



SCHOOL CATALOG
2017 - 2018

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Laguna Hills, CA 92653
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WELCOME TO SADDLEBACK BEAUTY ACADEMY

Welcome to Saddleback Beauty Academy. It is our pleasure to be your partner to success in an industry that is rapidly booming. We thank you for choosing us as your provider for education and professional training.

Here at Saddleback Beauty Academy, we ensure the highest level of quality and expertise in the industry of beauty. Our main goal is to be the stepping stone for you to become a professional leader in the beauty industry. It is important that our staff is of top-tier level to provide the best quality training and assistance to you. You will have the benefit of utilizing top quality products and state-of-the-art practical skills in order to become knowledgeable about the industry with a growing demand. We expect you to follow the same route as your dreams of becoming a professional by working hard, respecting others, and staying focused on your path. We want to provide you, the student, with all the necessary resources for success. From our relationship with industry professionals and high-quality education, our program is designed to specifically help you exceed at what you want most.

Top-tier training and education is indispensable in the dynamic industry of beauty. You will become an expert on all topics related to beauty. However, your success will blossom from your work and dedication here at Saddleback Beauty Academy. Our program is tailored to help you develop the mindset and skills of a beauty professional.

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty connoisseurs to make an impact on others and the world through the power of beauty and health.

The administration at Saddleback Beauty Academy are happy to welcome you to our school and the wonderful world of beauty. We are always here to help our students and create value.

Sincerely,

Kayla Takano, Director

&

Landon Chi, Vice President

MISSION STATEMENT

Saddleback Beauty Academy's mission is to empower, inspire, and educate future beauty connoisseurs to make an impact on others and the world through the power of beauty and health.

EDUCATIONAL OBJECTIVES

At Saddleback Beauty Academy, our objective for our students is to provide all students with the highest level of education and training. Our duty is to provide the proper training and education in the necessary skills and knowledge in order to pass the state licensing exam and become an industry professional. Students will be specially trained in concentrations of their choosing that will provide them the opportunity to become a professional in the industry such as: hair stylist, barber, hair colorist, esthetician, manicurist, and more.

Students will acquire both theory and practical aspects of the beauty industry during their program. Students will also be provided with opportunities of growth by working face-to-face with customers and building clientele. Aside from basic industry skills, students will also be educated on necessary "soft skills" that will ensure success throughout their careers. To become successful, students will also employ various skills outside of the basic techniques in order to develop such as sales, customer service, and empathy.

By the time students graduate from Saddleback Beauty Academy, they will be knowledgeable experts on beauty and will have to proper training to be fully employable and successful.

FACILITY

Saddleback Beauty Academy's design takes into account the student and patron's comforts. The facility is 4,754 sq. ft. that includes: a reception area; 2 offices; salon (service) areas/rooms with ample number of work stations; theory areas/rooms for designated programs; library/computer room for self-study; laundry area, supply room, lunch room, and 3 restrooms. There are exit corridors on both east and west sides of the facility.

ENGLISH/ENGLISH SECOND LANGUAGE

Our instruction is provided in English only. Students may be required to pass the school admission test in English (Student Aptitude Test by Del Mar Publishing). We do not offer any English language services such as English Second Language (ESL). Students from Saddleback College must meet Saddleback College's requirements for English proficiency.

APPROVAL DISCLOSURE STATEMENT

Saddleback Beauty Academy located at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 is a private institution licensed to operate by the Bureau for Private Postsecondary Education. This means that the institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The institution is licensed to teach the following courses/professions:

Manicuring	400 hrs.
Cosmetician	600 hrs.
Barbering	1,500 hrs.
Cosmetology	1,600 hrs.
Teacher Training	600 hrs.
Massage Therapy	600 hrs.*

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

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. All instruction will take place at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653.

The following state boards, bureaus, departments or agencies which set minimum standards for your program of studies in accordance with Education Code Section 94316.12: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, California 95833 Phone (916) 431-6959 Fax (916) 263-1897. Note: We are not accredited by an accrediting agency recognized by the U.S. Department of Education at this time and students will not be able to receive federal or state financial aid. We do not participate in federal and state financial aid programs.

* We are not approved by the California Massage Therapy Council (CAMTC) and our students will not be eligible to sit for the applicable licensure exam in California. Our program may not be recognized for some employment positions including but not limited to in California. Our students will not be eligible to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school's Chief Operating Officer.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education (BPPE) at (916) 431-6959 or fax (916) 263-1897.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, California 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone #'s: (888) 370-7589, (916) 431-6959 Fax (916) 263-1897 website: www.bppe.ca.gov

All information in the content of this school catalog is current and correct and is so certified as true by Ms. Kayla Takano and Mr. Landon Chi.

APPROVALS

Saddleback Beauty Academy is authorized by the State of California as a training institution to qualify its graduates for a state license for Cosmetology, Barbering, Cosmetician, Massage Therapy, Teacher Training, and Manicuring.

ADMINISTRATION & FACULTY

Saddleback Beauty Academy is currently directed by Kayla Takano at its facility at 23565 Moulton Pkwy. Suite B, Laguna Hills, CA 92653.

Administration:

Kayla Takano	President/Director
Landon Chi	Vice President/Co-Director
Kenny Chi	Chief Academic Officer
Cindy Cho	Administrative Director
George Miller	Success Director
Tanya Wong	Director of First Impressions
Alexis Barrera	Administrator
Danny Garcia	Administrator

Faculty:

Kenny Chi	Cosmetology Instructor
Diane Friedlander	Cosmetology Instructor
Michael LeBerthon	Cosmetology Instructor
Amy Ruth Drake	Cosmetology Instructor
Heather Thomason	Cosmetology Instructor
Kayla Takano	Esthiology Instructor
Suzanne Tomlinson	Esthiology Instructor
Bich-Hop Pham	Esthiology Instructor
Celia Ferraez	Esthiology Instructor

Substitutes:

Judith DePasquale	Substitute Instructor
Isabel Hsieh	Substitute Instructor
Tiffany Nguyen	Substitute Instructor
Mary-An Vaughn	Substitute Instructor
Exodus Zusag	Substitute Instructor

SCHOOL CALENDAR & STARTING DATES

Saddleback Beauty Academy operates continuously throughout the year except for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Since the courses are on an open-entry basis, all prospective students should attend an orientation before the first day of class. The staff member conducting the orientation will provide general information about the course programs along with educational objectives of the course/program. Orientation will take place on an announced date set by the school. The class start date for each program is the first Tuesday of each month except for holidays and holiday eves. For Saddleback College students, start dates will be in accordance with Saddleback College's schedule and will be announced.

