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# Newberry

## School of Beauty

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**An Innovator in Cosmetology  
Education**

# SCHOOL CATALOG

**Catalog Published July 1, 2016**

**July 1, 2017**

**To**

**June 30, 2018**

**Executive Office  
16852 Devonshire Street, Granada Hills CA  
91344  
Phone (818) 366-3211 Fax (818) 832-4306**

**Facebook- Newberry School of Beauty**

**Website  
newberryschoolofbeauty.net**

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**YOUR SUCCESS STARTS HERE**

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# APPROVAL TO OPERATE - DISCLOSURE STATEMENT

## Bureau for Private Post-Secondary Education

Newberry School of Beauty is a private institution located at 16852 Devonshire St., Granada Hills, Ca 91344. The school is licensed to operate by the California Department of Consumer Affairs (DCA) and the Bureau of Private Post-Secondary Education (BPPE) division pursuant to California Education Code Section 94915. The BPPE's license means that the institution and its operation comply with the standards established under the law for occupational instruction by private post-secondary educational institutions. Institutions must be re-licensed every three years subject to continuing review by the Bureau for Private Postsecondary and Vocational Education. The institution is currently licensed to conduct the following courses: Cosmetology 1600 hours, Barbering 1500, Barber Crossover 200 hours, Manicuring 400 hours and Esthetician 600 hours.

California statute requires that a student who successfully completes a course of study will be awarded an appropriate diploma or certificate verifying their completion of such course.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel. As a prospective student, you are also encouraged to review this catalog prior to enrolling or signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet (How Our Students Are Doing), which must be provided to you prior to signing an enrollment agreement. Please make Admissions personnel aware of any special needs or accommodations you may need prior to your enrollment. Please also review physical demands of the field of Cosmetology on page #7 of the school catalog. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to -

**Bureau for Private Postsecondary Education (BPPE) at 2535 Capital Oaks Drive, Suite #400  
Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free (888) 370-7589, or by fax (916) 263-1897**

Newberry School of Beauty is of sound financial status and has no pending petitions of bankruptcy, is not operating as a debtor in possession and has not filed any petitions related to such in the past five years.

## FINANCIAL AID PROGRAMS

The school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Pell Grants, SEOG, William D. Ford Federal Direct Loans and Vocational Rehabilitation, for those who qualify. The school offers cosmetology courses through their contract with the William S. Hart School District for High School students.

**The following state bureaus, departments or agencies set minimum standards for your program of studies in accordance with Education Code Section 94915.**

## BUREAU OF BARBERING AND COSMETOLOGY

The student must complete the requirements of the State of California, Department of Consumer Affairs, and Bureau of Barbering and Cosmetology to be eligible for the licensing examination. The mailing address of the Bureau of Barbering and Cosmetology is **P.O. Box 944226, Sacramento Ca 94244-2260. The street address is 400 "R" Street, Sacramento, Ca 95814. The telephone number is (916) 323-9020.**

## NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

The school is accredited by the National Accrediting Commission of Career Arts and Sciences. Telephone number (703) 600-7600. 3015 Colvin Street, Alexandria, VA 22314 - [NACCAS.org](http://NACCAS.org)

All information and content of this school catalog is current and correct and is so certified as true by Deanna Jacobsen, Chief Executive Officer.

This catalog is updated each year commencing on the institutions fiscal year end of June 30th.

Any changes made prior to the annual update will be made in the school catalog and posted in the school for all students and staff.

OWNERSHIP, MANAGEMENT, AND STAFF

**NEWBERRY SCHOOL OF BEAUTY**

IS OWNED BY

**Delilah Enterprises Inc.**

**EXECUTIVE OFFICE**

16852 Devonshire St., Granada Hills, CA 91344

Phone (818) 366-3211; Fax (818) 832-4306

**CORPORATE OFFICER**

Deanna L. Jacobsen – Chief Executive Officer

**FINANCIAL AID SERVICER** – R. Gonzalez Management, Inc.

**SCHOOL LOCATION**

16852 Devonshire St., Granada Hills, CA 91344

**MANAGEMENT and STAFF**

**Deanna L. Jacobsen**

C.E.O.

**Pam Barker**

Admissions/Management

**Angela Patience**

Esthetics Supervisor/Management

**Sheri Rushforth**

Attendance, Financial Aid, Student Loans

Student Counseling

**Esthetician Instructors**

\*Adrienne Paterson, Katie Canale, Angela Patience, Amy Spendlove, Michele DeVilbiss

**Cosmetology Instructors**

Claudia Avila, \*Zelica Balgobin, Kendyl Barker, Dessilina Ford,

\*Lucy Gevelekian, Cynthia Michaelis, Nina Minster, \*Angela Patience

\*Substitute Instructors

**Barbering**

Oscar Mendoza, Nina Minster, Jose Verduzco,

Instructors are licensed by the State of California, Department of Consumer Affairs, Board of Cosmetology in their field of expertise in either Cosmetology, Barbering or Esthetician.

# NEWBERRY SCHOOL OF BEAUTY STAFF

## Administration

**Deanna L. Jacobsen, CEO** – School Owner since 1992, Financial Aid Officer, Practiced and has worked in the field of Cosmetology since 1978. Licensed Electrolysis

**Pam Barker** – Admissions – Student counseling/School Management & Instructor  
Student Services - Applications to State Board Exams Employment/Placement/Schools Externship Program/Student Counseling/Testing/Problem Solver/Grievances

**Angela Patience** - Administrative employee since 2005/Management – Holds a license in Cosmetology College degree in CIDESCO, I.H.B.C and Esthetics since 1975

**Sheri Rushforth – Financial Aid Officer** - Administrative/FA employee since 1998  
Attendance/Financial Aid/Student Loans/Student Counseling

## Cosmetology Educators

\* **Claudia Avila** –Educator of Cosmetology since 2004 – Holds a license in Cosmetology and Barbering

\***Kendyl Barker** – Educator of Cosmetology since 2016 – Holds a license in both Cosmetology and Esthetics  
Vocational Education Teaching Credential

\***Zelica Balgobin** – Educator of Cosmetology since 1986 - Holds a License in Cosmetology

**Dessilina Ford** – Educator of Cosmetology since 2008 – Holds a license in Cosmetology

**Lucy Gevelekian** – Educator of Cosmetology since 2004 – Holds a license in Cosmetology

**Cynthia Michaelis** - Educator of Cosmetology since 2004 – Holds a license in Cosmetology  
Vocational Education Teaching Credential

**Nina Minster** - Educator of Cosmetology since 2010 – Holds a License in Cosmetology and Barbering

## Esthetician Educators

**Katie Canale** – Educator of Esthetics since 2007 – Holds a license in Esthetics

\***Angela Patience** – Educator since 1975 – Holds a license in Cosmetology -  
Great Britain Credentials in both fields of Cosmetology and Esthetician from CIDESCO, I.H.B.C and City Guilds from the U.K

\***Adrienne Paterson** – Educator of Esthetics since 2003 – Holds a license in Esthetics

**Amy Spendlove** - Educator of Esthetics since 2003 – Holds a license in Esthetics

**Michele DeVilibiss** - Educator of Esthetics since 2013 – Holds a license in Esthetics

## Barbering

**Oscar Mendoza** - Educator of Barbering since 2004 – Holds a license in Barbering

**Jose Verduzco** – Educator in Barbering since 2010 – Barbering and Cosmetology

## Substitute Educators

\* See above Instructors with an “\* “work limited scheduled hours and are available to substitute when needed.

**The combination of the enrollment agreement and the institution's catalog represent a legal and binding document.**

***ALL PAGES OF THIS CATALOG ARE PART OF YOUR CONTRACT WITH THE SCHOOL.***

## **MISSION STATEMENT – EDUCATIONAL GOALS AND OBJECTIVES**

Welcome to Newberry School of Beauty. Thank you for selecting our school to assist you in obtaining your desired Cosmetology training. You are now entering into a field of experience that will provide you the opportunity for a very profitable and successful future in the exciting world of beauty.

Newberry School of Beauty has been training students in the field of Cosmetology since December of 1949. The school has earned a reputation for excellence and quality of education. Completion of each program of instruction qualifies the student for the California State Bureau of Barbering and Cosmetology licensing examinations.

At Newberry School of Beauty it is the objective to provide the student with the education necessary to not only pass the licensing exam, but also to be an asset to the profession of Cosmetology and to become a success in whatever area of Cosmetology the student desires. We will prepare you to not only to pass your State exam, but also prepare our graduates for employment. We place emphasis on how to be successful in the salon, and how to create the life style that you desire. This means hard work, dedication and practice on your part. The degree of your success will depend on the effort you are willing to expend during the entire course of your training.

In order to achieve these objectives the institution practices the following:

- \* Maintains a highly skilled and qualified teaching staff.
- \* Provides the student with a comprehensive curriculum in the basics of Cosmetology, Barbering, Barber Crossover, Manicuring and Esthetician, with emphasis on curriculum to obtain your State license as well as salon techniques.
- \* Teaches the value of professionalism, including high standards of workmanship and personal conduct, which will enable the student to secure employment and be an asset to both their chosen field and community.
- \* Constantly monitors student outcomes and makes any necessary adjustments/changes to improve or maintain our educational standards
- \* Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology industry.

