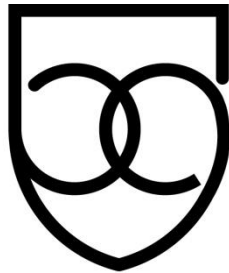


# Bellus Academy Catalog



B E L L U S  
A C A D E M Y

El Cajon  
1073 East Main Street  
El Cajon, CA 92021  
619-442-3407

National City  
1520 East Plaza Blvd.  
National City, CA 91950  
619-474-6607

[www.bellusacademy.edu](http://www.bellusacademy.edu)

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01/01/2018 – 12/31/2019

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**ACCREDITATION**  
**BELLUS ACADEMY**

Accredited by:  
NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS & SCIENCES (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
703.600.7600

NACCAS is recognized by the U.S. Department of Education  
as a national agency for the institutional accreditation  
of postsecondary schools and departments of cosmetology  
arts and sciences, including specialized schools.

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**MEMBERSHIPS**

- American Association of Cosmetology Schools (AACCS)
- California Association of Private Postsecondary Schools (CAPPS)
  - CECU: Career Education Colleges and Universities
    - National Cosmetology Association (NCA)
      - The Day Spa Association
      - International Spa Association
    - Associated Bodywork & Massage Professionals (ABMP)
- National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
  - NAFSA: Association of International Educators

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**APPROVALS**

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
- California State Approving Agency for Veterans Education
  - Bureau of Indian Affairs

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**APPROVAL DISCLOSURE STATEMENT**

**Bellus Academy**, 1073 E. Main St., El Cajon, CA, 92021. Instruction is in residence with facility occupancy level accommodating 130 students at any one time. The following programs are approved:

Barbering	1500 hours	Esthetics	600 hours
Barbering/Cosmetology	1800 hours	Esthetics 102	750 hours
Cosmetology	1600 hours	Esthetics 103	900 hours
Cosmetology 102	1750 hours	Makeup Artistry	150 hours
Cosmetology 103	1750 hours	Master Makeup Artistry	602 hours
Cosmetology 104	1900 hours		

**Bellus Academy**, 1520 E. Plaza Blvd., National City, CA, 91950. Instruction is in residence with facility occupancy level accommodating 200 students at any one time. The following programs are approved:

Barbering	1500 hours	Cosmetology 104	1900 hours
Barbering/Cosmetology	1800 hours	Spa Nail Technician	600 hours
Cosmetology	1600 hours	Makeup Artistry	150 hours
Cosmetology 102	1750 hours	Master Makeup Artistry	602 hours
Cosmetology 103	1750 hours		

The institutions and their operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. Prospective enrollees are encouraged to visit the physical facilities of the Academies and to discuss personal, educational, and occupational plans with academy personnel prior to enrolling or signing enrollment agreements. These academies do have available, sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Please see the Financial Aid Information pages in this catalog for more details. The California Board of Barbering and Cosmetology sets minimum standards for the programs of study. The minimum number of class hours and the total class hours for each program, outlined in the Board's Rules & Regulations booklet, must be met to qualify the student for licensure. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing to Lynelle Lynch, President. Unresolved complaints may be directed to

the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916.431.6959, or the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703.600.7600.

### **Approval to Operate**

Bellus Academy campuses in El Cajon and National City are approved by accreditation to operate as private postsecondary institutions in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.431.6959 or toll free at 888.370.7589.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or to the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703.600.7600.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The Academies have never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

### **LOCATIONS**

#### **BELLUS ACADEMY – 1073 EAST MAIN STREET, EL CAJON, CA 92021 – 619.442.3407**

The El Cajon campus is located in a large shopping center and occupies approximately 8900 square feet of classroom space. The academy consists of classrooms, a large clinic area, receptionist area, offices, and student lunch room.

#### **BELLUS ACADEMY – 1058 EAST MAIN STREET, EL CAJON, CA 92021 – 619.442.3407**

This is an additional classroom location situated directly across the street from the main campus, consisting of approximately 950 square feet, including classroom space, an office and ADA restroom facility. No administrative offices are located at this location.