ADMISSIONS REQUIREMENTS (ALL PROGRAMS)

Students are admitted as regular students under the following criteria: All students must have a high school diploma or its equivalent General Education Development (GED) as required by the California State Board of Barbering and Cosmetology. We do not accept students based on challenge examinations, achievement tests or ability-to-benefit tests. Students enrolled under the training agreement with Saddleback College must meet the requirements set by Saddleback College Admissions. We have not entered into an articulation or transfer agreement with any other college or university.

The school will accept credit hours of previous training from another school with a proof of training (POT) and proper transcripts as required by the California State Board of Barbering and Cosmetology. Transferring students will be required to buy a new kit unless they have more than 75% completed hours. If a student is over 60% completed hours there may be a required fee of \$700.00, depending on the case. This will cover kit/supplies (state board mini-kit) to practice for the state board exam. We do not award credit based on prior experiential learning. Acceptance of transfer hours is decided on a case-by-case analysis and the admissions department of the school may decide to accept a maximum of 75% of the student's previous clock hours.

Students enrolling in the Teacher Training Program must have a valid California license of the program they are enrolling in and a high school diploma or its recognized equivalent.

STATEMENT OF NON-DISCRIMINATION

Saddleback Beauty Academy does not discriminate on the basis of race, color, religion, sex, identity, age, handicap, financial status, or ethnic origin in its admissions, day-to-day operations, or graduation policies.

CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California State Board of Cosmetology provides the hours of applied effort accumulated to remain in effect for a period of three years from the date of withdrawal. Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on an evaluation by the California State Board of Cosmetology.

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

All student records will be maintained in the administrative offices of the school. These offices are under lock and key and are only used by the administrative staff. This is to ensure that all files are safeguarded against loss, theft, identity theft or damage. Also, in lieu of keeping a second set of records off site, all student records will be kept in fireproof cabinets to safeguard against loss as per CCR 71930 (d). Upon completion or withdrawal, the file will be kept for five years on the school premises. Transcripts will be kept indefinitely as per CEC 94900 (b). Each file will contain all pertinent academic records and financial information on each student including: timecards which contain test grades, credit for practical operations and attendance records and all other academic records used to grade the student; transcripts; proof of registration at Saddleback College; account ledger; and enrollment agreement.

ADVISING POLICY

Students will be advised on an individual basis for matters pertaining to education and professional growth. The students are to be advised for academic progress as needed and or at the time of their periodic evaluations. The type of advice will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the schools advising form. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

NEW STUDENTS

New students should arrive 15-30 minutes early on the first day of attendance to receive necessary items for the program and learn how to clock in an out. The students will also be introduced to the staff and students and will be familiarized with the school facility.

NOTICE OF TRANSFERABILITY OF CREDITS EARNED

The transferability of credits you earn at Saddleback Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Saddleback Beauty Academy to determine if your diploma will transfer. A Proof of Training will be given to the student upon completion or withdrawal.

DRESS CODE

1. Students must be in proper uniform within the school facilities at all times while clocked in. (For seniors, either the school uniform or program specified color shirt without branding or design is allowed)
2. The current school uniform is the "Saddleback Beauty Academy" Signature T-Shirt (black/white).
3. Students must wear proper closed-toed shoes that are not able to be easily removed such as slide sandals.
4. Additional clothing items such as sweaters, sweatshirts, and jackets must be uniform color (black/white).
5. Students may not wear any articles of clothing with branding, suggestive/provocative, or gory content and images.
6. Students may not wear any revealing clothing that would reveal cleavage, midriff, or other body areas that are not within the means of acceptable business casual attire.

Students who do not adhere to the dress code will be required to clock out and will be sent home to change. If applicable, the student may need to purchase an additional uniform from the school to avoid being sent home.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances and who may wish to return, must notify the Director/Administration prior to being absent fifteen (15) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.

The status of students re-entering school is the same progress status as when they left. The student may be required to pay a re-enrollment fee of \$700.00 for written testing, practical mock-board exam and supplies. Students are responsible for all supplies that were issued on first day of class (books/kit/etc.), the student is required to have these each day so as to be ready to do all practices assigned. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

APPLIED EFFORT

Students must maintain at least a "C" average or 75% in order to graduate. Students must apply themselves with classes, study, and practice while clocked in and have activity recorded on time cards.

Under no circumstances may one student clock in or out for another. This will result in suspension and/or withdrawal. Any student clocked in over 6 hours must clock out for .5-hour lunch.

VISITORS

Visitors are not permitted in the school except at the discretion of the administration. Persons dropping off or picking up a student are to wait outside of the school. Under no circumstances is a visitor allowed to enter classrooms as it may pose as a disruption for students and instructors.

OBJECTIVES

All student compliance with the California State Board Regulations, this college maintains for reference, complete records of each student and graduate. Students are graded regularly in theory, practical work, attendance and attitude. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Our Satisfactory Academic Policy is established and maintained for all our students. It follows all regulations applicable to our school. This institution expects its students to maintain satisfactory academic progress. All students will be evaluated in accordance with the curriculum for each course by a duly qualified instructor. Students are evaluated for Satisfactory Academic Progress at the following points of "scheduled" hours of completion: 25%, 50%, 75%, 100%, 125%(if applicable), and 150% (if applicable).

Evaluation Periods:

Cosmetology: 400 hours; 800 hours; 1,200 hours; 1,600 hours

Barber: 375 hours; 750 hours; 1,125 hours; 1,600 hours

Cosmetician, Teacher Training, Massage Therapy: 300 hours; 600 hours

Manicuring: 100 hours; 200 hours; 300 hours; 400 hours

Evaluations will be determined 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 Evaluation: Students must maintain a cumulative average attendance level of at least 85%. Students must maintain an average attendance level of at least 85% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 40 hours per week would have to maintain an average weekly attendance of at least 34 hours per week ($.85 \times 40 = 34$). Regardless of the average level of attendance; students who have more than two consecutive weeks of absences (15 class days) without reasonable explanation may be dismissed. This standard shall apply to all students except those on an approved Leave of absence (see below). Students who expect to be absent 15 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. To maintain positive attendance, students should be attending every class day. These policies are outlined elsewhere in this catalog.

Maximum Time Frame: Students must complete the course the maximum time (which does not exceed 150% of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks or whatever is allowed for the students to complete each course at satisfactory academic progress.

Transfer Hours: Hours that are accepted are counted as both attempted and completed hours for determining when the allowable maximum time frame has been exhausted.

Academic Grading: The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. To maintain SAP, the student must maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work until their next scheduled evaluation. Students not meeting these minimum requirements will be placed on probation. Students on probation are still considered to be making satisfactory academic progress. All students have the right to be provided a copy of their completed SAP evaluation form after each SAP evaluation. The grading system follows:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

Students who meet minimum requirements are considered to be making satisfactory academic progress until the next scheduled evaluation. **Factors to be Evaluated:**

- Theory/Academic
- Practical Work
- Attendance

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.