## **FACILITY/CLASSROOMS**

Newberry School of Beauty is located at 16852 Devonshire St. at Balboa in Granada Hills. Plenty of front and rear parking is available. The facility has approximately 12,000 square feet and consists of two large clinic areas. Cosmetology, Barbering, Barber Crossover and Manicuring share the same clinic area. The schools Esthetician department has it's own clinic area designed for a quite "spa" atmosphere. Students will be able to perform their spa services in individual stations with privacy. The facility has a wide-open feeling, ample classrooms, with most of the amenities you would find in an upscale salon. Custom built styling stations, lab area, manicuring area and a wonderful reception area. All classroom and clinic instruction will be held at this address. Special services and facilities are equipped for students with disabilities. The location is not equipped for on-campus housing. The institution does not assist in providing or assisting to obtain any housing for its students. Total student occupancy level is 225.

## ENROLLMENT & CLASS SCHEDULE

Enrollment should be completed the week prior to the desired start date. Students who enroll and complete necessary papers early will receive priority for enrollment in the event their desired class is filled.

### Class Schedules

Day Classes are held Tuesday – Saturday

8:30am – 2:30pm Fulltime

8:30am – 12:30pm Part Time

1:00pm – 5:00pm Part Time - When Available

8:30am – 5:00pm Extra Fulltime

Night Classes are held Monday - Friday

6:00pm – 10:00pm

**Currently not available**

**All classes are held at 16852 Devonshire Street, Granada Hills, Ca 91344**

### START DATES

**An exact calendar of start dates is not given. If the prior class falls behind in their classes, in the best interests of our students, we may postpone a class from starting. Please call the school for exact start dates.**

Cosmetology, Barbering & Barber Crossover classes start approximately every ten weeks depending on class size. Manicuring classes are not being offered at this time.

Esthetician classes start the second Tuesday of each month depending on class size.

### Nondiscrimination Policy

Newberry School of Beauty admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, veteran status, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Consistent with its obligations under the law, in the administration of the School's programs and activities, Newberry prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, marital status or any other characteristic protected by applicable law; Newberry also prohibits unlawful harassment including sexual harassment and sexual violence. If a student with disabilities requires reasonable modifications for courses, such as reasonable modifications or aids and services including (1) a service animal (not emotional support animal), (2) provided auxiliary aids and services such as notetakers, qualified interpreters, assistive listening systems, and qualified readers during coursework or exams, and (3) modifying an examination to include changes in the length of time permitted for the completion of the exam or adapting the manner in which the examination is given, please contact Ms. Pam Barker or Ms. Sheri Rushforth, to request reasonable accommodations or modifications. All requests must be in writing. This policy applies to all Newberry programs and activities both on and off-campus. Ms. Barker and Ms. Rushforth are located on campus at 16852 Devonshire Street, Granada Hills CA; 818-366- 3211. You may also email [Newberryinfo@gmail.com](mailto:Newberryinfo@gmail.com) Individuals may also file complaints directly with the Office for Civil Rights, within the United States Department of Education, by following the information on: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

The above policy applies to both students and staff/employees of Newberry School of Beauty.

### ADMISSION REQUIREMENTS

The school requires that each student enrolling in any of its offered programs must:

B) Complete an application for enrollment

C) In order to be admitted into the school, a student must be 18 years of age or older and have a High School Diploma, OR a recognized equivalent of a High School Diploma OR meet the school's ABILITY to BENEFIT requirements.

D) **Ability to Benefit requirements** require that a student must be enrolled in a course 600 hours or more, be 18 years of age or older and satisfactorily complete 225 clock hours after enrollment in their course of study, **and** meet the schools satisfactory progress policy during those 225 hours of attendance (page 20 of the school catalog). Ability to Benefit students will be evaluated at 225 hours making sure the student is meeting the school's Satisfactory Progress Policy at that time. If at the time of evaluation, the student is not meeting Satisfactory Progress, student will be terminated from school and the schools refund policy will be implemented.

E) Financial Aid applicants must possess and provide a copy of his/her High School Diploma.

F) If you do not possess a High School Diploma, and are over 18 years of age, you must have at least completed the 10<sup>th</sup> grade to be admitted as a regular student **and meet the school's Ability to Benefit requirements.**

G) All students must take and pass an Entrance Exam regardless of having a High School diploma or not.

An Entrance Exam will be given by a school employee. If the potential student fails the first exam, they will be allowed to take a second exam the following week. Please make an appointment with Admissions. If the potential student fails the second Exam, they will have to wait 30 days to retest. Please make an appointment with Admissions. If the student fails the Entrance Exam a third time, they will no longer be eligible for enrollment into the school

H) Students enrolling under a training agreement with another entity must meet the requirements set by that entity and take the school's entrance exam prior to enrollment.

**GED Programs:** Community and Junior Colleges offer preparation and testing for GED.

## **ADMISSION REQUIREMENTS /POLICY FOR TRANSFER STUDENTS**

**Any student transferring from another Cosmetology School:** Transfer students with prior hours in the state of California must present ALL withdrawal papers from each enrollment in EVERY prior school before enrollment in this school if they wish to receive credit for those hours. If coming from another state, Only The Board of Barbering and Cosmetology may grant credit of hours and operations received by the student from another State other than California. The school will only accept credit hours from another state with documentation from the California State Board. Newberry School of Beauty does not recruit students already attending or admitted to another school offering a similar program of study. Newberry School of Beauty will not accept students for enrollment in the following courses for any hours less than:

Cosmetology 400, Barbering 400, Barber Crossover 200, Esthetician 300 and Manicuring 200. This includes students with State credit and a letter of recommendation from the Barbering and Cosmetology Program. Out of State students must first request and receive a "Letter of Evaluation" from the California Barbering and Cosmetology Program. Newberry School of Beauty does not guarantee that the school will accept any of your prior hours. Copies of all above documents shall be retained in Student files upon enrollment. Newberry School of Beauty will only accept prior hours from another California Cosmetology School or a letter from the California Board of Barbering and Cosmetology. The school does not accept any experiential hours (hours received through experience working in the field).

### **Charges for tuition, fees and equipment for Transfer Students**

Tuition will be based on the current hourly rate multiplied times the amount of hours required to complete the course. Student will only be charged for the amount of hours needed to complete the program.

- \* The enrollment fee will be \$100.00 or 15% of the total tuition, whichever is less. \*
- Students must have all equipment as listed in the school's current kit list or purchase the kit from the school.
- Students requiring more than 300 hours of education, will be required to purchase the schools educational kit

If the student is applying for any type of Financial Aid, the school must receive Financial Aid transcripts by the student for each prior school attended, NOT LIMITED TO COSMETOLOGY SCHOOLS, **prior** to the disbursement of any Financial Aid.

The School Director, prior to enrollment, must determine that all remaining required technical hours of instruction and operations will be able to be completed by the Student in the time frame allotted.

A transfer student may be required to complete additional hours at the schools discretion.

### **Teach-Out Agreements**

On occasion, the School may enter in to a TEACH-OUT agreement with another school. This happens when a school is closing or moving. If the school is moving and students cannot travel the extra distance, or wish not to attend the new location, they may be accepted at Newberry School of Beauty to complete their training. If the school accepts a student on a TEACH-OUT agreement, the student's documented current balance from the school which is closing or moving will be honored at Newberry School of Beauty and become the balance owed to the school.

### **Transferability of Credits/Hours earned at our Institution**

The transferability of credits/hours you earn at Newberry School of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of diploma you earn in your course of study, is also at the discretion of the institution to which you may seek to transfer. If the credits/hours/diploma that you earn at this institution are not accepted at an institution that you transfer to, you may be required to repeat some of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending Newberry School of Beauty to determine if your credits/hours/diploma will transfer. Copies of Student Records shall be provided upon request. The charges or refund to the student will be determined following the school's refund policy contained in the student's signed enrollment agreement "Contract". No paperwork shall be released if the student has an outstanding balance with the school. All payments made upon leaving the school shall be paid either by cash or credit card.

## **DISCLOSURE and RETENTION of EDUCATIONAL RECORDS-FERPA**

Adult students, and parents of dependent minor students have the right to inspect; review and challenge information contained in their education records. Educational records are defined as files, materials and documents, which contain information directly related to a student and maintained by the institution. This includes all Financial Aid files.

Written consent from the student is required before education records may be disclosed to third parties, with the exception of parents or guardians of dependent minor students, accrediting commissions, government agencies, designated staff and/or education department so authorized by law. Once a student becomes the age of 18, a parent must get consent from the student to view all files even if the student is dependent for tax return purposes. Information will not be released on any student without meeting the above guidelines.

Any inquiries or complaints regarding the above should be directed to the supervisor of the school or to an authorized representative. It is required that a forty-eight hour notice be given to management by anyone wishing to inspect educational records. Students requesting a review or audit of their time cards will be scheduled for the review within 7 days. All inspections of records must be done under supervision of school management. Active student files are kept in a locked office when not occupied. Student records are kept for six (6) years.

### **STUDENT SERVICES AND PLACEMENT**

While the school cannot guarantee employment for graduates, the school does make every effort to help our graduates obtain employment. Classes are given on, how to write a resume, job searching and interviewing techniques. **The school gives its students the opportunity to assist in salons while attending school through its externship program** (see registrar for externship rules and guidelines). The school maintains a network of relationships with professionals and employers throughout the community who are frequently seeking our graduates. Graduates are encouraged to maintain contact with the school on current employment and future employment needs. Call our registrar for job opportunities and career counseling. Visit us on Facebook where current job opportunities are posted, or better yet, come by and see us!!!