#### **BELLUS ACADEMY – 1520 E. PLAZA BOULEVARD, NATIONAL CITY, CA 91950 – 619.474.6607**

The National City campus is a free-standing building located on the corner of Plaza Boulevard and Palm Avenue in National City. The academy is approximately 5700 square feet and consists of classrooms, a facial room, clinic area, student lunch room, reception area and offices.

Administrative offices are open from 9 am to 5 pm Monday through Friday or by appointment.

### **CAMPUS SECURITY**

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the academy. The academy Director will investigate the incident and report it to the local Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The receptionist, Academy Director, or supervisor will unlock the premises and terminate the alarm each morning. The night supervisor, instructor and/or receptionist will lock up and set the alarm in the evening at closing time. There will always be two employees closing the facilities in the evening. The alarm system is a motion and infra-red security system. If the system is activated, the police are summoned automatically.

The academy does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

The academy does not recognize any off-campus student organizations.

Our company policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the Academy Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

Please see our full Campus Security and Title IX Policy at: [http://www.bellusacademy.edu/student\\_information](http://www.bellusacademy.edu/student_information).

## ADMINISTRATION / FACULTY

Bellus Academy in El Cajon and National City are incorporated under Beauty Boutique, Inc. The chief officers are:

William D. Lynch, CEO

Lynelle Lynch, President

Administrative staff operates out of the Administrative Offices, located at Bellus Academy in Poway.

### **Administrative Staff**

Director of Operations	David Taylor	Academy Director – Poway	Melissa Tierney
Director of People and Culture	Lauri Miville	Academy Director – El Cajon	Christine Pool
Controller	Stephanie LaRue	Academy Director – National City	Jamie Geske
AP/AR and Payroll Specialist	Margie Conley	Academy Director – Manhattan	David Yocum
Purchasing Specialist	Jamie Clark	Marketing Director	Jennifer Lyles
Director of Financial Aid	Victoria Russ	Operations Manager	Dannette Corirossi
Corporate Director of Admissions	Sarah Holmes	Community Relations Coordinator	Andi Seaboch
Compliance Manager	Charlene Hengen		

### **El Cajon**

Instructional Staff	Jessica Guzman Jaime Menchaca Denice Walker	Dora Howard Tiffany Paulino	Breanna Kennedy Guerrino Prezio	Zoie McClouskey Tina Tufaga
Financial Aid Officer	Summer Collins			
Admissions Advisor	Elvisa Sehic			
Student/Career Services Coordinator	Raquelle Sheppard			
Experience Coordinators	Briana Emerick	Jazmynn French	Stephanie Gomez	Leizl Scott
Building and Maintenance	Joe Hurst			

### **National City**

Instructional Staff	Yvonne Acosta Liliana Gonzalez Latera Olasewere Tiffany Whorton	Brenda Aldrich LaTonya Harris Christopher Perez	Adrian De La Parra Rosalyn Johnson Marvina Porcher	Daniel Garcia Suzette Morales Karla Uribe
Financial Aid Officer	Juliana Casas			
Admissions Director	Christie Madlangbayan			
Admissions Coordinator	Jennifer Ibarra			
Student/Career Services Coordinator	Natalia Ledesma			
Experience Coordinators	Samantha Aliban	Amy Flores		
Building and Maintenance	Robert Bogstad			

### **SUBSTITUTES**

Cory DeLisle	Breanne McNally	Lisa Reinhardt	Golnaz Solati
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### **INSTRUCTOR QUALIFICATIONS**

Each member of our academy staff is dedicated to the success of our enrolled students.

California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law. Some programs may utilize Teaching Assistants and/or Clinic Coordinators who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full time instructor.

### **SUBSTITUTES**

Substitute educators meet state and/or licensure requirements in order to instruct students in their respective programs.

