suspensions may show just cause for permanent termination from school at the discretion of the Director.

### **Student Tuition Recovery Fund Statement (STRF)**

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF). A special fund, established by the California Legislature to reimburse students who might otherwise experience a financial loss because of:

- a) The closure of the institution,
- b) The institution's breach or anticipatory breach of the agreement for the course of instruction, or,
- c) A decline in the quality or value of the courses of instruction within the 30-day period before the institution's closure.

**(S.T.R.F.) You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you:** You are a student, who is a California resident and repays all or part of your tuition either by cash, guaranteed student loans or personal loans. 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 fee if either of the following applies:** You are not a California resident or 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.

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid, and records which will document the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution's closure. For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95795-0818  
(916) 431-6959**

### **Satisfactory Academic Progress (SAP)**

**STANDARDS:** This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of **the National Accrediting Commission of Career Arts and Sciences, Inc (NACCAS) and the Department of Education** the student must:

1. Maintain a cumulative academic average of 75% or better at all times and at the end of each of the evaluation/payment period.
  2. Students Attendance must be at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.
  3. **MAXIMUM TIME FRAME:** The maximum time frame a student has to complete the course is 150% of scheduled attendance.
  4. Complete the course within a maximum time frame of the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the Cosmetology course within 46 weeks, he or she must complete within 69 weeks.
  4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
  5. Formal review of the students Satisfactory Academic Progress status is completed during evaluations. The student receives a copy of the progress report at the conclusion of the evaluation.
- Students returning from an authorized LOA or are re-entering the institution following a withdrawal will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held prior to the leave or withdrawal.

Beginning the 2011/2012 Award Year, All students S.A.P. will be evaluated at the end of each payment period. If SAP is not achieved the student will be placed on Financial Aid Warning, and will be eligible to receive Title IV for one payment period. Financial Aid Probation status will be assigned by the institution to a student who has appealed and has had eligibility for Title IV reinstated. Elite Cosmetology School may, according to Federal Student Aid Regulations, impose conditions for student's continued eligibility to receive Title IV aid. Students may receive aid for one payment period, if student fails to achieve S.A.P at that time, they will no longer be eligible for Title IV Aid.

## Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point, with additional costs. No student will be permitted to continue beyond 150%. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 75% (GPA) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

### Theory grading

90% -100%	Excellent
80% - 89%	Above average
75% - 79%	Average
74% - or Below	Unsatisfactory

### Practical Grading-10 Point

For each of the 10 Steps Completed, a check will be received.

Service Score: 10 of 10= 100% 9 of 10= 90% 8 of 10= 80% 7 of 10= 70% 6 of 10= 60% 5 of 10=50% 4 of 10= 40% 3 of 10=30% 2 of 10= 20% 1 of 10= 10%

## EVALUATION PERIODS

Students' compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and is assessed at each 25 percent of the scheduled course completion.

The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required.

Percentage of course hours scheduled to be completed	Cosmetology hours Scheduled	Esthetician hours Scheduled	Manicuring hours Scheduled
At 25%	400	150	100
At 50%	800	300	200
At 75%	1,200	450	300
At 100%	1,600	600	400
At 125%	2,000	750	500
At 150%	2,400	900	600

- All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a 75% or better grade average.

## PROBATION PERIOD

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) at any time or during a given evaluation period will be placed on a warning status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the warning period. Students who fail to meet SAP by the conclusion of the warning period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in items 1, 2, 3 & 4 of this policy (see above S.A.P standards). Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be remove from the probation status and will regain eligibility for Title IV aid.

## **APPEAL PROCEDURES**

The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the institution. The request is to be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students selected by the Director to present his or her case. The committee shall be named from three (3) current staff members and two (2) current students as needed, and provide written notice to the student of its decision within three (3) business days. A copy of the written notice of the decision will be retained in the student's file. The decision of the committee shall be final.

## **REINSTATEMENT**

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student, in accordance with Title IV regulations.

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## **Cosmetology Course: (1,600 Clock Hours)**

### **Course description**

The cosmetology course of study consist of 1600 clocked hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

### **Course format**

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **Educational Goals**

#### **Performance Objective**

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

#### **Skills to Be Developed**

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush-on nails, nail wraps, and nail tips.