### **HOLIDAY & EMERGENCY CLOSURES**

The school is closed every Sunday and on the following Holidays: New Years Day - Partial Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve – Partial and Christmas Day. Holidays of religious beliefs are respected and allowed. Holidays are part of the additional time given students on their enrollment contracts. If the school must close for an emergency or an unexpected reason, students will either be notified by phone or a notice will be posted on the front door of the school with an explanation for the closure and a date of re-opening.

### **GRIEVANCE POLICY AND PROCEDURES - to include request for additional accommodations.**

The school will make every attempt to resolve a grievance that is not frivolous or without merit. Grievances should first be addressed in writing to your Supervising Instructor. If your Supervising Instructor is unable to resolve the issue within 10 business days, a written letter should be addressed to the school Director and or Deanna Jacobsen respectively. Upon receipt of a written grievance, the school will provide the student with a written response, including a summary of the school's investigation and the disposition within 30 days of receiving the grievance. If a grievance is found to be unwarranted and or is rejected, a reason for the rejection will be explained.

### **REQUESTS FOR ACCOMMODATIONS OR MODIFICATIONS FOR THOSE WITH DISABILITIES**

If you are a student with a disability and need additional assistance, please submit in writing to, Deanna Jacobsen, Newberry School of Beauty, your request for accommodations or modifications you may need to complete your individual course of study.

The school may request documentation from a student requesting modifications, accommodations, or for auxiliary aid. All requests will be reasonable and limited to the need of the modification or request.

The school will take into consideration all past requests for modifications, accommodations, or auxiliary aids or services provided to individuals with disabilities. Past accommodations that were provided in response to an Individualized Education Program (IEP) will also be reviewed. Upon receipt of a written request, the school will provide the student with a written response within 10 business days.

The school will comply with all required ADA Title III guidelines.

Although these are the schools' formal guidelines for submitting a request and or complaint, our doors are always open for students and staff to communicate verbally. A student or any member of the public may file a complaint about this institution with the **Bureau for Private Post-Secondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov), or the National Accrediting Commission of Career Arts and Sciences at [www.NACCAS.org](http://www.NACCAS.org), 3015 Colvin Street, Alexandria, VA 22314 , (703) 600-7600**

## PHYSICAL DEMANDS AND SAFETY REQUIREMENTS

Physical demands vary by course. Ms. Pam Barker or Ms. Sheri Rushforth, both located on campus, will answer any questions you may have and review any requests you may have for accommodations or modifications for those with disabilities, Title III of the Americans with Disabilities Act.

Fields in Cosmetology include all aspects of hair as well as all forms of Barbering, Esthetics and Manicuring.

Once licensed, the graduate will have many wonderful occupation opportunities, but they will be demanding.

Some of these varied occupations entail, long-standing, bending and repetitive hand motions.

Before entering into this field, we suggest you visit a place of business where you see yourself working after you graduate, ask questions, and observe for a bit to see if this career is for you.

An employer may request that you work on weekends and some evenings. Employers may also require that you acquire additional training and or assist another stylist, barber or facialist prior to obtaining your own clientele. This could be up to one year.

Please also be aware of the many chemicals you will be in contact with on a day-to-day basis.

Wearing protective gloves and appropriate clothing is necessary.

Knowledge of and proper handling of hazardous materials is a must. Safety is a big part of your education. Please be aware of any allergies you may have with chemicals and or latex before entering the field of cosmetology.

Any allergies you may have can be discussed with admissions.

## ACCOUNTING OF STUDENT HOURS AND OPERATIONS

All students are responsible for the accuracy of their time sheets. Students must clock in and out at the required times and record all hours of classroom attendance and operations completed on the time sheet in the appropriated space. The student must present the completed time sheet to an instructor for verification of accuracy and a signature by the instructor at the end of each day. If the time sheet is not signed by an instructor, you will not receive credit for the day's operations. Please read and adhere to the "Student Time Card Procedures" given to you during orientation. Students are not to remove time sheets from the premises at any time. Forged or altered time cards are grounds for immediate expulsion.

All time clock hours, classroom hours and operations are posted weekly using the school's computerized attendance system. The time sheets are then filed in the student's time sheet folder. Students wishing to review their time sheets with the Director must make their request in writing. An appointment to review time sheets will be scheduled within seven days.

## ATTENDANCE POLICY

**ABSENCES** are considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons. Excused however, does not mean you will receive hours for the time you were gone. It only means you will be allowed to re-enter the school. All excused absences are to be sustained in writing and are at the discretion of the school Director. If you have a special event to attend, a two-week notice in writing is required from the student. **If a student is absent for 21 consecutive calendar days, they will be dropped from the program on the 21<sup>st</sup> day.**

**LEAVE OF ABSENCE (LOA):** If a student finds it necessary to be absent from school for three weeks (21 days) or more she/he must first get permission from the Director PRIOR to leaving. Only one Leave of Absence will be granted per twelve-month period. A leave of absence will be granted for a minimum of 21 consecutive calendar days and a maximum of 120 consecutive calendar days.

**Tuition payments are still due on time to avoid any late fees during the time of your leave.**

To **MAKE UP WORK** or **CLASSES MISSED**, check the Class Schedule for the next date class will be given in the subject you missed and request permission from the Director to attend. Permission from the Director is required anytime a student wishes to attend school outside his/her scheduled time. Students are required to make up any missed lessons or exams due to absenteeism. It is the student's responsibility to schedule for missed work.

**TARDY:** Any student late for class by fifteen minutes will not be permitted to clock in for that day.

**CHANGE OF STATUS:** If a student finds they are unable to attend their scheduled hours (full or part time) they must request a change of status from the Director prior to attending more or less hours. A fee of \$ 40.00 will be added to the student's tuition account for any change of status. **It is your responsibility to check with the Financial Aid Office to make sure any change in your attendance does not affect your Financial Aid Funding or eligibility.**

# A PIVOT POINT INTERNATIONAL EDUCATOR

## COSMETOLOGY COURSE CURRICULUM: 1600 HOURS

<u>Program **CIP #</u>	<u>Related **CIP#</u>	<u>Program Level</u>
12.0401	12.0408 – Facial Treatment/Facialist	12.0407 Undergraduate
Cosmetology	12.0406 – Make-Up Artist/Specialist	
12.0407	12.0410 – Nail Technician/Manicurist	
Hair Stylist/Design	12.0412 – Salon/Beauty Management	

**Classes meet Tuesday –Saturday Evening Classes – Monday - Friday**

### Class Schedules Offered

8:30am – 5:00pm (extra fulltime)

8:30am – 2:30pm (fulltime)

8:30am – 12:30pm (part time)

1:00pm – 5:00pm (part time) when available

6:00pm – 10:00pm (part time)

### Program Length

10 months or 40 weeks

12.26 months or 53.33 weeks

20 months or 80 weeks

20 months or 80 weeks

20 months or 80 weeks

The objective of the Cosmetology Course is to develop in the student the practical skills, theoretical knowledge, and professional attitudes necessary for success in the profession and to qualify and equip the student to pass the California State Board of Barbering and Cosmetology licensing examination. After the graduate has successfully passed her/his state exam, they are qualified to work as a licensed cosmetologist in any licensed facility in the state of California. They may cut hair, perform hair styling, perform all phases of manicuring, apply make-up and give skin care (within the scope of the license) for profit.

As a cosmetologist, many exciting job opportunities await you. If you enjoy travel you can embark on an adventure on a cruise ship as a stylist. Open your own salon. Represent a major manufacture in the beauty industry, or choose your own expertise and perform only applications, which you prefer, colorist, stylist etc. Work in a spa performing manicures, hair styling and makeup applications. **The possibilities are endless!**

The Cosmetology course is 1600 clock hours in length. The 1600 hours will be divided between the various scopes of the program. There will be plenty of practical hands on time as well as technical instruction (theory hours), which consist of various learning activities in a classroom situation. The institution uses the most recent version of text for the student's studies. **Pivot Point International** Textbook of Cosmetology is used along with various periodicals and visual materials. Learning materials are available from the school library for the students use. Please see Student Services to check out any instructional materials. Your student Drivers License will be used to check out any educational materials. Practical/Hands On time is devoted to practical operations in which students develop and practice cosmetology skills under the supervision of licensed instructors in actual working conditions. The institution prides itself in giving the students the opportunity to work in our salon-like clinic environment. Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed **ALL** required clock hours of both practical and theory training and have completed **ALL other requirements/assignments set by the school** in their course of study, will be eligible for graduation. Additional subjects include, Retail practices, Job Hunting, and Career Opportunities.

Once you receive your certificate of completion from the school, you may now apply and take the State Licensing Exam for your Cosmetology License.