## **EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

Our mission and educational objectives of our training programs are:

It is the mission of Bellus Academy to create a culture of excellence for post-secondary education where students are inspired to achieve their career goals in the beauty and wellness industry.

## **GENERAL INFORMATION**

### **NON-DISCRIMINATION AND TITLE IX POLICY**

The institution, in its admission, instruction and graduation policies, does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, the institution is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the academy's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The institution's Title IX coordinator is the Academy Director. He/she may be contacted by telephone at 619-442-3407 (El Cajon campus) or 619-474-6607 (National City campus) or by email at [titleixcoordinator@bellusacademy.edu](mailto:titleixcoordinator@bellusacademy.edu). Please see our full Title IX Policy at: [http://www.bellusacademy.edu/student\\_information](http://www.bellusacademy.edu/student_information).

### **STUDENTS WITH DISABILITIES**

Bellus Academy does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Academies will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in academy programs, services, or activities. If you require accommodations, please contact the Academy Director / Manager in order to create an academic plan to meet your needs.

### **RECORD RETENTION**

The institutions maintain current records for a period of not less than five years at their principle places of business within the state of California. Transcripts are maintained indefinitely.

### **INSTRUCTIONAL LANGUAGE**

The academies are English-speaking facilities and all instruction is conducted in the English language. The academies do not offer English-as-a-second-language instruction. International students must provide proof of ESL course completion at the 7<sup>th</sup> grade level.

### **STUDENT ADVISORY SERVICES**

Students are routinely advised on attendance and academic issues. Outside agencies are recommended when the academy finds that the student needs professional assistance in areas such as child care, transportation, housing, or family, financial or legal advice. Students have access to a community resource binder showing the link to the San Diego Health and Human Services website that provides a list of local agencies that offer professional assistance.

### **RECORD KEEPING**

Student practice and theory hours are recorded daily on individual practical operation sheets and are posted to the computer. These sheets are reviewed and signed by an instructor. Attendance hours from the time clock are downloaded to the computer daily. Roll call is taken daily in the classrooms at the scheduled starting time. Cumulative attendance hours are available for students to check weekly. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

### **STUDENT RECORDS POLICY / PRIVACY / RELEASE OF INFORMATION (FERPA)**

The academies comply with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view their file by setting up an appointment with the administrative office. Any information pertaining to a student's academy record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated academy representative will be present. The academies' accrediting agency (NACCAS), the state approval agencies, and other governmental agencies (ex. IPEDS, US Department of Education Gainful Employment regulations) automatically have the right of access to student records. The policy requires written consent for each request from third parties. The academies do not release any information known as Directory Information.

### **COMPLAINT PROCEDURE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916.431.6959 (Toll-free 888.370.7589) or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov). Persons seeking to file a complaint are advised to follow the procedure below:

1. Complainant must submit their concern to the Academy Director in writing.
2. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation. All written complaints are responded to within 10 days.
3. In the event that the complainant is not satisfied with the outcome of the above proceedings, they may pursue the matter further by contacting:

Bureau for Private Postsecondary Education  
 P.O. Box 980818  
 Sacramento, CA 95798-0818  
 www.bppe.ca.gov  
 916.431.6959 (Toll free 888.370.7589)

National Accrediting Commission of Career  
 Arts & Sciences (NACCAS)  
 3015 Colvin Street  
 Alexandria, VA 22314  
 703.600.7600

The complaint must be stated in writing. A complaint form may be made available through the above agencies.

**REQUIREMENTS FOR ADMISSION**

Eligible students are those who have a high school diploma, General Educational Development (GED) Certificate or the equivalent. All prospective students are encouraged to participate in a shadow day to gain more insight into the program they are considering. Please ask the Admissions Representative about the details of this opportunity.

**VERIFICATION OF HIGH SCHOOL DIPLOMA**

The academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to meet the ability to benefit (ATB) requirements or take and pass a GED test prior to enrollment.