#### **Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.

4. Have improved personality in dealing with patrons and colleagues.

**Course Contents**

The curriculum for the cosmetology course consists of 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. Such technical instruction and practical operations shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Department's Rules & Regulations;	20	
2. Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	20	
3. Health and Safety/Hazardous Substances: (shall include training in chemical and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries health and safety laws and agencies, ergonomics and communicable diseases;	20	
4. Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5	
5. Disinfections and sanitation. (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	20	10
6. Bacteriology, anatomy, and physiology;	15	
7. Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	25	200
8. Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling b. Press and curl	20 20	40
9. Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20	80
10. Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	25
11. Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80
12. Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring; b. Bleaching;	40 20	50
13. Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	5	20
14. Facials: a. Manual: (shall include cleansing, scientific manipulations, packs, and masks); b. Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face; c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);	5 10 10	10 15 15
15. Eyebrow Arching and Hair Removal: (shall include the use of wax,	10	20



tweezers, electric or manual and depilatories for the removal of superfluous hair);		
16. Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	10
17. Manicuring and Pedicuring: d. Water and Oil Manicure, including nail analysis, and hand and arm massage;	5	15
e. Complete Pedicure, including nail analysis, and foot and ankle massage;	5	10
f. Artificial Nails;		
i. Acrylic Liquid and Powder Brush-on	10	50 nails
ii. Artificial Nail Tips	10	50 nails
iii. Nail Wraps and Repairs	5	20 nails
18. Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	100	

### Graduation Requirements

When a student has completed the 1600 clocked hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" 75% or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his/her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

### Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. Financial aid (Title IV) students may have a high school diploma or GED and have passed an entrance exam to initially be enrolled in school. A Cosmetology, Esthetician, Manicuring or Instructors license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned by the state of California. The student must pass the State Barbering and Cosmetology Board examination with an overall average of 75% on the practical and 75% written exams.

### Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point, with additional costs. No student will be allowed to continue beyond 150%. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 75% (GPA) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

#### Theory grading

90% -100%	Excellent
80% - 89%	Above average
75% - 79%	Average
74% - or Below	Unsatisfactory

#### Practical Grading-10 Point

For each of the 10 Steps Completed, a check will be received.

Service Score: 10 of 10= 100% 9 of 10= 90% 8 of 10= 80% 7 of 10= 70% 6 of 10= 60% 5 of 10=50% 4 of 10= 40% 3 of 10=30% 2 of 10= 20% 1 of 10= 10%

## CURRICULUM FOR THE ESTHETICIAN COURSE (600) HOURS

### Course description

Training requirements for applicants to California State Board of Cosmetology Licensing Examination. Development of professional skills and attitudes relative to an Esthetic career. Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in an esthetician course shall consist of six hundred (600) clocked hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

### ESTHETICIAN PERFORMANCE OBJECTIVES

1. Acquire knowledge of laws and rules regulating California Esthetician establishment practices.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to Esthetician

### SKILLS TO BE ACQUIRED

1. Use of proper implements relative to cosmetician.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used by Esthetician and determined for individual customer use.
4. Develop the knowledge of safety precautions in Esthetician practice.

### ATTITUDES AND APPRECIATION TO BE DEVELOPED

1. Be able to appreciate good workmanship common to Esthetics.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

	Subject	Minimum Hours Instruction	Minimum Practical Operations
1	The Cosmetology Act and the Board's Rules and Regulations	10	
2	Chemistry pertaining to practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes of matter.)	10	
3	Health & Safety / Hazardous Substance	40	
4	Electricity. (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	
5	Disinfection & Sanitation	10	10
6	Bacteriology, anatomy, physiology,	15	
7	Facials A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs and masks.) B. Electrical (Shall include the use of all-electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes.) C. Chemical (Shall include analysis, cleansing, Epidermal skin peels, packs, masks and scrubs)	20 30 20	40 60 40
8	Eyebrow Arching / Tweezers	5	10
9	Depilatories	20	40

10	Makeup	20	40
11	Corrective Makeup / App. False Eyelashes	20	40
12	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. May also include not more than 8 hours credit for field trips under the direct supervision of a licensed instructor. Date, time and description of field trip shall be recorded on record.	30	
13	Preparation: The Subject of Preparation shall include, but not limited to the following issues: Client Consultation, intake procedures, contraindications, professionalism, client recordkeeping, pre and post-operative care, CPR/AED, salon and spa skills.	15	

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

### Graduation Requirements

When a student has completed the 600 clocked hours, the required theory hours and practical operations in esthetician with a GPA of "C" (75%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

### Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. Financial aid (Title IV) students must have a high school diploma, GED and have passed an entrance exam to initially be enrolled in school. A Cosmetology, Esthetician, Manicuring or Instructors license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned by the state of California. Students must pass the California State Board examination with an overall average of 75% on the practical and 75% written exams.

### Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point, with additional costs. No student will be allowed to continue beyond 150%. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 70% average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

#### Theory grading

90% -100%	Excellent
80% - 89%	Above average
75% - 79%	Average
74% - or Below	Unsatisfactory

#### Practical Grading-10 Point

For each of the 10 Steps Completed, a check will be received.