### TUITION AND FEES FOR COSMETOLOGY

Registration fee	\$100.00	- non-refundable
Tuition (1600 hours)	\$17,600.00	- based on \$11.00 each hour
Supplies and Equipment	\$2,385.00	- Student may be required to purchase additional supplies
School Id	\$50.00	- non-refundable
<b>Total</b>	<b>\$20,135.00</b>	<b>(if eligible, a large portion of your tuition can be paid by Pell Grants)</b>

**\*\* Depending on your ability to obtain Financial Aid and or Student Loans, It is possible to pay NOTHING DOWN and NO MONTHLY PAYMENTS!!!! Please see the schools Financial Aid Officer for payment options.**

\*\* Department of Education Occupational Codes

## **COURSE DESCRIPTION COSMETOLOGY:**

The course is 1600 clock hours in length, which can be completed in approximately 12 months of full time attendance. Course time is devoted to technical (theory) which consists of various learning activities in a classroom situation as well as clinic hours. Clinic time is devoted to practical operations in which students develop and practice cosmetology skills under the supervision of licensed instructors in actual working conditions. Additional subjects include Business Management, Reception Desk, Retail practices, Job Hunting, and Career Opportunities.

Following is a list of subjects taught and State required hours and operations for each:

<b>Subject</b>	<b>Required Technical Instruction Hours</b>	<b>Required Clinic Operations</b>
Acts & Rules/Licensing Requirements	20	0
History & Career Opportunities	20	0
Health & Safety Considerations	45	0
Disinfecting & Sanitation	20	0
Anatomy & Physiology	15	0
Hairstyling	65	240
Permanent Waving & Straightening	40	105
Hair Cutting	20	80
Hair Coloring & Bleaching	60	50
Scalp and Hair Treatments	5	20
Facials-Manual,Electrical, Chemical	25	40
Eyebrow Beautification & Makeup	25	30
Nail Diseases & Disorders	10	0
Manicure & Pedicure	10	25
Artificial Nails-Wraps	25	120 nails
Business Skills	15	0
Clinic Hours	<u>1,180</u>	
<b>Total Hours Needed</b>	<b>1,600</b>	

These are only MINIMUM requirements. You will be required to complete various school assignments, additional theory and or operations.

## **COURSE FORMAT:**

The course format will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of the required practical activities. Instruction will be supplemented will guest artists, visual aids, and other instructional techniques.

## **COURSE GOALS:**

Upon the successful completion of the cosmetology course the student will have met the requirements of the California State Board of Barbering and Cosmetology and be prepared to take the State Board exam for licensing. After the graduate is licensed she/he is qualified to work in any licensed cosmetology establishment in the state of California.

# BARBERING COURSE CURRICULUM: 1500 HOURS

<u>Program **CIP #</u>	<u>Related **CIP#</u>	<u>Program Level</u>
12.0402	12.0407 – Hair Stylist/Design	Undergraduate 1
Barbering	12.0412 – Salon/Beauty Management	
	12.0413 – Barber Instructor	

## Classes meet Tuesday –Saturday

<u>Class Schedules Offered</u>	<u>Program Length</u>
8:30am – 2:30pm (fulltime)	11.26 months or 50.00weeks
8:30am – 12:30pm (part time)	18.5 months or 75 weeks
1:00pm – 5:00pm (part time) when available	18.5 months or 75 weeks
8:30am – 5:00pm (extra fulltime)	9.5 months or 37.5 weeks
5:00pm – 9:00pm Evening Classes	18.5 months or 75 weeks

## COURSE DESCRIPTION BARBERING:

The objective of the Barbering Course is to develop in the student the practical skills, theoretical knowledge, professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California State Board of Barbering and Cosmetology licensing examination. After the graduate has successfully passed her/his state exam, they are qualified to work as a licensed barber in any licensed facility in the state of California. The Barbering program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hairstyles and styling art; facial treatments and massage; chemical applications such as color and chemical services; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The Barbering course is 1500 clock hours in length. The 1500 hours will be divided between the various scopes of the program. There will be plenty of practical hands on time as well as technical instruction (theory hours), which consist of various learning activities in a classroom environment. The institution uses the most recent version of text for the student's studies. The Milady's Standard Professional Barbering text is used along with various periodicals and visual materials. Learning materials are available from the school library for the students use. Please see your instructor to check out any instructional materials. Your student ID or drivers license will be used to check out any educational materials. Practical/Hands On time is devoted to practical operations in which students develop and practice Barbering skills under the supervision of licensed instructors in actual working conditions. The institution prides itself in giving the students the opportunity to work in our salon-like clinic environment. Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed ALL required clock hours of both practical and theory training and have completed ALL other requirements/assignments set by the school in their course of study, will be eligible for graduation. Additional subjects include, Retail practices, Job Hunting, and Career Opportunities. Once you receive your certificate of completion from the school, you may now apply and take the State Licensing Exam for your Barbering License.

### TUITION AND FEES FOR BARBERING

Registration fee	\$100.00 - non-refundable
Tuition (1500 hours)	\$13,500.00 - based on \$9.00 each hour
Supplies and Equipment	\$1,653.00 - students may be required to purchase additional supplies
School Id	\$50.00- non-refundable Student I.D
<b>Total</b>	<b>\$15,303.00 (if eligible, a large portion of your tuition could be paid by Pell Grants)</b>

\$5,700.00

\*\*\* Depending on your ability to obtain Financial Aid and or Student Loans, It is possible to pay **NOTHING DOWN and NO MONTHLY PAYMENTS!!!!** Please see the schools Financial Aid Officer for payment options.

\*\* Department of Education Occupational Codes

**Following is a list of subjects taught and State required hours and operations for each:**

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) <b>The Barbering and Cosmetology Act and the Board's Rules and Regulations.</b>	20	-
(2) <b>History, Career Opportunities and Life Skills</b> - Shall include, but not limited to the brief history of Barbering, career paths, career opportunities and managing your career. Skills on management of your time and study skills. Goal setting and the ethics of being a Barber.	5	-
(3) <b>Professional Image/Communicating for Success</b> - Shall include, but not limited to your physical presentation and appearance. Communication skills in and out of the salon.	5	-
(4) <b>Health and Safety/Hazardous Substances</b> - including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	45	-
(5) <b>Disinfection and Sanitation</b> - Shall include, but not limited to the following procedures: Proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment.	20	-
(6) <b>Anatomy and Physiology</b> - shall include, but not limited to the study of Human Anatomy & Human Physiology	15	-
(7) <b>Hairstyling</b> - Shall include but not limited to, hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, hot curling irons and blow styling.	65	240
(8) <b>Permanent waving &amp; Chemical Straightening</b> - shall include but not limited to, hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40	105
(9) <b>Hair Coloring and Bleaching</b> - Shall include but not limited to, hair analysis, predisposition strand testing, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. Types of Color will include the use of permanent, semi-permanent, demi-permanent and temporary colors.	60	50
(10) <b>Hair Cutting</b> - Shall include but limited to, the following techniques and procedures: The use of scissors, razor (shaper), electrical clippers/trimmers, and thinning shears (tapering) for wet and dry cutting.	20	80
(11) <b>Shaving - Preparation and Performance</b> - Shall include, but limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.	100	40
(12) <b>Seeking Employment</b> - shall include, but not limited to preparing for licensure and employment. Job resume preparation.	5	-
(13) <b>On the Job/Salon Business</b> - shall include, but not limited to the salon business and what to expect. Going into business yourself. Managing your clients and building a client base.	5	-
Hours spent on Clinic Floor	1,095	
• TOTAL REQUIRED HOURS	1,500	

# BARBER CROSSOVER COURSE CURRICULUM: 200 HOURS

<u>Program **CIP #</u>	<u>Related **CIP#</u>	<u>Program Level</u>
12.0402	12.0407 – Hair Stylist/Design	Undergraduate 1
Barbering	12.0412 – Salon/Beauty Management	
	12.0413 – Barber Instructor	

**Classes meet Tuesday –Saturday**

### Class Schedules Offered

### Program Length

8:30am – 2:30pm (fulltime)	7 weeks
8:30am – 12:30pm (part time)	10 weeks
5:00pm – 9:00pm (Evening Classes)	10 weeks

**\*\* YOU MUST HAVE A VALID COSMETOLOGY LICENSE TO BE ELIGIBLE FOR THIS COURSE \*\***

## COURSE DESCRIPTION BARBER CROSSOVER:

The objective of the Barber Crossover Course is to develop in the student the practical skills, theoretical knowledge, professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California State Board of Barbering and Cosmetology Barbering licensing examination. After the graduate has successfully passed her/his state exam, they are qualified to work as a licensed barber in any licensed facility in the state of California. The Barber Crossover program prepares individuals to shave, trim facial/neck hair and beards. Instruction in facial shaving; beard and mustache shaping and trimming. Other learning activities will include equipment operation; health and safety; customer service; and shop business practices. The Barber Crossover course is 200 clock hours in length. The 200 hours will be divided between the various scopes of the program. There will be plenty of practical hands on time as well as technical instruction (theory hours), which consist of various learning activities in a classroom environment. The institution uses the most recent version of text for the student's studies. The Milady's Standard Professional Barbering text is used along with various periodicals and visual materials. Learning materials are available from the school library for the students use. Please see your instructor to check out any instructional materials. Your student ID or drivers license will be used to check out any educational materials. Practical/Hands On time is devoted to practical operations in which students develop and practice Barbering skills under the supervision of licensed instructors in actual working conditions. The institution prides itself in giving the students the opportunity to work in our salon-like clinic environment. Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed ALL required clock hours of both practical and theory training and have completed ALL other requirements/assignments set by the school in their course of study, will be eligible for graduation. Additional subjects include, Retail practices, Job Hunting, and Career Opportunities. Once you receive your certificate of completion from the school, you may now apply and take the State Licensing Exam for your Barbering License.