**Ability to Benefit (ATB) – (TITLE IV FUNDING IS NOT AVAILABLE FOR STUDENTS TESTING AFTER JULY 1, 2012):** Prospective students who are beyond the age of compulsory attendance in the state of California (18 years of age), have a minimum 10<sup>th</sup> grade education, and have the ability to benefit from the training may also qualify for admission to the academy. The ability to benefit from the training will be determined by taking and passing an entrance examination (ATB Test). The academy accepts any ATB skills test independently administered by a proctor approved by the US Department of Education.

**NOTE:** Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d)), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Title IV funding. To be eligible for Title IV, students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Title IV.

**GED CERTIFICATION**

Please see your admissions representative for information regarding online GED prep courses. There is no online GED Test. The GED Test must be taken in person at a location approved by the state. Your admissions representative can provide more information regarding costs and test dates or you may refer to the adult school location in your area:

Chula Vista Adult School  
 1034 Fourth Avenue  
 Chula Vista, CA 91911  
 (619)691-5622  
<http://www.cva.sweetwaterschools.org/ged-test-center>

Grossmont Union High School District – Adult School  
 Main Site - Foothills Adult Center  
 1550 Melody Lane  
 El Cajon, CA 92019  
 (619) 588-3500  
<http://adultschool.guhsd.net/>

**CREDIT FOR PREVIOUS TRAINING**

Acceptance of hours from other approved schools and institutions is at the sole discretion of Bellus Academy. Students who have had prior training must furnish proof of the number of hours of training to the academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. This institution will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the student's file. The academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain academy obligations have been satisfied. Bellus Academy does not award credit for prior work/life experience.

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

The transferability of credits you earn at Bellus Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Bellus Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet

your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bellus Academy to determine if your credits will transfer.

### **TRANSFER OR ARTICULATION AGREEMENTS**

Bellus Academy has entered into an articulation agreement with National American University to offer our Cosmetology graduates the opportunity to obtain an Associate Degree in Health and Beauty Management. NAU has physical locations throughout the Midwest and access to online learning options through the internet. For more information, visit the website at [www.national.edu](http://www.national.edu) or talk to your Admissions Representative.

### **VETERAN'S POLICY STATEMENTS**

#### **Probation policy – Standard of Progress, CFR 21.4253(d)(1), (d)(2), (d)(3) and (d)(4).**

Students who are receiving benefits from Veteran's Assistance programs must meet the required 75% GPA and/or 75% attendance. If they are not meeting the requirements, they will be placed on probation for a month (two probation periods or two months at a maximum). If at the end of the probation period they are still not meeting the standards, benefits will be terminated.

**Reinstatement / Re-Enrollment Policy** – It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc., who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time. Please refer to the Re-enrollment Policy in this catalog.

### **GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, maintained a passing average in theory, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

### **DIPLOMAS and CERTIFICATES**

Students are issued a Diploma upon completion of programs leading to State or National licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for tuition payments. Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completion of the program. There is a \$5 fee for each request for a duplicate diploma.

### **REQUIREMENTS FOR STATE EXAMINATION**

Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of Cosmetology. Bellus Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology for schools of cosmetology. Each exam applicant must have a current driver's license or I.D. and Social Security number or TIN. Exam candidates must be seventeen years of age and have completed the 10<sup>th</sup> grade or equivalent. Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

### **COST OF STATE EXAMINATION / LICENSE**

Each exam cost varies. Check with the academy office for current costs. Graduates must pass a Cosmetology or related examination in order to be issued a license. Students must pay their own traveling expenses. California Cosmetology state examinations are conducted in Glendale and Fairfield.

### **STUDENT ID**

New students will be issued a picture ID badge showing their student ID number and campus location. Students must wear their ID badge when on academy premises. If lost or stolen, students may purchase a new ID badge for \$5.

### **STUDENT PHOTO RELEASE**

Students attending Bellus Academy give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

### **STUDENT LOCKERS AND PERSONAL ITEMS POLICY**

Students are responsible for their own personal property. The academy is not responsible for loss or theft of personal items. All articles should be labeled with permanent marker or engraved with the student's name. **Please note:** Student lockers are subject to inspection at any time. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the premises. It is grounds for a citation if inspectors do not have access to all facilities.