Service Score: 10 of 10= 100% 9 of 10= 90% 8 of 10= 80% 7 of 10= 70% 6 of 10= 60% 5 of 10=50% 4 of 10= 40% 3 of 10=30% 2 of 10= 20% 1 of 10= 10%



## Manicuring Course: (400 Clock Hours)

### Course description

The manicuring course of study consists of 400 clocked hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

### Course format

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Bureau. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### Educational Goals

#### Performance Objective

1. Acquire knowledge of laws and rules regulating California Manicuring establishment practices.
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

#### Skills to Be Developed

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

#### Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

### Course Contents

The curriculum for the manicuring course consists of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations.	10	
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations);	10	
3. Health and Safety/Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B);	15	
4. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	20	10
5. Bacteriology anatomy and physiology;	10	
6. Water and oil manicures: including hand and arm massage;	15	40
7. Complete pedicure: including foot and ankle massage.	15	20

<b>8. Application of artificial nails</b>		
a. Acrylic: Liquid and powder brush-ons	15	80
b. Nail tips	10	60
c. Nail wraps and repairs	5	40
<b>9. Additional Training:</b> (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, and client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows	25	

### **Graduation Requirements**

When a student has completed the required 400 hours, the theory hours and practical operations in Nail Care with a GPA of "C" (75%) or better and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Barbering and Cosmetology Bureau examination.

### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. Financial aid (Title IV) students must have a high school diploma, GED and have passed an entrance exam to initially be enrolled in school. A Cosmetology, Esthetician or Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from a prescribed course as sanctioned by the state of California. The student must pass the State Barbering and Cosmetology Board examination with an overall average of 75% on the practical and 75% written exams.

### **Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point, with additional costs. No student will be allowed to continue beyond 150%. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 70% average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

#### **Theory grading**

90% -100%	Excellent
80% - 89%	Above average
75% - 79%	Average
74% - or Below	Unsatisfactory

#### **Practical Grading-10 Point**

For each of the 10 Steps Completed, a check will be received.

Service Score: 10 of 10= 100% 9 of 10= 90% 8 of 10= 80% 7 of 10= 70% 6 of 10= 60% 5 of 10=50% 4 of 10= 40% 3 of 10=30% 2 of 10= 20% 1 of 10= 10%

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### **Tuition and Fees Policies**

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Please refer to "Payment Period definition".

### **Textbooks, Equipment and Supplies**

The Milady Text and workbooks and a student kit will be issued on the first day of freshman class, all needed supplies and equipment during the freshman training will be available in the freshman classroom. At the end of the freshman training, each student will be expected to use their supplies in the clinic lab and throughout the

remainder of their course. The kit contains the equipment necessary for a successful completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. **Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.**

**Tuition And Fee Schedule:** *(Subject to change with notice)*

**All charges may be assessed and billed before starting of classes.**

COURSE	TUITION	*STRF	(Not Refundable)		- TOTAL	WEEKS
			Registration	Books and Supplies		
Cosmetology	\$13,400.00	(6.50)	100.00	2050.00 + 164.00	\$15,720.50	46-67
Esthetician	\$6,350.00	(3.00)	100.00	1250.00 + 100.00	\$7,803.00	17-25
Manicuring	\$2,900.00	(1.50)	100.00	800.00 + 60.00	\$3,865.50	11-17

**\* STRF – Only applies to California Residents**

**Once issued/opened, the books and supplies are not returnable due to sanitary considerations. All student Books and Supplies includes Sales Taxes on its prices. The Registration fee is not refundable.**

**NOTE:** Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

#### **Contracted hours / Excessive hours Instruction Charges**

- The State of California requires the **Manicuring** student to complete 400 clocked hours. The Manicuring course for students attending 35 hours per week is 11.5 weeks. However, any student not completing the course within 11.5 weeks (excluding currently Un-scheduled Holidays) will be charged \$8.50 per hour for additional education hours needed to complete the 400 required clocked hours.
- The State of California requires the **Esthetician** student to complete 600 clocked hours. The Esthetician course for students attending 35 hours per week is 17 weeks. However, any student not completing the course within 17 weeks (excluding currently un-scheduled Holidays) will be charged \$11.00 per hour for additional education hours needed to complete the 600 required clocked hours.
- The State of California requires the **Cosmetology** student to complete 1600 clocked hours. The Cosmetology course for students attending 35 hours per week is 11.5 months. However, any student not completing the course within 11.5 months (excluding currently Un-scheduled Holidays) will be charged \$10.50 per hour for additional education hours needed to complete the 1600 required clocked hours.

**Please note; any absences (including UN-scheduled School holidays) utilized by the student will extend their original contract date by a like amount of hours.**

**Extra Instruction hours may be assessed and charges must be paid prior to graduation**

#### **Method of Payment**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available by Elite Cosmetology School on a case by case basis. **Federal student financial aid will be available for those who qualify. We participate in the Federal Pell Grant, and the Direct Loan programs.** It is the policy of this institution to request from the student, to contribute toward their school charges by making monthly or weekly installments as agreed upon. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All school charges must be paid in full before graduation, including Additional Instruction Charges, which may be assessed and collected monthly.