### TUITION AND FEES FOR BARBER CROSSOVER

Registration fee	\$100.00 - non-refundable
Tuition (200 hours)	\$1,600.00 - based on \$9.00 each hour
<b>Total</b>	<b>\$1,700.00</b>

\* School monthly payment plans are available.

\* Monthly payments will depend on your initial down payment made.

\* Financial Aid is not available for this course.

\*\* Department of Education Occupational Codes

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
1) <b>The Barbering and Cosmetology Act and the Board's Rules and Regulations.</b>	5	-
2) <b>History, Career Opportunities and Life Skills</b> Shall include, but not limited to the brief history of barbering, career paths, career opportunities and managing your career. Skills on management of your time and study skills. Goal setting and the ethics of being a barber.	5	-
3) <b>Health and Safety/Hazardous Substances</b> - including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and hepatitis	10	-
4) <b>Disinfection and Sanitation</b> - Shall include, but not limited to the following procedures: Proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment.	10	-
11) <b>Shaving - Preparation and Performance</b> - Shall include, but limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.	100	50
13) <b>ADDITIONAL TRAINING - On the Job/Salon business</b> - Shall include, but not limited to the salon business and what to expect. Going into business yourself. Managing your clients and building a client base. (3) <b>Professional Image/Communicating for success</b> - Shall include, but not limited to your physical presentation and appearance. Communication skills in and out of the salon. <b>Seeking Employment</b> - shall include, but not limited to preparing for licensure and employment. Job resume preparation.	5	-
* State Board Practical Procedures **	20	-
* Written Chapter Tests **	20	-
* Clinic Hours **	25	-
<b>TOTAL HOURS NEEDED</b>	<b>200</b>	

**BECAUSE OF THE SHORT DURATION OF THIS CLASS, YOU WILL BE REQUIRED TO STUDY EACH CHAPTER ON YOUR OWN TIME. IN ORDER TO GRADUATE, YOU WILL BE REQUIRED TO COMPLETE AND PASS EACH CHAPTER TEST ALONG WITH A FINAL EXAM.**

**THE STATE REQUIRES THAT YOU TAKE BOTH THE WRITTEN & PRACTICAL PORTIONS OF THE STATE BOARD BARBERING EXAM IN ORDER TO OBTAIN YOUR LICENSE.** This will include subjects from your Cosmetology course such as Hair Coloring, Electricity, Anatomy, Etc. **It is our job to prepare you the best we can in your limited 200 hours 😊**

# PIVOT POINT INTERNATIONAL EDUCATOR ESTHETICIAN COURSE CURRICULUM: 600 HOURS

<u>Program **CIP</u>	<u>Related **CIP#</u>	<u>Program Level</u>
12.0409 Esthetician	12.0408 – Facial Treatment Specialist 12.0406 – Make-Up Artist/Specialist 12.0412 – Beauty Salon/ Salon Management	Undergraduate 1

**\* Classes meet Tuesday-Saturday**

<u>Class Schedules Offered</u>	<u>Program Length</u>
8:30am – 2:30pm (fulltime)	5.75 months or 20 weeks
8:30am – 12:30pm (day part time)	7.50 months or 30 weeks
8:30am – 5:00pm (extra fulltime) when available	3.75 months or 15 weeks

The objective of the Esthetician Course is to develop in the student the practical skills, theoretical knowledge, professional attitudes necessary for success in the profession and to qualify and equip the student to pass the California State Bureau of Barbering and Cosmetology licensing examination. With the growing and ever popular public concerns on skin care, you are entering an exciting time for this career. The possibilities are endless! Travel aboard a cruise ship as an esthetician. Work for a plastic surgeon or a dermatologist. Open your own spa performing facials, waxing, skin care consultations and makeup applications. Work for a major manufacture in the beauty industry. Take it on the road doing makeup applications for weddings or even the movie studios!

The Esthetician course is 600 clock hours in length. Course time is devoted to practical and technical instruction in the areas of Manual and Electrical Facials, Hair removal (waxing), Eyebrow arching, Make-up, Eyelash Application and California Bureau of Barbering and Cosmetology Acts & Rules and regulations. The institution uses the most recent version of text for the student's studies. **Pivot Point International Esthetic** textbooks are used along with various periodicals and visual materials. Learning materials are available from the school library for the students use. Please see your instructor to check out any instructional materials. Your student ID will be used to check out any educational materials. The balance of the course time is spent on the clinic floor. The institution takes pride in our students being able to perform their practical instruction in our spa-like clinic environment. Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed **ALL** required clock hours of both practical and theory training and have completed **ALL other requirements/assignments set by the school** in their course of study, will be eligible for graduation.

Additional subjects include, Inventory control, Reception desk, Retail practices, Job Hunting, and Career Opportunities.

## **TUITION AND FEES FOR ESTHETICIAN**

Registration Fee	\$100.00 - non-refundable
Tuition	\$8,850.00 - based on \$14.75 per each hour
Supplies and Equipment	\$989.00 - additional supplies may be required
School ID	\$50.00 - non-refundable
<b>Total</b>	<b>\$9,989.00 (if eligible, a large portion of your tuition can be paid by Pell Grants)</b>

\$6,200<sup>00</sup>

**\*\* Depending on your ability to obtain Financial Aid and or Student Loans, It is possible to pay NOTHING DOWN and NO MONTHLY PAYMENTS!!!! Please see the schools Financial Aid Officer for payment options.**

**\*\* Department of Education Occupational Codes**

## **COURSE DESCRIPTIONS ESTHETICIAN:**

The course is 600 clock hours in length. Course time is devoted to practical and technical instruction in the areas of Manual and Electrical Facials, Hair removal, Eyebrow arching, Make-up, Eyelash Application and California Cosmetology Acts & Rules & Regulations. The balance of the course time is spent on the clinic floor. Following is a list of California State Board of Cosmetology' minimum required subjects, hours and operations.

<b>Subject</b>	<b>Required Hours</b>	<b>Required Operations</b>
Cosmetology Act & Rules & Regulations	10	
Disinfection and Sanitation	10	
Health & Safety - Client Consultation, Record Keeping, Pre and Post Service Skills, Chemistry & Electricity & Safety	40	
Anatomy and Physiology	15	
Facials (Manual)	25	50
Facials (Electrical)	25	50
Facials (Chemical)	20	40
Eyebrow Arching & Hair Removal	25	50
Make-up & Eyelash application	20	40
Additional Training (Job Hunting, Customer Relations Business and Salon Management)	25	
Clinic Hours	<u>385</u>	
Total Hours Needed	<b>600</b>	

These are only MINIMUM requirements. You will be required to complete additional school assignments, additional operations and theory hours during your course of studies.

# MANICURING COURSE CURRICULUM: 400 HOURS

## Program \*\*CIP#

12.0410 – NAIL TECHCNICIAN/MANICURIST

### **\*DAY CLASSES MEET TUESDAY- SATURDAY**

#### CLASS SCHEDULES OFFERED

8:30am – 2:30pm (fulltime)

8:30am – 5:00 (extra fulltime)

#### PROGRAM LENGTH

3.33 months or 13.33 weeks

2.50 months or 10 weeks

**This course is only available when there is going to be a starting class of four students or greater.**

The objective of the Manicuring course is to develop in the student the practical skills, theoretical knowledge, and professional knowledge necessary for success as a manicuring specialist and to qualify and equip the student to successfully pass the State Board of Barbering and Cosmetology licensing examination. Once they have successfully passed the state exam, they may work as a licensed manicurist in any licensed facility in the state of California, performing all phases of manicuring/pedicure.

As a Manicurist you don't only have to work in a nail salon. You can work in a hair salon pulling from the stylist clientele performing manicures and pedicures. Work in an upscale spa combining aromatherapy with your services. Acrylic nails, hand and foot massages are also part of a manicurist menu of services. Bring out the artist in your skills, nail painting and nail art is really popular.

Get creative! Your clients love to be pampered!

The Manicuring course is 400 clock hours in length. Course time is devoted to technical instruction (theory), which consists of various learning activities in a classroom environment. The institution uses the most recent version of text for the student's studies. Milady's Art and Science of Nail Technology textbook is used along with various periodicals and visual materials. Learning materials are available from the school library for the students use. Please see your instructor to check out any instructional materials. Your student ID will be used to check out any educational materials. You will also spend time within your studies performing practical operations in actual working conditions under supervision of licensed instructors.

Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed **ALL** required clock hours of both practical and theory training and have completed **ALL other requirements/assignments set by the school** in their course of study, will be eligible for graduation.

Additional subjects include, Reception, Retail practices, Job-hunting, and Career Opportunities.

## TUITION AND FEES FOR MANICURING

REGISTRATION FEE	\$100.00 - non-refundable
TUITION	\$2,000.00 - Tuition is based on \$5.00 each hour
Supplies and Equipment	\$381.00 - additional supplies may be required
School ID	\$50.00 - non-refundable
<b>Total</b>	<b>\$2,506.00</b>

\$508.00 down payment – remainder of tuition to be paid monthly or weekly prior to the students contract expires.

**This course is not eligible for Title IV funding**

\*\*Department of Education Occupational Codes

## MANICURING COURSE DESCRIPTION:

The objective of the Manicuring course is to develop in the student the practical skills, theoretical knowledge and the professional knowledge necessary for success as a manicuring specialist and to qualify and equip the student to successfully complete the State Board licensing exam. Once they have successfully passed the state exam, they may work as a licensed manicurist in any licensed facility in the state of California performing all phases of manicuring.