### **BELLUS ACADEMY UNIFORM**

Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:

- |                     |   |  |
|---------------------|---|--|
| Barbering           | - | Barber jacket (included in kit); solid black slacks.   |
| Cosmetology / Nail  | - | Solid black shirts or tops or Bellus Academy T-shirts; solid black slacks; solid black dresses or skirts no shorter than the bottom of the finger tips and must be worn with tights or leggings. |
| Technician / Makeup | - |  |



Esthetician - Black scrubs (included in kit).

**INSTRUCTIONAL SCHEDULES**

The academies offer full time day and evening schedules as follows:

Day Schedules: Each student has a 30-minute lunch break when schedule exceeds 6 hours.

Monday through Friday 9:00 a.m. – 4:30 p.m. (35-hour week)	Monday through Friday 9:00 a.m. – 3:30 p.m. (30-hour week)	Monday through Friday, 8:30 a.m. – 4:30 p.m. (37.5-hour week)
Barbering	Esthetics (El Cajon)	Makeup Artistry
Cosmetology	Spa Nail Technician (National City)	Bellus Education Creative
Master Makeup Artistry		

Night Schedule: Each student has a 15-minute break

Monday through Friday, 5:00 p.m. – 10:00 p.m. (25-hour week)
All programs

**DISCLOSURES OF CHANGES TO SCHEDULES, DATES AND / OR LOCATION**

Depending on the program in which the student is enrolled, there may be changes to the scheduled hours, changes to dates that sections of the program are offered, and/or changes to the location at which the program or sections of the program are offered.

**RULES AND REGULATIONS / GENERAL**

1. You are a student attending the academy. You are not considered an employee of the academy.
2. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
3. The Academies are closed on the following holidays:  

New Year’s Day;	Memorial Day;	Fourth of July;
Labor Day;	Thanksgiving;	Christmas Day
4. Makeup work will be assigned by way of oral, written, or practical assignment, depending on the judgment of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements.
5. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission of the Academy Director.
6. Food and beverages may only be consumed in the student lounge and are not permitted on the clinic floors or in classrooms.
7. No smoking will be allowed in the buildings at any time. Smoking is permitted in designated areas only. This policy is for the health and safety of all students and staff. Smoking is not allowed within 20 feet of a building entrance or in front of any of our fellow businesses. Your cooperation is requested.
8. The academies do not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; stealing; willful destruction of academy property; refusal of clinic work; disobedience or disrespect towards clients, another student, an administrator, faculty or staff member; unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
9. The academies have Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities.
10. The academies do not require vaccinations.
11. The academies have a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the academy including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons, including mace or pepper spray, on academy premises or at academy-related events.
12. Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is updated regularly and is available in the student resource binder in the Academy Director’s office.
13. Detailed procedures and optional best practices are outlined in the academies’ Guidelines for Success and other documents issued to the student prior to class start.
14. Violation of rules and regulations can result in termination from the program.

**NON-DISPARAGEMENT POLICY – Positive Representation of Bellus Academy**

Students of the academy acknowledge and agree that Disparagement refers to negative remarks about the academy, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social

interaction; therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about the academy and/or other students, former students, instructors, or employees and staff members of the academy.

Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the academy.

### **TARDINESS POLICY**

Each student is very important to Bellus Academy. Regular attendance is essential to the successful performance of each of our programs and is especially important in the development of our future leaders in the Beauty and Wellness industry. Tardiness is considered unexcused time, as it is deemed unprofessional behavior. All tardy hours are calculated into the total allowable absence hours.

All students are expected to be in their appropriate roll-call room, clocked in and ready to study at their regular starting time and remain in the classrooms and/or on the campus until their regular scheduled quitting time, except when clocked out for lunch break. Students not physically present in class, per their class start time, are considered tardy.