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## KEEP THIS FOR YOUR RECORDS

### Notice of Student Rights

1. You may cancel your contract for school, without any penalty or obligation on or before the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact **The Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818 (916) 431-6959**

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, INC  
4401 FORD AVENUE, SUITE 1300, ALEXANDRIA, VA. 22302 (703) 600-7600**

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### Institutional Refund Policy

#### STUDENT RIGHTS TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the 5th business day after enrollment (**seven calendar days from date when enrollment agreement was signed**), whichever is later.

**The notice of cancellation** shall be in writing and submitted directly to the school, a withdrawal maybe initiated by the student's written notice or by the institution due to student's academics or conduct, Including, but not necessarily limited to, a student's lack of attendance.

**Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, **Elite Cosmetology School** shall provide a full refund of all money paid; less registration fee.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, Elite Cosmetology School shall provide a full refund of all money paid; less registration fee.

**Institutional Refund Policy:** After the cancellation period, **Elite Cosmetology School** will provide a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. \*\* For students utilizing VA Benefits, **Elite Cosmetology School** will provide a pro rata refund of **ALL** funds paid for tuition charges based on the hours they were scheduled to attend as of the last date of attendance.

#### Hypothetical Refund Example; in accordance to the institutional policy

Assume that a student, upon enrollment in a 1,600-hour course, pays \$13,400.00 for tuition, \$100.00 for registration, and \$2,161.50, (documented cost to the school) for equipment (and taxes) as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The refund to the student would be \$8,372.00 based on the calculation stated below. If the student returns the-equipment (if it was returnable) in un-open condition at the time of his/her withdrawal, the school would refund the charge for the equipment returned.

### Example of Refund Calculations

Students Scheduled hours: Less than 60% of scheduled course hours = 600 hours (multiplied by) Tuition cost per hour: \$8.38 = \$5028.00 of tuition utilized by the student

See paragraph above

Amount paid by the student upon enrollment: \$15,661.50  
(\$13400.00 Tuition, \$2161.50 Kit/books, Registration Fee \$100.00)

Total amount earned by the school would be: \$7,289.50

(\$5028.00 Tuition, \$2161.50 kit/books, \$100.00 Registration fee.)

Student refund would be: \$8,372.00

For the purpose of determining the amount you owe for the time you attended (include the hours of training offered to the student but not attended by the student), you shall be deemed to have withdrawn from the course when any of the following occurs:

a)	You notify the school of your withdrawal or the actual date of withdrawal by delivery date or postmark.
b)	The school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
c)	You failed to attend classes for a three-week period. The date of withdrawal shall be deemed the last date of attendance.
d)	You fail to return on schedule, from an approved leave of absence. Termination will be the scheduled date of return.

### Equipment

If the school has given you any returnable equipment (un-opened or unused), including books or other materials, you shall return it to the School at the time of your notice of cancellation. If you fail to return this equipment, including books or other materials, in unopened condition within 20 days from your withdrawal the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

### Withdrawal from course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund less the non-refundable registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. If you obtain equipment as specified in the agreement as a separate charge and return it in unopened condition within 20 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good (unopened) condition within the 20-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY IT. OFFICIAL WITHDRAWAL DATE IS ON THE STUDENT'S NOTIFICATION OR SCHOOL'S DETERMINATION. Mitigating circumstances, which can be documented; may be considered on a case-by-case bases.

### Determination of withdrawal from school

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

- The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and



policies stated in the catalog.

- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

### **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Volume 5—Withdrawals and the Return of Title IV Funds, 2013–2014

5–116 FSA HB May 2013

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you

don't already know your school's refund policy , you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you 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](http://www.studentaid.ed.gov).

## **Refunds**

If any refunds are due based on the return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in the section CFR 34 section 668.22. The order of payment of refund is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution. If a student obtains a student loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund made to the Department of education. If a student receives federal student financial aid funds, the student may be entitled to a refund of the money not paid from federal financial aid funds, excluding money paid for the Non-Refundable Registration fee.

## **Student Account Collection Policy**

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The students Transcripts will not be released until their financial obligation has been fulfilled. The school has no responsibility for any personal property (including but not limited to; kit, and/or books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of, the school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed. The Business Office will work with the student to arrange a monthly payment arrangement plan in order to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to Elite Cosmetology School. Also, once assigned to an outside collection agency, the account will be reported to a national credit bureau as a past due debt.