The manicuring course is 400 clock hours in length, which can be completed in three months of full time attendance.

Course time is devoted to technical instruction (theory) and practical operations (clinic). Theory is time spent consisting of various learning activities in a classroom environment. The balance of the course time is spent in performing practical operations in actual working conditions under supervision of licensed instructors.

SUBJECT	REQUIRED TECHNICAL INSTRUCTION HOURS	REQUIRED CLINIC OPERATIONS
Disinfecting and Sanitation	20	10
Laws and Regulations	10	
Manicures- Water and Oil	30	40
Pedicure	30	20
Artificial Nails-Acrylics	15	80
Nail Tips	15	60
Nail wraps and repairs	10	40
Chemistry	10	
Health and Safety	25	
Bacteriology and Anatomy	10	
Clinic Hours	<u>225</u>	
Total Hours Needed	400	

These are only MINIMUM requirements. You will be required to do additional school assignments, theory and or operations before completing your course of study.

Additional subjects include Business Management, Inventory Control, Reception Desk, Retail practices, Job-hunting, and Career Opportunities.

## **STUDENT TUITION RECOVERY FUND POLICY**

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The Student Tuition Recovery Fund (STRF) applies to you if:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 if:

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.

**To qualify for STRF reimbursement you must file a STRF application within one year of receiving a notice from the DCA that the school has closed. If you do not receive notice from the DCA, you have four years from the closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the school.**

**Questions regarding the STRF may be directed to: Bureau for Private Post-Secondary Education, 2535 Capital Oaks Drive, Suite #400, Sacramento, CA 95833; (916) 431-6959 or toll-free (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov)**

## OVER CONTRACT CHARGES

Any student who does not complete a course within the contracted enrollment period will be charged at the same hourly rate for any additional time required for completion. If a student has remaining hours to complete after the stated over contract date on their contract, the student must pay for each additional hour past this date. The amount charged for each hour would be the same hourly rate stated on their contract for the course of study they are enrolled in. Over contract charges are due and payable in full once the student enters their over contract period. It is in the sole discretion of the school to decide if a student will be able to remain in school to complete their education if they have not met their contracted hours and will be in overtime status.

Example;

Over contract date= 4/11/13

Hours as of over contract date=1500

Student is contracted for 1600 hours

Student has 100 additional hours to complete after over contract date

Hourly rate on contract is \$9.00 an hour

\$9.00 an hour for 100 hours=\$900 student owes for over time charges.

Student will not be able to clock into school if overtime charges are not paid.

Paperwork will not be released to any student until all charges are paid in full.

Over-contract dates could change or be extended for approved Leaves of Absence or Changes of Status. Normal enrollment periods provide adequate allowances for short-term absences. Please see Leave of Absence policy.

### **California State Formula (AB 1402/4052): Cancellation of Agreement**

All funds paid will be returned if the student is rejected for enrollment. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **Cancellation** shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, will be accepted when it is deposited in the mail and properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed, it will be accepted only when stating that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You cannot cancel your contract by just not attending classes.

**Equipment:** if the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition (any opened or used item in the kit will deem the complete kit not sanitary and cannot be returned) within the 30-day period, 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 on the front page of your enrollment 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.

### **Determination of Withdraw from School**

1. The date a student notifies the Financial Aid Office of their intent to withdraw. A withdraw from a student can only be accepted from the schools Financial Aid Office.
2. The date the school terminates the student's enrollment due to academic failure or for violations of any school rules and policies.
3. If a student is absent for 21 consecutive days and not on an approved leave of absence. Determination of student withdraw will be the students last day of physical attendance.
4. If a student fails to return from an approved LOA on the scheduled date of return, the student will be considered withdrawn. The withdrawal date shall be the last date of recorded attendance.

### **WITHDRAW CALCULATIONS**

Once the student has been determined by the school to have withdrawn from the course of study, the school will determine if the student received or was entitled to receive any Federal Funds from the Title IV Financial Aid Programs available at the institution during the payment period (or enrollment period).

If the answer is YES, the school will conduct two distinctive and different refund calculations.

Please see schools Refund Policy, page 14.

# Refund Policy

## **STUDENT'S RIGHT TO CANCEL:**

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

All funds paid will be returned if the student is rejected for enrollment. Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, will be accepted when it is deposited in the mail and properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed, it will be accepted only when submitted directly to the Financial Aid Office stating that you no longer wish to be bound by the enrollment agreement. A withdrawal may also be effectuated by the school due to the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

## **WITHDRAWAL FROM COURSE:**

You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement, the schools **REFUND POLICY** will apply. A registration fee of \$100 **is a non-refundable item**.

Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once supplies are received** by the student, they will belong to the student and will represent a liability to the student. **The institution applies the applicable refund policy to all terminations or any reason, by either party, including student decision, course and/or program cancellation, or institution closure.**

## **REFUND POLICY**

After the cancellation period the States Mandated refund policy will apply in addition to any applicable returns to Title IV programs,(government financial aid). The institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, and then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

## **Determination of withdrawal from school:**

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

The date you notify the <b>Financial Aid Office</b> 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.
If a student fails to return from an approved LOA on the scheduled date of return, the student will be considered withdrawn. The withdrawal date shall be the last date of recorded attendance.

### **Return of Title IV:**

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

### **Refunds:**

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

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

# FINANCIAL AID INFORMATION

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial Aid is money made available to help meet the cost of their college education. Financial Aid includes Grants and Loans. Grants do not have to be repaid. Loans usually have a low interest rates that a student must pay back depending on the conditions of their loan.

Financial Aid is awarded to students who have “need” based upon the financial information submitted from the student.

## Description of Approved USDE Title IV Programs

### Federal Pell Grants:

**The Federal Pell Grant** program is a large student program and provides a “foundation” of financial aid to which other aid may be added. Pell Grants do not need to be paid back.

Applicants who meet all requirements will receive a Federal Pell Grant. Applicants must qualify financially and be enrolled in an eligible program at an eligible school or college, and must **not have already obtained a bachelor’s degree or be in Default on any Government Loans.**

Pell Grant eligibility is determined by a federal methodology. A need analysis service determines an applicant’s eligibility according to that formula. The smaller the index numbers the larger the grant.

Those who qualify for a Pell Grant are usually eligible for other financial aid and should apply. Those not eligible for a Pell Grant still may be eligible for a student or parent loan. Interest does apply to all student and parent loans. You do not have to pay back a Pell Grant. The Deadline for Federal Student Aid for the award year is May 30<sup>th</sup> of the current year.

Students receive payment by submitting Student Aid Report (SAR) or an Electronic Student Aid Report (ESAR, which the school receives.) Personal and Financial information is reported and verified. Monies received from your grant are credited to your school account.

### Federal Supplemental Educational Opportunity Grants (SEOG):

Students who qualify for additional assistance may get **SEOG** to go with other sources of financial aid. SEOG is for students with exceptional financial need. Priority is given to Pell Grant recipients on a first come first basis. These federal grants are \$250.00 per award year due to the amount of funds available to the school.

Schools and colleges award these grants to those who qualify according to the schools’ eligibility criteria. Colleges may award SEOG to students who are enrolled less than half the time. Like the Pell Grant, SEOG is a grant and you do not have to pay back.

### Vocational Rehabilitation:

Students who attend a Rehabilitation program do so by applying to the Department of Rehabilitation. They are assigned a caseworker and the caseworker determines their eligibility and then refers the student to the school.

# FINANCIAL AID.... CONTINUED

## **STUDENT/ PARENT LOANS**

All student loans must be repaid. Bankruptcies do not discharge these loans.

### 1) Direct Federal Stafford Loans –

Subsidized Loans – Interest earned while in school and during grace period is covered by USDE.

Unsubsidized Loan – Interest earned while in school and during grace period may be delayed for payment, but will be added to the Loan balance.

### 2) Parent Loans – called a Plus Loan, interest is paid at last disbursement of Loan.

Students are encouraged to keep their Loan debt as low as possible. These Loans are aggressively collected by the USDE and it's contractors. Late penalties can be costly. Lack of payment can be very damaging to future credit. All loans are subject to repayment even if the student does not complete their education. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Before a Loan is submitted to the USDE, students must be fully aware of the financial responsibilities.

**FOR FURTHER INFORMATION ON TITLE IV GRANTS AND LOANS, please visit the following sites.**

• [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

• <http://www2.ed.gov/offices/OSFAP/Direct Loan>

## **Disbursement of Financial Aid**

The schools Academic Year is 900 hours. Payment periods occur at the beginning of the Academic Year and Mid-Point. The length of the payment period depends on the length of the course. Each course could have more than one payment period.

Pell Grants and SEOG - Made per payment period via check payable to the student or via direct credit to the students tuition account. Not subject to repayment of funds.

Loans – Checks are issued to the school and credited to the students tuition account. Subject to repayment even if the student does not finish their education.

## **Loan Limits**

Subsidized Loans - are on an as need basis – Students may borrow up to the amount of the students' tuition less any other financial assistance (not to exceed annual loan limits).