Student attendance is monitored closely so that students maintain satisfactory progress. Failure to maintain the assigned class schedule may cause a student to be placed on probation, possibly resulting in the discontinuance of financial aid, which could increase the student's personal financial obligation to the academy. Students should notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are going to be late for school. Students should provide their full name, student ID number, the instructor's name (to notify them), and when they expect to be at school.

When a student shows up late for school, they cannot attend the Theory portion of class in progress. The student can choose to not clock in and leave the campus until the first scheduled break or clock in and have the Academy Director assign a task to be completed by the student until they are allowed to join the class in session. Tardy students will not get Theory hours for the day.

INDIVIDUAL CAMPUSES MAY HAVE VARYING START TIMES DEPENDING ON PROGRAMS OFFERED AT EACH CAMPUS. PLEASE SEE THE SCHEDULE POSTED AT THE TIME CLOCK AND/OR FRONT DESK AT YOUR LOCATION.

### **ABSENCE POLICY**

Students must notify their instructor or call the Absent Hotline / front desk before the scheduled start time of their class if they are not able to attend school. Students should provide their full name, student ID number, the instructor's name (to notify them), the reason for being absent and when they expect to return.

Students on a schedule that includes mandatory Saturday attendance cannot be absent without prior approval from the Request Time Off Form (available from the Experience Coordinator) or other valid documentation.

### **LEAVING EARLY**

In order to be granted time off for leaving early, students must submit the approved Request Time Off Form to the Experience Coordinator on duty. The request must be approved by their instructor, floor manager or the Academy Director. Submitting this form helps to avoid classroom interruptions and client scheduling issues.

If a student is clocked in and cannot be found on the campus by the instructor during a period of time, they will not get credit for any hours on that day from that point on.

### **GRADING METHODS AND REPORTS**

The Academies maintain complete records on each student or graduate for reference, as required by law. All students receive a complete theory and practical test toward the end of the training program. This test simulates the actual state licensing exam procedure and constitutes a final exam.

Each student is graded monthly on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academies. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

### **EXTERNSHIP PROGRAM (As Available Only)**

The availability of Externship Programs varies and is dependent upon the number of salons and spas that have contracted with the Academies and the number of eligible of students. These programs are designed to develop proactive partnerships between salons and spas, the Academies and

our students. Externships provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students who have completed 60% of their program of study, and are current with their clinic operations may participate in the Externship Programs, if available. Attendance for Externships may not exceed eight (8) hours per forty (40) hour week and cannot exceed more than ten percent (10%) of the total clock hours required for the completion of their basic program of study, including hours earned from Community Events. NOTE: Authority cited: California Business and Professions Code, Section 7395.1 These programs are not a requirement for graduation.

### **COMMUNITY SERVICE AND OFF-SITE LEARNING**

The academy frequently participates in community events, salon visitations, extended training sessions in product knowledge and technical instruction, and various other extra-curricular activities. Students are expected to participate in representing the academy at these events when requested to do so. Participation opportunities may vary between day and evening schedules. Attendance for these events is combined with cumulative hours from Externships and cannot exceed ten percent (10%) of the total clock hours required for the completion of their basic program of study.

### **CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Barbering, Cosmetology, Nail Technician or Esthetics. Your goals can guide you to a lifetime career working in a variety of professional job roles. Employment opportunities for Barbers include Barber, Stylist, Master Barber and Barber Shop Operator. Employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Makeup Artists are available in individual salons, salon chains, department stores, supply houses, and day spas. Estheticians can seek positions in medical arenas, such as med-spas, chiropractic offices, dermatology offices and cosmetic surgeons' offices. The most successful graduates possess several personal qualities in addition to their acquired skills. These valuable qualities include, but are not limited to a variety of business and marketing skills, including above-average people skills, good communication abilities, a sound work ethic and confidence.