- Once an account has been assigned to a collection agency, the former student must deal directly with that agency. Elite Cosmetology School uses the following collection agency: **Universal Recovery Corporation.**

## **Leave Of Absence**

Occasionally, students may experience unexpected extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program but the total of all leaves of absence may not exceed 180 days in any 12 month period. No additional tuition charges are incurred during any leave of absence. LOA must be requested in writing by the student and must be approved by the school Director. The written request must include the starting and ending date of the leave of absence. Do not request a Leave of Absence unless you absolutely need to be off school for a period of 14 days or more but less than 180 calendar days. Students will not be assessed additional tuition charges while on their Leave of Absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held prior to the leave. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated or all fees due Elite Cosmetology School are due and payable.

### Official Termination Date

Students will be officially withdrawn from school within 30 days from the last day of recorded attendance. If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations, and any remaining amount shall be paid to the student.

### School Closure or Course Cancellation Policy

- In the case where the school closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution or institutions which offer similar educational programs. Included in said plan a list of all students will be provided to NACCAS who are enrolled at the time which will indicate the arrangements made for each student to complete his or her education.
- In such a case, a teach-out will be performed by this school, in the same geographic area as this school's location. The teach-out would not cost you more than the original fees entitled to by this school under your enrollment contract for any remaining balance the student would still owe and had not paid.
- This school would provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.
- If this school could not develop a teach-out plan, students shall receive a refund in accordance to a pro-rata refund of tuition.

### Student Tuition Recovery Fund Statement (STRF)

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF). A special fund, established by the California Legislature to reimburse students who might otherwise experience a financial loss because of:

- d) The closure of the institution,
- e) The institution's breach or anticipatory breach of the agreement for the course of instruction, or,
- f) A decline in the quality or value of the courses of instruction within the 30-day period before the institution's closure.

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

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

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

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

**The Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818 (916) 431-6959**

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### TRANSCRIPTS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL: Units earned in our Cosmetology program in most cases, will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn degree, diploma, or certificate in our cosmetology program, in most cases will probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed are transferable to any other Cosmetology school. Your license would help you to continue and further your education at a university level. Each course of study offered by Elite Cosmetology School is considered to be a single course; therefore **students with an outstanding balance on their tuition account will not be able to receive their transcripts/Proof of Hours until the account is paid in full.**

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## DRESS CODE

### Please Use your Judgment – Don't Make this a mission for our Instructors

- Hair
- Clean, dry, finished style
  - No hats, baseball caps, scarf's or bandanna's
  - Hair Accessories are allowed – no sunglasses
- Shoes
- Solid black or white shoes
  - **No exposed toes or heels – Only Closed**
- Uniforms – All of the options listed below must result in Professionally Acceptable attire
- Black tops
  - Black bottoms
  - Tops must meet bottoms
  - You may accessorize with color (jewelry, belts, etc.)
  - *Esthetician* Students will wear the same but in all white.
- Name Badges
- The name badge ID is required as part of your uniform and must be worn at all times- additional fee of \$10.00 if lost.
- \*Level Jumpers** are allowed to add white and then grey as they achieve the accomplishment.  
Your appearance and the way that you conduct yourself determine your success in the beauty industry.  
**●We expect you to arrive on time with your Hair and Make-up done●**

## SCHOOL RULES AND REGULATIONS

HOURS OF ATTENDANCE- Tuesday through Saturday for Day and Monday through Thursday for Nights

● Full time Students 8:00 am to 4:00 pm ● Part time Students 8:00 am to 2:00 pm ● Night Students 5:00 pm to 9:00 pm

A student is considered late after 8:00 am for days or 5:00 pm for nights. Clocking in after 7 minutes will alter your attendance time to the next quarter hour.