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

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

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

TOOLS & EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Students may not remove school property from the premises. Books and working supplies must be paid for before commencing the course and the student is required to have these every day to be ready to work on all assigned work.

Students must treat the school's facilities, equipment, supplies, and property with care and respect. Students that intentionally damage property may be subject to fines as well as being withdrawn from the school.

All students are required to buy scan test sheets prior to taking any tests. Scan test sheets are available for purchase from Saddleback Beauty Academy's administration for \$0.50 per sheet.

GRADUATION/DIPLOMA REQUIREMENTS

In order to graduate the student must meet all requirements for their course/program in accordance with our Satisfactory Academic Progress Policy and pass the final exams (written exams and practical exams). Students must be evaluated to see if they are ready for graduating and taking the state licensing exam. At this time, a graduating student will be presented with a diploma from Saddleback Beauty Academy. If the student has reached 17 years of age and has at least a 10th grade education, he/she is eligible to apply for the State Board examination.

EXTRA INSTRUCTIONAL CHARGES

There will be a fee of \$6.60 for any additional instructional hours needed to complete the program. The student will only be charged for extra instruction for hours of instruction occurring after the completion of all hours paid for under the original contract. Any additional state board sit-ins will be \$30 for every hour a student sits in during state board training.

Payment will be mutually agreed upon arranged by the school.

MAKE UP WORK

In the case of necessary absences on days of examinations the student must make up the test within 3 days to keep up with the required grade of 75% to receive their completion transcript. Students must make up failed or missed test and/or incomplete assignments.

ATTENDANCE

Students are expected to attend class every day that they are contracted to do so. As a professional in the industry, students should hold themselves accountable for having positive attendance. Students may not leave school at any time while they are clocked in nor can they have others clock in for them. Students are either contracted to be part-time (20 hours per week) or full-time (40 hours per week). Students are expected to fulfill their required contracted hours without superfluously exceeding contracted hours or failing to meet contracted hours.

Students must maintain a cumulative average attendance level of at least 85%. 34 hours per week (approx. 136 hours per month) out of a typical 40 hours per week/160 hours per month for a full-time student. Students must maintain an average attendance level of at least 85% (8.5/10) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 20 hours per week would have to maintain an average weekly attendance of at least 17 hours per week ($.85 \times 20 = 17$). Students' attendance will be evaluated during SAP evaluations. SAP evaluations have been detailed on Page 10.

Students that are absent for more than 14 days without a formal leave of absence may be subject to disciplinary action. Students are required to provide valid reason for their absence such as: medical problems, family emergency, etc. Students are not allowed to be absent from class for reasons such as vacations or recreation and must provide a valid reason to have an excused absence.

Leave of Absence: If a student is out more than 14 class days, a leave of absence must be requested, approved and so documented in the student's file. If the student does not obtain a leave of absence, he/she may be terminated. Saddleback Beauty Academy's policy is to grant no more than a thirty (30) day leave of absence except for severe personal or minor medical problems, adequately substantiated by proper documentation. A longer (six months) leave request must be accompanied by a doctor's statement stating the reason and anticipated period of absence. Regardless of the duration of the leave of absence taken by the student, Saddleback Beauty Academy may only grant one (1) leave per student per academic year. Upon returning to school, the student must bring in a doctor's release. It is the responsibility of the student to meet with the instructor to get missed assignments during the absence or upon return.

LATE POLICY

Students should always arrive earlier than the start of class, approx. 8:15 am, for self-study and preparations for the day. Students will have a 7-minute grace period after 8:30 where they will not be penalized for tardiness. However, out of respect for other students and the instructor, students should always clock in on time. Remember, class starts at 8:30, not at 8:37!

8:30 am – Students clock in for theory and for the first half of the day (7-minute grace period begins).

8:38 am – Students will lose an hour (30 minutes lost for part-time) if they clock in at 8:38 am until 8:45 am.

8:46 am – Instructor may dismiss the student for the rest of the day during any time *after* 8:45 am.

Lunch (when applicable) – For those that apply, students are required to take a 30-minute lunch break. For every 5-minute interval that a student clocks in late from lunch, 1 hour will be lost.

Signs will be provided for the students throughout the school facility to remind them to clock in during all parts of the day. Students are responsible for clocking in and clocking out in a punctual fashion. Under no circumstances may an instructor, another student, or another person other than the student clock in for said student.

MAKE UP HOURS

In order to make up hours, students must be in good standing with their academics and/or attendance. Students with 80% attendance and above may qualify to make up hours based on the discretion and decision of the Saddleback Beauty Academy administration. Make up hours are on a case-by-case base analysis and students who are not in good standing may not qualify. Saddleback Beauty Academy administration must provide clearance for a student to make up hours or accrue extra hours.

Students that are under 80% attendance that still may qualify and may be exempt are students who have provided valid reason to their absences.

Students are only allowed a maximum of 10 hours per day, which is an extra 2 hours. During this case, students must have been working on a client or doing some form of study. All overtimes must be approved by the Saddleback Beauty Academy administration.

TUITION AND FEE SCHEDULE

Institutional Charges by Payment Period and Estimated Payments

Fees & Charges	Estimated Cost	Cosmetology 1600 HRS	Cosmetician 600 HRS	Manicuring 400 HRS	Barbering 1500 HRS	Massage Therapy 600 HRS	Teacher Training 600 HRS
Tuition	\$6.60/hour	\$10,560.00	\$3,960.00	\$2,640.00	\$9,900.00	\$3,960.00	\$3,960.00
Registration Fee non-refundable	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Supplies/KIT (includes text books & uniform) non-refundable	\$500.00/\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$500.00
Testing Fee	0	0	0	0	0	0	0
Student Tuition Recovery Fund (STRF) non-refundable	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL		\$12,460	\$5,860	\$4,540	\$11,800	\$5,860	\$4,560

(Enrollment contingent upon space available)

Pre-Application to CA State Board Licensing Exam-\$25.00 for each pre-application

Completion/Proof of Training Fees- \$25.00 for each documentation (after initial issuance)

Completion Testing - \$250.00 for each rescheduled practical final exam (if student misses originally scheduled mock board examination date)

Student considered "non-complete" if this test is not taken and passed.

Students must purchase kit from a source designated by school (please see school rules and regulations concerning proper uniforms). The prices listed above are for students that are not part of the Saddleback College agreement.

Refund Policy/Notice of Students Rights/Obligations:

MANDATED POLICIES: This policy complies with state mandated refund policies.