### **PLACEMENT ASSISTANCE**

One of our primary goals is to provide the specialized, intensive training that will make our certified and/or licensed graduates highly employable. Our Academies work closely with salon owners and employers throughout the local regions so that all licensees are given an opportunity to secure a position that is the right one for them. Throughout your training, job search training is incorporated in your classes, and the Career Services Department is available if you have questions or need any assistance while you are in school. During your training, you will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resumé preparation, and other valuable points you will need to know to help you land a great job after you are licensed. As you approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resumé preparation, referrals and graduate follow-up. Job placement assistance remains an option for you even if you have been out of school for a while. Graduates are encouraged to keep in touch with the Academies and provide employment updates, and are always welcome to call for any information the Academies can assist with. Although the Academies work closely with our graduates through our placement assistance program, the Academies cannot guarantee employment.

### **ALUMNI ASSOCIATION**

The Alumni Association supports the continued success of our licensed graduates by providing internationally acclaimed guest speakers, discounts on advanced education, discounts on professional products and equipment, development of a network of successful professionals, and providing extensive placement opportunities. Joining the Alumni Association keeps you informed of the latest events and trends in the industry.

### **VOTER REGISTRATION**

In California you may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

### **INTERNATIONAL STUDENTS**

Bellus Academy campuses are authorized under Federal law to enroll nonimmigrant alien students. Bellus Academy is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the Academies. The I-20 document is only valid for an M-1 visa that will allow the student to study at Bellus Academy for a specific period of time. Upon completion of the course or program, the student must leave the country within 30 days. The M1 visa is for students in vocational schools only and does not authorize external work experience. Bellus Academy does not offer Optional Practical Training (OPT) due to licensure requirements; however, while in school, students may be eligible for the Bellus Academy Externship program, providing they meet the qualifications.

International students must present valid proof of high school completion or a GED. Students who provide documentation in any language other than English will be required to have that documentation translated by an approved agency. The Admissions Director can provide a list of approved translation services and service centers. In addition, students will be required to provide the academy with financial records, to establish that they will have sufficient funds to cover the cost of tuition, materials and living expenses during their stay in the United States.

To obtain I-20 documentation for an M-1 visa, prospective students must complete a Bellus Academy Application, along with the I-20 Application. These forms may be downloaded from the academy website at [http://www.bellusacademy.edu/w\\_admissions\\_international\\_students](http://www.bellusacademy.edu/w_admissions_international_students). For more specific information regarding the processing of I-20 and M-1 visa documentation, please contact the Admissions Director through the above website.

## **HOUSING**

The academy does not provide housing for students but may be able to assist in researching suitable accommodations. Please refer to the Bellus Academy Off-Campus Housing website at <http://bellus.och101.com/> for more information.

## **ITEC CERTIFICATION**

ITEC, International Therapy Examination Council, is the premier International Awarding Organization for qualifications in Hairdressing, Barbering, Massage Therapy, Nail Technology and Esthetics. Graduates who pass the ITEC examination are eligible to work in over 38 countries.

ITEC qualifications are supported by the professional beauty and spa industry and are easily transferable nationally and internationally. ITEC certification enhances a technician or artist's portfolio for local employment opportunities and provides a significant benefit for our beauty students who are military spouses and must travel or reside abroad. This elite certification will allow for employment on cruise ships that travel internationally, exclusive resort destinations with numerous global sites, as well as employment in spas in the U.S., Europe, Canada, and Australia.

Bellus Academy students and graduates are eligible for international certification through ITEC. ITEC components and qualifications are incorporated within the curriculum of several programs offered at Bellus Academy. Qualifications are verified prior to participation in the ITEC Examination process (exam fees may vary per program).

For more information on ITEC, please visit the website at: <http://www.itecworld.co.uk/>

## **LEARNING RESOURCES**

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for student use in the Resource Room. Additional hard copy and CD/DVD instructional materials are also available in the Resource Room. Resources are available to students at any time during school hours. Items are only intended for on-site usage due to limited supplies.