1. **Cell phones are NOT permitted for use within the school building without permission.**
2. Lunch period is limited to thirty (30) minutes, clocking out and in for lunch on the time clock is mandatory.
3. Students MUST clock for attendance.
4. A student MUST use the time clock to clock "IN" when entering and "OUT" when leaving for lunch and breaks or at the end of the day. Students that fail to do so will only receive hours noted in the system. You may NOT clock out and leave the building during your hours in school without the Directors permission. Time cards/Operations performed sheets are to ALWAYS stay in the school when you leave the buildings premises.
5. In case of illness or emergency, the student must call in before 8:00 a.m. to report his/her absence the day when the absence occurs. Failure to do so WILL result in a violation/suspension.
6. Students are required to be in class for roll call at the start of the scheduled class in clean, prescribed attire, hair and make-up done. Students MAY NOT sit at Instructors desk.
7. **No disruptions, bad attitudes or unprofessional behavior or foul language or gossip will be permitted.**
8. No gum chewing or smoking is allowed in the school at any time. Smokers must be at least 20 ft from any door.
9. No food is allowed on the clinic floor, no student is allowed to loiter around the clinic floor or front desk area.
10. No visitors (friends) are permitted in the classrooms, student lounge or clinic floor areas. Visitors are ONLY allowed in the reception area for as brief as time as needed.
11. Student clean-up assignments are done on a rotation basis and posted in the facility.
12. Students MUST keep their work station in class and on the clinic floor clean and sanitary at all times.
13. All students serving the public MUST be courteous and pleasant. If difficulties arise, please call for an Instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for suspension.
14. No student may leave a patron while doing a chemical service, except in an emergency and, he/she must be excused by an instructor.
15. Service tickets and/or client record cards are required for every service performed; it is the student's responsibility to ensure that these documents are completed correctly and on hand for each service rendered by the student. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
16. Students must return any and all equipment borrowed or used to its proper location prior to leaving school for the day. Your student kit and supplies should remain on the school property during the course of your studies, if you take supplies home you will be sent home to retrieve it.
17. Students must NOT gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All assignments are made by the receptionist and **NO changes are to be made by students.**
18. Students have the privilege at all times to consult the management on personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, causes discord, physically or verbally threatens another student or staff member.
19. **The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. The student may be required to assist in the investigation if thought to be under the influence of alcohol or drugs on school property.**
20. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time will be audited by the school administrators, credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology the student is enrolled. All work must be checked and graded by an instructor or credit will not be given. Recording of hours and operations on the time card sheet must be clear and readable.
21. All students will be expected to maintain an average of 75% in theory and in all practical subjects and attendance. Warning followed by Probationary status will result in case of failure to do so.
22. Students must comply with all instructions and directions given by authorized personnel relative to school activities. **No insubordination will be tolerated.** Students may be suspended or expelled as a direct cause of insubordination.
23. Student may work on one another as personal service only with Instructors permission; all services MUST be paid for IN ADVANCE. Students are NOT allowed to work on themselves, (makeup, tweezing, lashes, etc.) Students are NOT allowed to instruct one another.
24. Due to absences all assignments, tests and homework must be made up, any deviation in this policy will be posted and signed by the owner, director or staff.

25. Notify the administrative office immediately of any name, address or telephone number change.
26. Any student that fails to call in their absence prior to the scheduled time of attendance will be documented as a no call no show and could be absent more than three consecutive days or more without notification shall be considered cause for suspension. Any student absent for five (5) consecutive calendar school days without notifying the School may be terminated. **Any student absent (not excused by the Director) on Friday or Saturday maybe suspended for 3 days.**
27. The school assumes NO responsibility for lost, stolen or damaged personal property belonging to the students.
28. Any personal property (including kit and/or books) left on school premises for longer than 30 days following a withdrawal will be disposed of.

**\*These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field. Failure to observe the above rules and regulations may subject the student to termination from school.\***

### **Student Rights and Responsibilities**

#### **The student has the right to ask the school**

- 1 The name of its accrediting and licensing organizations.
- 2 About its programs; laboratory, and other physical facilities; and its 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 application 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 the information about the school program before enrolling.
- 2 Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. **Errors can delay or prevent your receiving aid.** Know and comply with all deadlines for applying and reapplying for aid.
- 3 Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- 4 Notify the school of any information that has changed since you applied.
- 5 Read, understand, and keep copies of all forms you are asked to sign.
- 6 Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- 7 Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- 8 Understand your school's refund policy.
- 9 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.
- 10 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.

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### **Housing Statement**

The institution does not have dormitory facilities, on campus or off campus under its control. The institution does not have any responsibility to find or assist students in finding housing.

## Drug and Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.

Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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

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

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

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

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

Betty Ford Center@ Eisenhower  
3900 Bob Hope Drive  
Rancho Mirage, CA  
(760) 773-4100

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

**This institution continues to make a good faith effort to provide a school and workplace free from illicit use, possession or distribution of drugs and alcohol, and has adopted the Drug and Alcohol Abuse prevention program as outlined.**

## Medical Marijuana Policy

Questions about this policy may be directed to the School Directors Office

Medical marijuana which is prescribed for healing purposes is prohibited at Elite Cosmetology School even though there may be state laws which permit its use.

Background: Elite Cosmetology School receives federal funding through Title IV in the form of student financial aid (grants, and loans). As a condition of accepting this money, Elite Cosmetology School is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Elite Cosmetology School must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

## Loss of Student Eligibility for Federal Aid due to Drug Conviction

Questions about this policy may be directed to the Office of Financial Aid

The Higher Education Amendments of 1998 include a student eligibility provision related to drug Offenses. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned.