STUDENT'S RIGHT TO CANCEL: The student or legal guardian has a right to cancel the enrollment agreement in writing and obtain a refund of charges paid less a non-refundable enrollment fee through attendance at the first-class session or the seventh day after signing the enrollment agreement, whichever is later.

CANCELLATION: shall occur when the student or the legal guardian gives signed 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, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows 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 do not cancel the contract by just not attending classes.

SUPPLIES: Supplies/Kit are non-refundable. Therefore, once you have received any Supplies/Kit, its cost is charged to your account.

WITHDRAWAL: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh business day following the first class you have attended, the school will remit a refund, less enrollment fee not to exceed \$250.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned kit/supplies. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. The Kit/Supplies (is not refundable due to sanitary reasons. f the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. The written notice of withdrawal, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Unofficial withdrawals for clock hour students are determined by the school through monitoring the clock hour attendance at least every 30 days.

Hypothetical refund example according to the state policy: Assume that a student, upon enrollment in a 1,600-hour course, pays \$10,560.00 for tuition, \$100 for registration, and \$1,800.00 for Kit/Supplies (books, uniform as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the it/Supplies he/she obtained. The refund to the student would be \$6,600.00 based on the calculation stated below.

Total paid	\$12,685.00	Tuition cost	\$10,560.00	Paid for instruction	\$10,560.00
Registration fee (not refundable)	\$100	Hours in the course	1,600	Hours attended	600
Testing Fee (not refundable)	0				
Kit/Supplies (includes text books uniform) non-refundable	1,800.00	Hourly charge	6.60	Tuition owed 600 x \$6.60	\$3,960.00
Amount paid for instruction	\$10,560.00			Refund due	\$6,600.00

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 the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Refunds will be calculated based on the number of scheduled hours not completed. Students who have completed more than 60% of scheduled hours are not eligible for a refund. An applicant not accepted by the school is entitled to a refund of all monies except a non-refundable enrollment fee. The refund policy applies to all terminations for any reason by either party, including student decision, course or program cancellation, or school closure.

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.

STUDENT RESPONSIBILITY FOR REPAYMENT OF LOANS FOR EDUCATION

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

The 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 the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
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 Kit/Supplies or materials for which a charge was collected within 180 days before the closure of the school.
2. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
3. There was a material failure to comply with the Act or this 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.
4. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

GRIEVANCES/COMPLAINTS

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Chief Executive Officer (CEO), Ms. Kayla Takano.

Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
(916) 431-6959 or by fax (916) 263-1897

Board of Barbering and Cosmetology
P.O. Box 94426
Sacramento, CA 94244
(800) 952-5210

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

LIBRARY DESCRIPTION/POLICY/PROCEDURE

Our library contains many books and instructional videos. We have books and videos covering topics ranging from physiology & anatomy to hair styling and design, nail design, beard design, massage therapy techniques, treating diverse skin care, mindful teaching techniques and makeup etcetera. These items may be checked out by presenting your California driver's license or a state issued identification card to your instructor to hold until you return them. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school director. No videos are to be taken from the school premises.

ADMISSIONS INFORMATION/HOURS

Applicants for admission may secure enrollment information on Tuesday-Saturday during the following hours:

Tuesday - Thursday	10:00 AM - 3:00 PM
Friday – Saturday	10:00 AM- 4:00 PM

Because the courses offered are on an open-entry basis, all prospective students may enroll on the first Tuesday of each week. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school administrators.

Person to contact regarding information – Cindy Cho (Administrative Director)

ORIENTATION

Orientation takes place at 23565 Moulton Parkway Suite B, Laguna Hills, CA 92653 on the Thursday prior to the first day of class for students not in agreement with Saddleback College. Because the courses offered are on an open-entry basis, all prospective students must attend an orientation before the first day of the class or speak with the administration. The staff member conducting the orientation will provide general information about the course /program the student is interested in along with the educational objectives of the course/program. For specific information please contact any of our school instructors.

For Saddleback College agreement students, a separate orientation will be held on a specifically announced date.

SEXUAL HARASSMENT/BULLYING

Saddleback Beauty Academy is a zero-tolerance zone for sexual harassment and bullying at all times. Any incident of harassment or bullying should be immediately reported to an instructor and to a school administrator.

Harassment and bullying are not tolerated at Saddleback Beauty Academy. Saddleback Beauty Academy strives to provide a positive and uplifting environment for all the students, staff, and patrons. Any acts deemed as harassment or bullying may be treated with disenrollment of a student.

DRUG & ALCOHOL POLICY

Under no circumstances can a student consume drugs or alcohol and may not be under the influence of any said substance while on campus and/or clock in. Students are forbidden from smoking within 15 feet of all entryways of the school facilities.

A Drug & Alcohol Abuse Policy sheet will be provided for the students to review in the enrollment packet. Students must adhere to the policy.

DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application.

THREE STRIKE POLICY

The Three Strike Policy is a disciplinary system that Saddleback Beauty Academy will utilize to uphold standards for all its students. Students should have no problem adhering to the school rules and regulations. For such students, this Three Strike Policy should never apply.

The Three Strike Policy gives students three chances before disciplinary action is taken. The Three Strike Policy consists of three “write ups” which may also act as a verbal warning. Students will be informed of their standing within the Three Strike Policy and will be notified if and when further disciplinary action is required.

Reasons for receiving strike for the Three Strike Policy include, but not limited to (see below for strikes and dismissals):

1. Personal use of cellphone during school hours/clocked in without permission
2. Removal of time card or school supplies/equipment from school premises
3. Light disrespectful behavior towards faculty, peers, administration, and/or clients
4. Taking prolonged breaks/lunches
5. Any other instances that go against the student policies located in the ‘School Rules & Regulations’ section of the School Catalog (Pgs. 35-37)

Three Strike Policy Strikes:

- I. 1st Strike
 - a. Written up for 1st strike and verbal warning (dismissal depending on case).
- II. 2nd Strike
 - a. Written up for 2nd strike and verbal warning (dismissal depending on case).
- III. 3rd Strike
 - a. Written up for 3rd strike, written notice/warning, and sent home regardless of case. Written notice/warning will inform of disciplinary action following the 3rd strike. For Saddleback College Students, Saddleback will be notified.
- IV. Post-3rd Strike Disciplinary Action
 - a. Student will be required to visit a Saddleback College counselor and is suspended from school until they have met with a counselor and have received clearance to attend class again. When student returns, they will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.
 - b. For private-pay students, student will be suspended for 1 full school week and will be placed on academic probation under which they can and will be dropped if student fails to adhere to school policy.