Unsubsidized Loans – not need based – Students may borrow up to the amount of the students' tuition less any other expected financial assistance (not to exceed annual limits)

A student may receive both a Subsidized Loan and an Unsubsidized Loan providing the combined amount borrowed does not exceed applicable loan limits and that the students' eligibility for a Subsidized loan be determined prior to the Unsubsidized Loan. Both loans can be applied for using a single application and that such borrowers be given a single repayment schedule.

**Deadlines** for submitting applications are 30 days before the end of the loan period for which the loan has been requested.

## **Maximum Annual Award**

Subsidized Loan - 1<sup>st</sup> level - \$3,500      2<sup>nd</sup> level - \$4,500      3<sup>rd</sup> level - \$5,500

(Max aggregate \$23,000)

Unsubsidized Loan –

Dependant Student – with parent – 1<sup>st</sup> level \$2,000      2<sup>nd</sup> level - \$2,000      3<sup>rd</sup> level - \$2,000

(Max aggregate \$8,000)

Dependant Student/or Independent – without parent – 1<sup>st</sup> level \$6,000      2<sup>nd</sup> level - \$6,000

3<sup>rd</sup> level - \$7,000 (Max aggregate is \$14,000)

## **Selection Criteria**

Need based assistance is determined by the information stated on the students FAFSA.

An ESAR is generated using this information and the USDE determines the amount of funds the student will receive based on need. The school does not make this determination.

**THE STUDENT MUST BE IN SATISFACTORY PROGRESS TO BE ELIGIBLE FOR ANY FINANCIAL AID DISBURSMENTS – see Satisfactory Progress in this Catalog**

## DETERMINING NEED FOR FINANCIAL AID ELIGIBILITY

The school utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for Aid. The results will be provided to the school in the form of an Electronic Student Aid Report with the Expected Family Contribution.

The California Student Aid Commission budgets are used. This is California's estimated amount it will cost the student to attend school during an academic year of approximately 9 months.

<u>Elements included in the budget:</u>		<u>Living Allowance – w/parents</u>	<u>Living Allowance off campus</u>	
Tuition	Actual Cost	Room & Board	\$4,347	\$10,063
Registration Fee	Actual Cost	Transportation	\$1,071	\$1,206
Books and Supplies	Actual Cost	Personal/misc.	\$3,114	\$2,853

### **Verification of Federal Application for Student Aid**

Your application for Federal Financial Aid could be selected for verification. If so, you will need to provide our office with the documents, which are needed to complete this process. **The law requires the school to complete verification before making any disbursements of Financial Aid.**

Time period: Applicants are required to submit verification documentation to the financial aid office within 30 days of notification by the school. Exceptions may be made at the discretion of the Financial Aid Officer. If the information does not match that which was reported on the FASFA, a correction is required. The corrections must be sent to the processor by July 30<sup>th</sup> of the award year and the institution must receive corrected ESARS within 30days, the last day of enrollment or September 2<sup>nd</sup>, whichever comes first.

Consequences: Your failure to provide the required documentation within the specified time could result in:

- \* **Loss of financial aid for part or all of the year.**
- \* **Future applications for financial aid may not be processed.**
- \* **Your financial aid application material may be forwarded to the USDE for review**

**Correction Information:** If you are required to correct information on your application you will be given a Correction Application to fill out and return to the school immediately.

If during verification it is determined that a student has received funds which they were not eligible to receive, the student must repay this amount. If a repayment is not made, the overpayment will be referred to the U.S. Department of Education. The U.S. Department of Education or our office will process no further applications for financial aid. If the student is unable to supply the school with the requested documents, the school may give the student the following options:

- The student may continue on a cash paying basis
- The student may withdraw and re-enroll when the student is able to supply documents needed for verification
- The student will be required to repay any Financial Aid award the student was not eligible for

**Summary:** The selection of an application for verification review does not mean that we believe your information is incorrect. Some applications are selected for review on a random sample basis. Some are selected based upon set common edits, which check data against the Social Security Administration and Veterans Administration to ensure that these benefits are being reported correctly. Finally, data is also checked against prior applications, which have been submitted by the applicant. No funds will be disbursed during the verification process. This verification process is required by federal regulation. We are required to adhere to their procedures. **The school is also required to submit any applications to the USDE that may be fraud.**

# FINANCIAL AID ELIGABILITY REQUIREMENTS

To be eligible to receive financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted in an eligible program
- Be a citizen or eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on any government loans of any kind at any other school
- Have a financial need
- Be making satisfactory academic progress (as defined by the schools policy) in the course of study
- Be registered with selective service (if a male between the ages of 18 – 25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have proof of having a High School Diploma or it's equivalent
- Agree to use any federal student aid received solely for educational purposes
- Have timely submitted all financial aid documentation needed
- Be at least 18 years of age
- Submit a valid government form of identification
- Submit a valid social security number

## **Compliance Statement/Social Security information**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her Social Security Number is mandatory. The Social Security Number is used to verify students' identities, to process the awarding of funds, and to trace individuals who have borrowed funds from the federal, state or private programs.

## **Application for Financial Aid Procedures**

You may obtain the Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office of this school. You should complete the FAFSA carefully according to the instructions provided. Pay particular attention to the difference between dependent and independent students. You must apply no later than May 30<sup>th</sup> prior to the award year.

Most Students will complete the FAFSA only once during an award year; however, in certain cases, you can file a Correction Application. Generally, if your family financial situation has recently changed for the worse because of a death, separation, or divorce, loss of a full-time job, loss of non-taxable income or benefits such as Social Security, child support, Aid to Families with Dependent Children (AFDC), welfare, unemployment benefits, etc., an adjustment to your FAFSA application can be processed.

The Correction Application gives specific details about the circumstances that allow you to file this form. These circumstances differ slightly depending on whether you are a dependent or an independent student. You may obtain this form from the Financial Aid Office of this school.

When you fill out an application, you should have certain records on hand.

- Your tax returns.
- Your parent's return (if you apply as a dependent student) and your spouse's return (If you are married and your spouse filed a separate return)
- W-2 forms and other records of income verification
- Records of benefits received from the Social Security Administration, Veteran's Administration, Unemployment and other agencies.

You must return all applications along with documentation to the Financial Aid Office for further processing. Copies of all documentation will be kept in your financial aid student file.

The school will then receive an Ecar from the USDOE, which must be signed prior to the release of any Financial Aid Funds.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

## **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

- \*Cosmetology - 450, 900, 1250 & 1,600 clocked (actual) hours
- \*Barbering - 450, 900, 1250 & 1,500 clocked (actual) hours
- \*Esthetician – 300 & 600 clocked (actual) hours
- \*Barber Crossover - 100 & 200 clocked (actual) hours

**Transfer Students-** Only contracted hours with the school will be used to determine Satisfactory Academic Progress. Satisfactory Progress will be evaluated midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b><u>WEEKS</u></b>	<b><u>SCHEDULED HOURS</u></b>
Cosmetology (Extra Full time, 40 hrs/wk) - 1600 Hours	60 Weeks	2,400
Cosmetology (Full time, 30 hrs/wk) - 1600 Hours	80 Weeks	2,400
Cosmetology (Part time, 20 hrs/wk) – 1600 Hours	120 Weeks	2,400
Esthetician (Extra Full time, 40 hrs/wk) – 600 Hours	23 Weeks	900
Esthetician (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Esthetician (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Barbering (Extra Full time 40 hrs/wk) – 1,500 Hours	57 Weeks	2,250
Barbering (Full time 30 hrs/wk) – 1,500 Hours	75 Weeks	2,250
Barbering (Part time 20 hrs/wk) – 1,500 Hours	113 Weeks	2,250
Barber Crossover (Extra Full time 40 hrs/wk) – 200 Hours	7.5 Weeks	300
Barber Crossover (Full time 30 hrs/wk) – 200 Hours	10.5 Weeks	300
Barber Crossover (Part time 20 hrs/wk) – 200 Hours	15 Weeks	300

## **MAXIMUM TIME ALLOWED**

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

## **ACADEMIC PROGRESS EVALUATIONS**

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

Numerical grades are considered according to the following scale:

- 93 – 100 - EXCELLENT
- 85 – 92 - VERY GOOD
- 70 – 84 - SATISFACTORY
- 69 and BELOW – UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students may request a copy of their Satisfactory Academic Progress results through the schools Financial Aid Office.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

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

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, **the student may appeal the determination within ten calendar days** of being told of their unsatisfactory progress. If the student is unable to be contacted to discuss their unsatisfactory progress, the student will then just be dropped from the program due to not meeting Satisfactory Progress. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student. The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with **supporting and verifiable** documentation of the reasons why the determination should be reversed. Not all appeals will be approved. Appeals will only be considered for circumstances that were beyond the control of the student. This information should also include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. Once an appeal is denied, the student will be unable to take further action. A student that has lost his or her Title IV funding will be required to make cash payments to the school in the time and amount specified by the school at that time. Student will be withdrawn from the school for any lack of payment.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

The student may request, in writing, a LOA from the school prior to the leave being taken.