Section 484, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows:

### Suspension of Eligibility for Drug-Related Offenses.

In general - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### If convicted of an offense involving:

The possession of a controlled substance:

Ineligibility period is:	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance:

Ineligibility period is:	First offense	2 years
	Second offense	Indefinite





*Elite Cosmetology School  
School Disclosures*

January 31<sup>st</sup>, 2014 – January 31<sup>st</sup>, 2015

**This insert is part of the Elite Cosmetology School Catalog**

## Compensation a Graduate can Expect

As with any career, the amount of earnings one can obtain in the beauty and healthy industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates while maximum efforts can lead to much higher levels of compensation. For this reason, the Elite Cosmetology School, its staff and associates do not provide specific dollars earned information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. The Elite Cosmetology School curriculum is designed to teach students these skills, but the effort students put forth is up to them.

**Cosmetologists** may earn income through different career choices. Occupations along with their corresponding occupational code with link to occupational summary include:

Hairdresser/Hairstylist <http://www.onetonline.org/link/summary/39-5012.00>,

Cosmetology Instructor: <http://www.onetonline.org/link/summary/25-1194.00>

Salon Manager: <http://www.onetonline.org/link/summary/39-1021.00>

Manicurist and Pedicurist: <http://www.onetonline.org/link/summary/39-5092.00>

Makeup artist: <http://www.onetonline.org/link/summary/39-5091.00>

**Manicurists** may earn income as: Manicurists, Nail Technician or Pedicurists

<http://www.onetonline.org/link/summary/39-5092.00>

Manicuring Instructor: <http://www.onetonline.org/link/summary/25-1194.00>

Nail Salon Manager: <http://www.onetonline.org/link/summary/39-1021.00>

**Estheticians** can find employment in salons, spas or dermatologist office as Skin Care Specialist (Example Job titles; Skin Care Therapist, Spa Technician, Medical Esthetician, Skin Care Technician):

<http://www.onetonline.org/link/summary/39-5094.00>

Esthetician Instructor: <http://www.onetonline.org/link/summary/25-1194.00>

Salon Manager: <http://www.onetonline.org/link/summary/39-1021.00>

Makeup artist: <http://www.onetonline.org/link/summary/39-5091.00> at spas or within the movie and photography industry.

**In addition to the above stated factors, earning levels can depend on location, tipping habits, competition, self-employment, and company one chooses to work for, or the position held.**

**Elite Cosmetology School participates in the following Federal Student Aid Programs:**

Pell Grant and Direct Loans

**Below you will find the Gainful Employment Disclosures, listed by course, as required by the Department of Education:** *\*All calculations reflect the 2012/2013 Award Year (July 1<sup>st</sup>, 2012– June 30<sup>th</sup>, 2013) unless otherwise specified.*

### **Cosmetology:**

**NOTE:** On-time completion is defined by the U.S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted for within their original contracted graduation date, that student is considered to have graduated on-time. If a student delays their graduation for any reason, such as family responsibilities, day care issues, and other life events, which causes them to graduate after their original contract end date they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

**On-Time Completion Rate – 22.2%**

- Number of students who were scheduled to complete the Program within the 12/13 Award Year - 43
- Number of students who completed the program during the 12/13 Award Year - 36
- Number of students who completed the program during the 12/13 Award Year within in the “normal time” - 8

**Licensure Rate – 97.22%**

\*The percentage of students who graduated during the 12/13 Award year and passed their State Board Exam .

**Placement Rate: 69.78% graduates reported Placement in the Cosmetology Field**

Elite Cosmetology School is accredited by NACCAS and uses its calculation for student placement based on each program offered. NACCAS shows that for the most recent annual reporting period (2012 Calendar Year) that the Cosmetology program has a **Job Placement rate of– 69.78%**

**The Placement Rate for students who completed the Cosmetology Course within the 12/13 award year, who are eligible for employment and are placed in field they trained for is 71.9%**

**The Median Loan debt incurred by all Cosmetology students who completed or withdrew during the 12/13 award year.** In order to pay for the cost of education, many of our students apply for student loans through the Department of Education. Student loans go into repayment after a student leaves the school. The median loan debt listed refers to the amount of money a typical student owes once they have graduated from their program of study. Private education loans are loans obtained from a bank or credit union. Institutional financing is money owed directly to the school upon completion of the program.

- **Title IV Loan Debt (Student Loans) – \$7,020.00**
- **Private Educational Loan debt – \$0.00 - (Elite Cosmetology School has no knowledge of students acquiring Private Educational Loans to cover school costs, during this award year.)**

**Institutional Finance Plans – Loan Debt – \$1,121.5 (Elite Cosmetology School does not offer Institutional Financing that would leave a student with a balance AFTER they complete the course.)** \*The amount reported for institutional financing plans is the amount owed by the student as of the day the student withdrew from the GE program.