Along with receiving a strike, students may be sent home for any of the following reasons:

1. Tardiness without valid reasoning
2. Not adhering to school dress code policy (case-by-case, may be loaned a shirt if it is just the shirt)
3. Disrespectful, disruptive, volatile, or hostile behavior that may be considered a threat, sexual harassment, or bullying towards faculty, peers, administration, and/or clients.
4. Refusal to participate in assigned schoolwork (refusal to work on client without validity)
5. Leaving campus while clocked in or unable to be found (hours will be revoked and voided)

Keep in mind that dismissals will affect a student’s positive attendance and if students fail to meet positive attendance, they will be placed on academic probation.

CLASS SCHEDULE

The Academy makes the following information available to its students, staff and instructors. Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the individual/agency provided to you in the school enrollment application

Classes start first (1) Tuesday of the month

1. Full time Tuesday -Saturday
8:30 am to 5:00 pm
 2. $\frac{3}{4}$ Time Tuesday-Saturday
8:30 am to 3:00 pm
 3. Part Time Tuesday, Wednesday, Thursday & Saturday
8:30 am to 12:30 pm
1:00 pm to 5 pm
6:00 pm to 10:00 pm
- Saturday
8:30 am to 5:00 pm

DAY CLASS SCHEDULES (Full-Time and $\frac{3}{4}$ Time Students) A.M.-15 Min. Break
P.M.-15 Min. Break -Lunch time may vary

FRESHMAN

Tuesday – Friday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Theory of required subjects.
9:45 am - 10:00 am	Break
10:00 am - 12:00 pm	Class on Practical subjects & student practice.
12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Student practice (second phase).
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am	Self Study.
8:30 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

SENIOR

Tuesday – Friday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Theory of required subjects.
9:45 pm - 10:00 am	Break
10:00 pm - 12:00 pm	Patron services - apply practical operations.

12:00 pm - 12:30 pm	Lunch
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

Saturday

8:15 am - 8:30 am	Self Study.
8:45 am - 9:45 am	Demo or Supplement Class
9:45 am - 12:00 pm	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Cleaning and preparation of equipment for following day.

EVENING CLASS SCHEDULES (Part-Time)

FRESHMAN

Tuesday – Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments on subjects.
9:30 pm - 10:00 pm	Preparation of equipment & time card for following day.
Break	15 minutes break when practical.

SENIOR

Tuesday – Thursday

5:00 pm - 6:00 pm	Self Study
6:00 pm - 7:00 pm	Theory of required subjects.
7:00 pm - 9:30 pm	Practical assignments/client services.
9:30 pm - 10:00 pm	Preparation of equipment & time cards for following day.
Break	15 minutes break when practical.

Saturday

8:15 pm - 8:30 am	Self Study.
8:30 pm - 9:45 am	Demo or Supplement Class
9:45 pm - 10:00 am	Patron services - apply practical operations
12:00 pm - 12:30 pm	Lunch (or when practical)
12:30 pm - 3:00 pm	Patron services - apply practical operations.
3:30 pm - 5:00 pm	Preparation of equipment for following week

Morning Break	15 minutes - when practical
Lunch	30 minutes - when practical
Afternoon Break	15 minutes - when practical

COSMETOLOGY COURSE OUTLINE & CURRICULA (1,600 HOURS)

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hairstylist, permanent wave, coloring, make-up, skin care or manicuring specialist.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair goods, scientific skin care, hair change, and hair color.

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Required texts and/or materials:

"Standard Textbook of Cosmetology" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Any additional ones of the following - from Cosmetology Colleges of Beauty.

"Beauty Manual - Sullivan" - The Sullivan Publishing Co., (all updated editions). "The Van Dean Manual" - Milady Publishing Corporation, or

"Keystone Manual" - Keystone Publications, or

"Prentice Hall Textbook of Cosmetology" or

"Professions - Cosmetologists" - (approximately \$25.00 each)

Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, M. Graw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Cosmetology kit at student's expense

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cos. Act. Rules & Reg's, Law	20	
Knowledge - use & safety/Product	50	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances	45	
Products, Tools - use & Safety		
Preparation of technical instruction	15	
Electricity	25	
Disinfection/Sanitation	20	20

Bacteriology/Chemistry/Anatomy	15	
Wet Hairstyling pin curls comb out	65	60
Thermal Hairstyling, Press & Curl	20	60
Permanent Waving	20	50
Chemical Straightening	20	55
Hair Cutting	20	80
Hair Coloring	30	25
Bleaching	30	25
Scalp & Hair Treatments	5	60
Facial-manual	15	10
Facial-electrical	10	15
Chemical Skin Peel, Pack, Mask & Scrub	10	240
Eyebrow Arching & Hair Removal	15	15
Make up	10	15
Water & Oil Manicuring	10	15
Complete Pedicure	10	10
Artificial Nails	10	30
Liquid& Powder Brush-on	10	30 Artificial
Nail tip	10	30 Nails
Nail wraps& Repairs	10	30 Tips
Additional Training Salon	40	
Business Ethics, Salon Management	25	
Including career & employment information		
including professionalism, professional ethics,		
effective communication and human relations,		
compensation packages and payroll deductions.,		
licensing requirements, regulations, and		
fundamentals of business management		
Obtaining Employment	5	
Consumer Safety	5	
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety	20	
Laboratory to Include Instruction:	790	
Basic operating rules tools and equipment, Station set-up		
and operation, Mannequin care and handling, Hair design,		
Patron relations and salesmanship, hair-shaping, cutting and		

styling, waving, combing, and brushing, shampooing, care of scalp and hair, Manicures and pedicures, scientific skin care, chemical hair changing, hair coloring, wigs and other hair-goods, removal of hair, special makeup applications, and procedures.

Advanced - acrylic nails, wraps and tips.

Activities or Assignments:

List activities and hours for each (must include reading and writing activities (40 weeks of instruction)).

2.0 hours per week practical assignment: 80

2.0 hours per week writing assignments: 80

Total Hours: 1600 Hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

COSMETICIAN COURSE OUTLINE & CURRICULA (600 HOURS)

COSMETICIAN CURRICULUM/DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician.

Successful graduates will have the knowledge and skills needed to pass the required State Board Examination for licensure. You must be licensed in order to practice this profession.

COURSE GOALS

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician.

COURSE MATERIALS

Required texts and/or materials.

Cosmetician Kit at student expense.

Instructor handouts.

Recommended readings and/or materials.

Dermascope - magazine.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT:	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations	10	
Product knowledge, use & safety	30	
Chemistry, Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B) MSDS	40	
Tools & equipment use & safety	40	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual/Clean/Massage	10	20
Facials-Electrical	10	20
Chemical Skin Peel, Packs, Masks & Scrub	40	20
Eyebrow Arching, Hair Removal, Tweeze & Wax	50	25
Make-Up, including skin analysis & corrective make-up	25	20
Preparation for Employment including:	15	
Professionalism, Application/Resume		
Development, Interview		
Preparation and Job search skills		
Laws, Regulation, Health and Safety		
Additional Training:	60	10

Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, effective communication, human relations, compensation packages, licensing requirements and regulations, business management.