The student should request a LOA in writing, including the reason for the request. All requests must be signed and dated by student. Financial Aid Office, must approve, in writing, the LOA PRIOR to the student taking the leave. If a LOA is unforeseen, you may contact the school via email or phone to request your leave. An example of an unforeseen leave would be if a student was in a car accident or was hospitalized and unable to come to the school to request the leave. In these cases, the student would not have been able to request the leave LOA prior to taking the LOA. The school may grant the leave prior to a written request under these unforeseen circumstances, but must document why the decision was made. The date the student's leave begins will be the first date the student was unable to attend class due to the unforeseen circumstance. The school will collect documentation and a signature from the student upon the student's return from their leave. It is important to have contact with the school during your absence. A LOA may be given for a minimum of 21 consecutive calendar days and a maximum of 120 consecutive calendar days within any 12-month period. The LOA will extend the student's contract period and the maximum time frame by the same amount of days taken in the LOA. When the student returns from a LOA, they will resume the satisfactory academic progress status they had prior to the LOA. The student will only be considered withdrawn if they do not return from their LOA on the date specified. The withdrawal date for purposes of calculating the student's refund, will be the student's last day of attendance.

## **WITHDRAWAL & RE-ENTRY POLICY**

Students in good standing, who must withdrawal due to extenuating circumstances, and who may wish to return, must notify the Director prior to being absent 21 days. The student will be counseled to determine if a Leave of Absence would be more appropriate. If the student and Director agree upon a withdrawal, then it will be granted and the student may return to school providing all fees and charges per the school's refund policy have been paid for the current enrollment. If the student re-enters the school, the student will re-enter the school in the same progress status as when they left. When the student returns, an enrollment fee of \$100.00 will be charged for re-entry. It is the student's responsibility to retain copies of all previous hours and operations, as the school is only required to keep copies for seven years. The school reserves the right to deny re-entry to students who have been withdrawn from the school or withdrew more than once.

## **Graduation and Licensing Requirements**

Students who maintain a "C" grade point average and have developed a professional attitude, show competency in practical procedures, and have completed **ALL** required clock hours of both practical and theory training and have completed **ALL other requirements/assignments set by the school** in their course of study, will be eligible for graduation. Upon graduation, a certificate of completion will be awarded to the student. The certificate or diploma certifies that the student has successfully completed the requirements for the course for which they were enrolled.

Upon receiving the diploma, the student is now eligible to apply and take the State Licensing Exam. The State will set an exam date for the student. **Please take note that if a graduate student poses a Federal Offense, the state could deny a State License.** If a student has been convicted of a Federal offense, the State will request additional information from the student. The additional information will be used by the Board when deciding to issue a license. A License will be issued through the State for successful applicants that pass the exam. The school will apply each student for their State test. All graduates must hold a valid State License prior to entering the job market of their field of study.

## **Applying for the State Exam**

Admissions will apply students for their State exam. Students must meet certain requirements prior to the registrar submitting the completed documents to the State Board. Students must demonstrate the following:

- 1) Completed ALL hours and operations
- 2) Completed ALL school requirements
- 3) Completed ALL requirements for each required "Check List"
- 4) Have a zero-balance owed to the school
- 5) Completed All Financial Aid paperwork
- 6) Has submitted all required documents to the Financial Aid Office
- 7)

**Students may pre-apply for their State License once they have reached the required 75% of the course hours. Cosmetology 1,200 hours, Barbering 1,125, Barber Crossover 150 hours, and Esthetician 450 hours.**

**Please see registrar for additional rules and requirement.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Education after high school is a big investment in time, money, and effort. Naturally you want to learn as much about a school before deciding to attend. You have the **right to ask questions** and you have the **responsibility to understand** and follow the information provided.

### **STUDENT RIGHTS**

**You have the right, and should ask the school the following questions:**

- \* The names of its accrediting and licensing organizations.
- \* About its instructional programs, laboratory, and other physical facilities.
- What is the cost of attendance and what is the school's policy on refunds to students who drop out.
- What the school's dropout and job placement rates are.
- Gainful Employment statistics
- Can school credits transfer to another school?
- What financial assistance is available, including information on all Federal, State, Local, private and institutional financial aid programs?
- What are the procedures and deadlines for submitting applications for each available financial aid program?
- What criteria it uses to select financial aid recipients?
- How the school determines your financial need. The costs for tuition and fees, room and board, travel, books, supplies, personal and miscellaneous expenses are considered in your cost of education. It also includes what resources (such as parental contribution, other financial aid, assets etc.) are considered in calculating your need.
- What is your financial need, as determined by the institution?
- How and when is your Financial Aid disbursed?
- To explain each type of assistance and the amount of assistance you will receive.
- What is the interest rate on any student loans that you may receive?
- What is the total amount you must repay? What is the length of time you have to repay? When does repayment start and what cancellation or deferment provisions apply?
- Does the school offer a Work-Study Job? What kind of job is it? What hours must you work, your duties, what is the rate of pay and how and when are you paid?
- You may resubmit your Financial Aid package if you believe a mistake was made, or if your enrollment or financial circumstances change.
- How does the school determine whether you are making satisfactory academic progress and what happens if you are not?
- What special facilities and services are available to the handicapped?
- The availability of the GED program, if the school admits students who do not have a high school diploma or equivalent.
- Who to contact for information on student financial assistance on general institutional issues.

### **STUDENT RESPONSIBILITIES**

**It is your responsibility to:**

- \* **To read and understand the school Catalog in its entirety.**
- Review and consider all information about the school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time. Errors can delay or prevent you from receiving aid.
- Know and follow all deadlines for applying or reapplying for aid.
- Provide all additional documentation, proof, corrections, and/or new information requested by either the Financial Aid Officer or the agency where you submitted your application.
- Read, understand and follow all school policies and procedures, including those on attendance and maintaining satisfactory academic progress.
- Attend an exit interview at your school if you have a loan.
- Notify the school of changes in name, address, or attendance status (full-time or part-time). If you have a GSL, you must notify your Lender of these changes also.
- Understand your school's refund policy. If you withdraw from school within a short time after you start, you may be eligible to receive part of your educational expense returned to you. After a certain time period, you will not receive a refund. Check with your school to find out what expenses you may have to pay if you withdraw from the school.

# SCHOOL GUIDELINES AND DISCIPLINARY ACTIONS

## **Immediate Withdrawal (Termination)**

1. Clocking in or out another student or having another student clock in or out for you
2. Altering or forging time cards
3. Use of or being under the influence of drugs or alcohol in school. If a student is suspected of using drugs, the student will be required to submit to a drug test and pass prior to returning to school
4. Causing extreme or willful disruption of school
5. Use of ethnic, racial or sexual slurs, or abusive language toward any client, staff member or fellow student
6. Committing an obscene act or engaging in vulgarity or profanity
7. Failure to follow one's own contract with the school
8. Willfully not following school rules or guidelines
9. Caused, attempted to cause, or threatened to cause physical injury to another person
10. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object
11. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant
12. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant
13. Committed or attempted to commit robbery or extortion
14. Caused or attempted to cause damage to school or private property
15. Stolen or has attempted to steal school or private property
16. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
17. Disrupted school activities or otherwise defied the valid authority of school personnel
18. Knowingly received stolen school or private property
19. Possess an imitation firearm
20. Committed or attempted to commit a sexual assault or committed a sexual battery
21. Harassed, threatened or intimidated a person who is a complaining witness or is otherwise involved in a school disciplinary proceeding
22. Aided or abetted the infliction or attempted infliction of physical injury to another person
23. Committed sexual harassment
24. Participated in, caused, attempted to cause or threatened to cause an act of hate violence
25. Engaged in harassment, threats or intimidation of school or persons
26. Made terrorist threats against school officials or property
27. Any other misconduct the school recognizes as deserving of immediate termination

## **One Week Suspension and/or Probation**

1. Leaving school, class or clinic without permission of instructor and notifying the front desk
2. Failure to have proper equipment when needed
3. Gossiping or causing discord in school
4. Smoking outside designated areas
5. Receiving personal services without instructor's permission.
6. Refusing to perform an assignment, patron or otherwise
7. Modifying customer services without consulting instructor
8. Failure to make Satisfactory Progress
9. Use of foul language on the clinic floor or in classrooms

## **Sent Home immediately (A second violation will result in a minimum one week's suspension)**

1. Improper or dirty uniform or unsatisfactory personal cleanliness (See Dress Code for proper uniform)
2. Shouting, disrupting or talking out of turn in theory class
3. Not attending theory or State Board class
4. Not signing out for, or returning late from, break or lunch
5. Unexcused absence on Monday or Friday (night students) or Saturday (day students). Criteria for excused: a 2-week prior written notice on file with Administration or provide a doctor's note the following Tuesday.

## **Written consultation (A third violation will result in a minimum one week's suspension)**

1. Failure to observe sanitary rules and regulations
2. Use of foul language on the clinic floor or in classrooms
3. Eating or drinking in building (except the lunchroom)
4. Entering offices without permission
5. Failure to clean up work area or perform assigned clean up duties
6. Failing to clock in or out properly
7. Failure to take a lunch break at an appropriate time
8. Showing discourtesy to anyone in school

## **General**

1. A third suspension constitutes termination from the school.
2. These guidelines are not all-inclusive, as there are other student violations that may require action of the school.
3. These guidelines may be revised at any time and will be posted on the student bulletin board

## DRUG AND ALCOHOL ABUSE PREVENTION

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, such as low birth weight, birth defects, 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 any employee for violating these standards of conduct. These actions may include suspension, expulsion and termination of employment, referral for prosecution and/or required completion of a drug and 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 a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 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 Ave. 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 the institution through:

Alcohol & Drug Abuse Hotline  
800-237-6237

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 the illicit use, possession or distribution of drugs and alcohol.