**Esthetician:**

**NOTE:** On-time completion is defined by the U.S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted for within their original contracted graduation date, that student is considered to have graduated on-time. If a student delays their graduation for any reason, such as family responsibilities, day care issues, and other life events, which causes them to graduate after their original contract end date they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

**On-Time Completion Rate – 71.43%**

- Number of students who were scheduled to complete the Program within the 12/13 Award Year - 14
- Number of students who completed the program during the 12/13 Award Year - 14
- Number of students who completed the program during the 12/13 Award Year within in the “normal time” - 10

**Licensure Rate –85.7 %**

\*The percentage of students who completed the Esthetician Program during the 2012/2013 Award year that took and passed their State Board Exam.

**Placement Rate – 63.64%**

Elite Cosmetology School is accredited by NACCAS and uses its calculation for student placement based on each program offered. NACCAS shows that for the most recent annual reporting period (2012 Calendar Year)

**The Placement Rate for students who completed the Esthetician Course within the 2012/2013 award year, who are eligible for employment and have reported placement in field they trained for is 55.6%**

**The Median Loan debt incurred by Esthetician students who completed their course during the 2012/2013 award year;** In order to pay for the cost of education, many of our students apply for student loans through the Department of Education. Student loans go into repayment after a student leaves the school. The median loan debt listed refers to the amount of money a typical student owes once they have graduated from their program of study. Private education loans are loans obtained from a bank or credit union. Institutional financing is money owed directly to the school upon completion of the program.

- **Title IV Loan Debt (Student Loans) \$0.00**
- **Private Educational Loan debt – \$0.00 (Elite Cosmetology School has no knowledge of students acquiring Private Educational Loans to cover school costs, during this award year.)**
- **Institutional Finance Plans – Loan Debt – \$0.00 (Elite Cosmetology School does not offer Institutional Financing that would leave a student with a balance AFTER they complete the course.) \*The amount reported for institutional financing plans is the amount owed by the student as of the day the student completed or withdrew from the GE program.**

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### **Manicuring:**

**NOTE:** On-time completion is defined by the U.S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted for within their original contracted graduation date, that student is considered to have graduated on-time. If a student delays their graduation for any reason, such as family responsibilities, day care issues, and other life events, which causes them to graduate after their original contract end date they are not considered an on-time graduate. Please note that our graduation rates that are provided in the school catalog are based on how many students started the program and how many completed within the reporting period.

### **On-Time Completion Rate –60%**

- Number of students who were scheduled to complete the Program within the 12/13 Award Year - 5
- Number of students who completed the program during the 12/13 Award Year - 5
- Number of students who completed the program during the 12/13 Award Year within in the “normal time” - 3

### **Licensure Rate – 75%**

\*The percentage of Manicuring students who took and passed their State Board Exam during the 2012/2013 Award year.

### **Placement Rate: 60%**

Elite Cosmetology School is accredited by NACCAS and uses its calculation for student placement based on each program offered. NACCAS shows that for the most recent annual reporting period (2012 Calendar Year

**The Placement Rate for students who completed the Manicuring Course within the 2012/2013 award year, who are eligible for employment and are placed in field they trained for is 75%.**

### **Median Loan debt incurred by all Manicuring students who completed or withdrew during the 12/13 award year;**

In order to pay for the cost of education, many of our students apply for student loans through the Department of Education. Student loans go into repayment after a student leaves the school. The median loan debt listed refers to the amount of money a typical student owes once they have graduated from their program of study. Private education loans are loans obtained from a bank or credit union. Institutional financing is money owed directly to the school upon completion of the program.

- **Title IV Loan Debt (Student Loans) for students who completed the Manicuring Course within the 2012/2013 award year is \$4,203.00**
- **Private Educational Loan debt – \$0.00 - (Elite Cosmetology School has no knowledge of students acquiring Private Educational Loans to cover school costs, during this award year.)**
- **Institutional Finance Plans – Loan Debt – \$0.00 (Elite Cosmetology School does not offer Institutional Financing that would leave a student with a balance AFTER they complete the course.) \*The amount reported for institutional financing plans is the amount owed by the student as of the day the student**

completed or withdrew from the GE program.

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January 1, 2012 thru December 31, 2012

Is the most current information provided by the State of California and School Records

**As reported to NACCAS November 30, 2013**

92 Students Started training in 2012

62 Students Scheduled to complete in 2012

44 Students were scheduled to complete in 2012,  
And actually completed as of 11/30/2013

44 Students who actually completed and were eligible for employment

34 Eligible individuals employed in a field for what their training prepared them

37 Individuals took the required last portion of the licensing exam for the first time  
in 2012 regardless of when they completed.

33 Individuals passed all portions of the licensing exams prior to November 30, 2013

Completion Rate 70.97%

Placement Rate 77.27%

Licensure Rate 89.19%

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