Laboratory to Include Instruction: 175

Basic operating rules tools and equipment, Station set-up and operation, Mannequin care and handling, Performance, Patron relations and Salesmanship, Scientific manipulation, Manual Facial including cleansing packs, masks, Electrical facial the use of electrical modalities, dermal lights, Chemical facial includes chemical skin peels, Removal of hair, Eyebrow shaping and hair removal, waxing, tweezing, Special makeup applications and procedures, Advanced nail technology.

Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hr. per week reading assignments	30
2.0 hr. per week writing assignments	30

Total Hours: 600 hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

MANICURING COURSE OUTLINE & CURRICULA (400 HOURS)

MANICURING CURRICULUM DESCRIPTION

400 hours broken down into the art and science of manicuring will teach the student to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the health and appearance of the feet with pedicure.

Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure. You must be licensed to practice this profession.

COURSE PURPOSE/GOALS

All phases of artificial nails - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensor and to secure employment as a manicurist.

COURSE MATERIALS

Milady' s Standard Nail Technology.

Manicuring Performance Criteria.

Manicuring kit at student expense.

Instructor handouts.

Recommended readings and/or materials:

"Mainly Manicuring"- monthly periodical

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act & Board Rules & Regulations and Product knowledge and safety	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS and tools & equipment, use and safety	50	
Bacteriology, Biology, Anatomy, Physiology	10	
Disinfection/Sanitation Preparation	20	10
Water & Oil Manicures	30	40
Pedicures/Foot & Ankle Massage	30	20
Artificial Nails	10	
Liquid & Powder Brush - on	15	80 nails
Nail Tips	10	60 nails
Nail Wraps & Repairs	15	40 nails
Preparation for Employment including:	15	
Professionalism, Application/Resume Development, Interview		

Preparation and Job search skills

Laws, Regulation, Health and Safety 10

Additional training 25

Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

Laboratory to Include Instruction: 100

Basic operating rules tools and equipment. station set-up and operation, Mannequin care and handling, Performance, Patron relations and salesmanship, Scientific hand and arm massage, Water and oil manicures including hand and arm massage complete pedicure including foot and ankle massage, Artificial nails, including liquid gel, and powder brush-on, nails tips, nails wraps and nail repairs, shaping and hair removal, waxing, tweezing, Special makeup applications, and procedures. Advanced nail technology.

Activities or Assignments:

Activities and hours for each (must include reading and writing activities).

2.0 hours per week reading assignments: 20

2.0 hours per week writing assignments: 20

Total Hours: 400 Hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

TEACHER TRAINING COURSE OUTLINE & CURRICULA (600 HOURS)

TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving a teaching license, he/she will be qualified to teach students at all levels of hairstyling, permanent waving, coloring, make-up, skin care and manicuring.

COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology.
- b. Be familiar with the terminology used in Cosmetology.
- c. Obtain experience by understanding the function of teaching by participating in a class room environment.
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests and passing the State Board of Cosmetology Teachers examination.

Professional or Vocational:

1. Successful graduates will have the knowledge and skill needed to pass the State Board Examination for licensor.
2. Prepare the student for a successful teaching career in Cosmetology.
3. To give the student background in the knowledge and techniques of teaching.
4. To furnish the student with experience in practicing teaching skills.
5. To foster ideals of establishing and practicing professional ethics.

GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. To impart knowledge and understanding of good citizenship.
4. To provide knowledge of the laws pertaining to beauty culture.
5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. To provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place.
7. To develop and encourage the establishment of methodical habits.
8. To provide experience which are valuable in creating harmonious relationships with others.

COURSE MATERIALS

"Teaching your occupation to others" - Bott, P. 1987. Elmsford, N.Y. National Publishers.

Milady' s Standard textbook of cosmetology - Rossbach, C 1991. Tarrytown, NY, Milady Publishing Company

Cosmetology teachers Training Manual

Workbook for the Cosmetology Teachers Manual

Standard Exam Review for Cosmetology Teachers

Cosmetology Act

State Board Rules/Regulations

MAJOR SEGMENTS OF COURSE CONTENT

As outlined in section 916.14 in the cosmetology rules and regulations; there is to be 150 hours of THEORY and 450 hours of PRACTICAL operations, i.e. instructing students. They are to be broken down as follows:

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Cosmetology Act and Rules/Regulations.	10	
Preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.	40	
This will include instruction in:		
Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.		
Principles of teaching/learning/teaching methodology		
<ul style="list-style-type: none"> • lesson plan development • student motivation and learning • presentation techniques 		
Assessment of student learning		
<ul style="list-style-type: none"> • evaluation of overall progress • development and use of testing/measurement instruments 		
Academic advising: providing feedback and orientation to students about progress in the course		
course development and review		
Administrative responsibilities		
<ul style="list-style-type: none"> • records management • applicable organizational and regulatory requirements 		
Career and employment information		
<ul style="list-style-type: none"> • professional ethics • effective communication and human relations • compensation packages and payroll deductions • licensing requirements and regulations • fundamentals of business management 		
Preparation for Employment including:	15	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Laws, Regulations, Health and Safety		
Practical Operations		
A. Preparatory instruction. These hours are used for student record keeping and school operations.	50	

B. Hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)	100
C. Hours of supervising and training students. These hours are for laboratory work on live persons or mannequins.	300
D. Introduction of yourself to students, Presentation to students, Demonstration, and Testing of students	85

Total Hours: 600 hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations. The total course includes 600 hours which equals approximately one semester.

GENERAL POLICIES

The director of the school and teacher in charge of the Teacher Training program have the responsibility for establishing and maintaining high standards of performance, enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules; and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills.

BARBERING COURSE OUTLINE & CURRICULA (1,500 HOURS)

BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements: Hairstyling, hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling, shaving, massaging the client's face. Successful graduates will have the knowledge and skills needed to pass the required state board examination for licensure and secure employment as a barber. You must be licensed to practice this profession.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Required texts and/or materials:

"Standard Textbook of Professional Barber-Styling" - Milady Publishing Corporation, 3839 White Plains Road, Bronx, New York, 10467, updated edition.

Recommended readings and/or materials:

"Gould Medical Dictionary" - 2nd edition, McGraw Hill Co.

"Gray's Anatomy"

"Dolan's Illustrated Medical Dictionary"

Basic Barbering kit at student's expense.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination.

Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

1. Health and safety, disinfection, sanitation, antiseptics, sterilization, hygiene and bacteriology, biology, chemistry, anatomy, laws and regulations. Learn the safe use of products, tools and equipment.
2. Haircutting with razors and scissors.
3. Shaving and massaging of the scalp, face and neck.
4. Shampooing and hair styling, finger wave, pin curl.
5. Facials and scalp massages or treatments with creams, lotions, oils or other cosmetic preparations either by hand or mechanical appliances, but, such appliances shall not be galvanic or faradic.
6. Shop management, ethics, salesmanship, implements and a brief study of the history of barbering.
7. Laws and regulations governing the practice of barbering.
8. Common skin and hair diseases of the scalp, face and neck.
9. The structure and functions of the skin and hair of the scalp, face and neck.
10. Cosmetic preparations used in the practice of barbering.
11. Circulation, muscles, nerves and cells of the scalp, face and neck only as such subjects are related to massaging or other acts of barbering.
12. Fundamentals of hair coloring and bleaching.

13. Fundamentals of hair straightening (also known as hair relaxing).
14. Hairpieces (toupees), measuring, fitting and servicing.
15. Chemical waving of hair.
16. Hair styling, including use of the blow-dryer, and comb out.
17. Product knowledge - use and safety.
18. Additional Training, including Career & employment information, professional ethics, effective communication and human relations, compensation packages and payroll deductions, licensing requirements & regulations, fundamentals of business management18.Cosmetology Act. Rules & Regulations

MINIMUM THEORY HOURS INSTRUCTION/MINIMUM PRACTICAL OPERATIONS

The course of instruction in the practical phases of Barbering required for student enrolled in a 1,500-hour course.

The curriculum for Barbering consist of not less than 1500 hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

The course shall cover not less than 1,100 hours of Technical instruction and practical training in Hair dressing 200 hours of technical instruction and practical training in Shaving and 200 hours of technical instruction in Health and Safety

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Laws, Regulation, Health and Safety	65	
Hairstyling – hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	85	240
Hair cutting	20	80
Shaving. and Facial services	40	
Preparing client for shaving/ facials/massage	70	
Anatomy and Physiology/Bacteriology	15	
Disinfectant and Sanitation	20	
Scalp Manipulations		
Hair Waving and Curling (Permanents)	40	105
Hair Coloring and Tinting	60	50
Preparation for Employment including:	25	
Professionalism, Application/Resume Development, Interview		
Preparation and Job search skills		
Law, Regulation, Health and Safety	65	
Additional training	40	
Including training in: professional ethics, personal, hygiene, good grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, Cosmetology Act & Board Rules & Regulations.		

Laboratory to Include Instruction: 690

Basic operating rules for tools and equipment, Station set-up and operation, Mannequin care and handling. The subjects listed in Section 6535 of the code, including razor cutting, hair processing, hair coloring and bleach, permanent waving and chemical straightening, Preparing the clients hair for shaving, and facial services, Massaging the client's face, Blow drying, Instruction shall include training in sales techniques which may be completed in practical training at the discretion of the instructor.

ACTIVITIES OR ASSIGNMENTS REQUIRED:

List activities and hours for each (must include reading and writing activities).

(50 weeks of instruction)

2.0 hours per week reading assignments: 100

2.0 hours per week writing assignments: 100

Total Hours: 1500 hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

MASSAGE THERAPY COURSE OUTLINE & CURRICULA (600 HOURS)

MASSAGE THERAPY CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of Massage Therapy and be qualified as a massage therapist. This career is designed for men or women who are interested in a professional level position.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of massage therapy and massage salon management.

Assimilation of knowledge in the principles of massage techniques (both American and Swedish).

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Theory and Practical of Therapeutic Massage,
Practical Handbook for Massage Therapy

MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	Hours of Technical Instruction	Minimum Number of Practical Operations
Laws, Rules & Regulations	10	
Health and Safety/Hazardous Substances - products tools and Products tool and equipment, use and safety	55	
Disinfection and Sanitation	10	5
History, Anatomy and Physiology, Chemistry, Bacteriology, Biology	20	
Ethics, Nutrition, Principles & Techniques	10	
Muscles & Nerves	20	
Trigger points of Massage	10	
Other systems	10	
Traditional massage	10	20
Swedish massage	10	25
Current American Techniques	10	25
Shiatsu Routine and sixteen movements	20	75
Aroma Therapy	5	10
Patterns of Ki	15	
The Front, Back and Side Channels	20	35
Introduction of other systems of Massage and Bodyworks	10	25
Sports Massage, Study of pre-event and post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	40	100
Introduction to Holistic Theory	20	10
Career and employment information - professional ethics, effective	15	

communication and human relations, compensation packages and payroll deductions, licensing requirements and regulations, fundamentals of business management.

Preparation for Employment including: 15

- Professionalism, Application/Resume
- Development, Interview
- Preparation and Job search skills
- Laws, Regulations, Health and Safety

Laboratory to Include Instruction: 175

Basic operating rules, Tools & equipment, Station set-up and operation, Patron Relations, Under the supervision of instructors the student will be taken through the major segments to course content.

ACTIVITIES OR ASSIGNMENTS REQUIRED:

Activities and hours for each (must include reading and writing activities.)

2.0 hours per week reading assignments: 30

2.0 hours per week writing assignments. 30

Total Hours: 600 Hours

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids. All actual on-the-floor performance/practice will be done with instructor supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the required practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities, identifying those incorporating critical thinking skills.

Written objective examinations.

Practical demonstrations and evaluation of student performance. Successful completion of mock board.

Completion of written exams and demonstrations with at least 75%

Under supervision of the instructor, students will be able to transfer concepts of theory to practical demonstrations with clients.

SCHOOL RULES & REGULATIONS

Welcome to Saddleback Beauty Academy. We are pleased you have chosen our school and will strive to make the learning process enjoyable. The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere.

ATTENDANCE POLICY/TIME CARDS

- A. Students are expected to attend all sessions of the class in which they are enrolled as per the class schedule. Students are to report absences of valid reasoning to their instructor and the administration immediately. Satisfactory progress must be maintained to ensure continuity of education. See your school catalog "Satisfactory Academic Progress" statement.
- B. No absenteeism is allowed except under emergencies substantiated by a valid reason such as a doctor's note.
- C. Saddleback College students will not be allowed in class until they have fully registered and paid for all applicable units.
- D. Absence Drop Policy - A student may also be dropped for excessive absences when the total hours of absence exceed 15% of the total scheduled hours of the class.
- E. Under no circumstances are student time cards to be removed from the school. The time cards are used to accumulate the required hours and operations for the completion of the course.
- F. Time cards are used to bill the agency paying your tuition. Any hours that are accumulated must be paid for and the time cards provide the necessary documentation. It is the responsibility of the student to see that their time card is complete and accurate and turned in to the office at the end of each week. Any hours that are turned in late become the responsibility of the student and paid for by the student.
- G. No less than one (1) hour or more than eight (8) hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The administration must verify any extra time.
- H. Students should arrive at 8:15 AM and must be clocked in for theory class by 8:30 AM for day classes or 6:00 PM for evening classes. Students may not leave class without the permission of the instructor. Students who are late will be sent home for the rest of the day and be written up, going towards the Three Strike Policy.
- I. Under no circumstances shall students clock in or out for another student.
- J. Time cards are not to be removed from the school. They must be available for inspection at all times.
- K. No student is to leave the building unless clocked out. Lunch breaks are 30 minutes.

DRESS CODE /UNIFORMS

Students found to be in violation of the below listed requirements will be sent home at the discretion of the instructor or school director:

- A. No student will be allowed to remain in school without the proper uniform.
- B. Students must be in dress code while clocked in. Designated program colors are black for cosmetology and white for esthiology.
- C. White/Black Full-coverage shoes must be worn at all times.
- D. Identification/name badges must be worn while a student is in the school. There is a \$10.00 replace I.D. badge.
- E. Students should be well groomed and look like an industry professional
- F. Rigid adherence to the rules of sanitation and hygiene are required at all times.

CODE OF CONDUCT

1. Freshmen students must stay in the freshman class until the instructor evaluates the ability of the student to perform services on the public. Students must complete 25% of their program and pass all tests as per the school's Satisfactory Academic Procedure Policy before being allowed to work on paying clients.
2. Students must stay focused throughout the day as long as they are clocked in. Students are not allowed to engage in any non-curricular activities (horseplay, goofing off, etc.).
3. SMOKING - smoking is prohibited anywhere on the school premises including parking lot.
4. Students are responsible for the return of school equipment and material furnished by the school for customer services. A student must give their time card to the receptionist who will then give the necessary equipment and supplies to the student. Upon return of loaned items, the timecard will be returned. Do not allow another student to "borrow" loaned items. You are responsible for their return.
5. When work is assigned, no student shall re-assign the service. If you have a personal reason for not being able to do the service tell the instructor. The instructor will determine the validity and may re-assign the work.
6. Never refuse a customer in front of the customer or say, "This is my first time." Take the client to your station, set up and prepare the client for the service. Then excuse yourself and go to the instructor for help. Any student who refuses customer service will be sent home.
7. If there is a disagreement with a client, do not argue or become upset. Go get an instructor to mediate.
8. Eating, drinking or chewing gum in working area or classroom, is not allowed.
9. Under no circumstances will anyone who is under the influence of either alcohol or drugs be allowed on or in school premises. No alcohol or illegal drugs are allowed on campus. Violation of this rule will be met with disciplinary action as Saddleback Beauty Academy is a drug and alcohol zero tolerance zone.
10. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (949) 455-4908.
11. No students are allowed behind the front desk unless permitted to do so
12. Students may not use abusive language at any time. Students are required to be professionals.
13. Visitors are not allowed in the school or on the school property without the permission of the school director. Violation of this rule is grounds for termination. Persons picking up or dropping off students are to wait outside of the school.
14. All personal services must be approved by an instructor and service with a patron comes first.
15. School products used by students during personal services must be paid for in advance.

ONLY SCHOOL CHEMICAL PRODUCTS MAY BE USED IN SCHOOL

STUDENT'S SERVICE PRICE LIST - THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY SADDLEBACK BEAUTY ACADEMY STUDENTS ON TIME FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

<i>Perm</i>	<i>\$15.00 each</i>
<i>Tints</i>	<i>\$10.00 each (add \$5.00 for extra solution)</i>
<i>Bleach</i>	<i>\$10.00 e.g. tipping etc.</i>
<i>Foil Weave</i>	<i>\$10.00</i>
<i>Cap Frost</i>	<i>\$10.00</i>
<i>Waxing</i>	<i>\$5.00 per service</i>

PRICES PERTAIN WHETHER OR NOT STUDENT USES SCHOOL PRODUCT

STUDENT MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON-SCHOOL PROVIDED PRODUCTS.

NOTE:

SENIORS can only work on family members at a 20% discount on Tuesdays & Wednesdays.

FRESHMEN can only bring guests on Wednesdays for practice at students' product price.

16. No student can work on himself/herself after theory while clocked in for procedure credit.

17. Students refusing assignments or services will be sent home for the day.
18. Students may only perform services on patrons that have paid for those services.
19. Tools, equipment and working areas must be clean and sanitary at all times.
20. Soiled towels are not allowed to be left in the salon area. Practice towels will be issued with kit and students are responsible for laundering and bringing towels to class. Towels are to be kept in clean covered container/bag.
21. The floor must be swept immediately after cutting hair and stations should be kept clean.
22. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while working on patrons.
23. Only English language may be spoken while working on patrons.
24. All operations must be checked and signed for by an instructor upon completion to receive credit.
25. Students' Tools and Equipment - It is the student's responsibility to replace items lost, stolen, or used up that originally came in their kit. Students must also supply their own paper, pencil, shaving creams etc. needed to do necessary operations, grades, patron services assignments etc. Students' tools and equipment must be at the school and available to work on clients at all times.
26. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff. Any student causing discord or acting insubordinate with the school staff will be expelled.
27. All homework must be turned in on time for credit toward your grade.
28. Re-tests (for students who failed on the test day, **NOT** absentees) are to be done within three days at the convenience of the instructor.
29. Students who have missed tests will not be allowed to have personal service.
30. Full-time senior students must perform at least six (6) complete operations per day. Part-time senior students must perform at least three (3) complete operations per day.
31. Clean-up is required of all students. You will receive 0.5-hour credit toward "additional training". See timecard.
32. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
33. Sexual harassment and bullying will not be tolerated and is grounds for dismissal from the school.
34. A student cheating or plagiarizing on assignments or tests will receive a failing grade at the discretion of the instructor or administration.
35. Cell phone use is prohibited in the school building unless approved by faculty or administration for academic purposes.
36. Parking Lot Disclaimer - Saddleback Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
37. Students will be bound by the Three Strike Policy as long as they are a student at Saddleback Beauty Academy. Students will be held accountable for all policies stated within this catalog and will receive a strike (and dismissal if necessary) if the student fails to adhere to the policies in a professional manner. See Three Strike Policy on Page 17.

Remember, these rules are to make the individual students look, act, and be professional. The purpose of this training is to prepare the student to compete successfully in the beauty industry. The training provided at Saddleback Beauty Academy will prepare students to become industry professionals that will lead the realm of beauty.

We are glad to provide you with the highest quality of education and training. We will continually support you throughout your career and we wish you the best!

Style your future to become beautiful

Saddleback Beauty Academy