**DIRECTORY OF SERVICES AND SUPPORT**

SERVICES AND SUPPORT

Academic Advising  
Accommodations for Disabilities  
Address/Phone Number Changes  
Admissions/Catalog Information  
Alumni  
Attendance Information  
Cancellation of Program  
Career Advising  
Certificate or Diploma Inquiries  
Complaints  
Compliance Information  
Document Request Forms  
Enrollment Verification Letter (EDD; WIA; Insurance)  
Event Coordination  
FERPA Release Updates  
Financial Assistance  
Graduate Employment Assistance  
Graduation Ceremony  
Graduation Process – Exit Interview  
Housing and Transportation Assistance  
I-20 and Visa Inquiries  
Kit Issues  
Leave of Absence (LOA)  
Program Changes  
Proof of Training  
Resource Guide for Outside Professional Assistance  
Return of Title IV/Refunds  
Time Clock Issues  
Transcript Request  
Tuition and Payments  
Veteran's Benefit Information  
Withdrawal from Program

PLEASE SEE

Educators  
Academy Director  
Student Services  
Admissions  
Career Services  
Student Services  
Admissions  
Career Services  
Student Services  
Academy Director  
Compliance  
Student Services  
Student Services  
Branding and Event Office  
Financial Aid  
Financial Aid  
Career Services  
Career Services  
Student Services  
Admissions  
Admissions  
Educators  
Financial Aid  
Academy Director / Financial Aid  
Student Services  
Student Services  
Financial Aid  
Educators  
Student Services  
Financial Aid  
Financial Aid / School Certifying Official  
Academy Director / Financial Aid

## CONSUMER INFORMATION / GAINFUL EMPLOYMENT

### CIP CODES

US Department of Education regulations as of July 1, 2011, require the academy to identify programs by **Classification of Instructional Programs (CIP)** Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O\*Net). CIP Codes were developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes please visit the website at [nces.ed.gov/ipeds/cipcode](http://nces.ed.gov/ipeds/cipcode).

### SOC CODES

NACCAS accrediting agency policies as of July 1, 2011, require the academy to identify programs by **Standard Occupational Classification (SOC)** Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes please visit the website at [www.bls.gov/SOC/](http://www.bls.gov/SOC/).

### O\*NET

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O\*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*Net please visit the website at [www.onetcenter.org/overview.html](http://www.onetcenter.org/overview.html).

<b>Program</b>	<b>CIP Code</b>	<b>SOC Code</b>	<b>O*Net</b>	<b>Occupational Title</b>
Barbering	12.0402	39-5011	39-5011.00	Barbers
Barbering/Cosmetology	12.0402	39-5011	39-5011.00	Barbers, Hairdressers, Hairstylists, and Cosmetologists
Cosmetology	12.0401	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Cosmetology 102	12.0499	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Cosmetology 103 and 104	12.0407	39-5012	39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
Makeup Artistry	12.0406	39-5091	39-5091.00	Makeup Artists, Theatrical and Performance
Master Makeup Artistry	12.0406	39-5091	39-5091.00	Makeup Artists, Theatrical and Performance
Nail Technician	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists
Esthetics	12.0409	39-5094	39-5094.00	Skin Care Specialists
Esthetics 102	12.0408	39-5094	39-5094.00	Skin Care Specialists
Esthetics 103	12.0414	39-5094	39-5094.00	Skin Care Specialists

### GAINFUL EMPLOYMENT DISCLOSURES

Gainful Employment disclosures for all programs include:

- Tuition and Fees for Normal Time Frame
- Program Name and US Dept. of Labor Standard Occupational Classification (SOC) code
- Occupations the GE program prepares students to enter
- O-Net Code with Link to the O-Net Website
- On-time Graduation Rate
- Job Placement Rate
- Median Loan Debt for Title IV and for Private Loans

Gainful Employment disclosures for all Bellus Academy campuses are posted on the website at:

<http://www.bellusacademy.edu/about/consumer-information-disclosures/>

**FINANCIAL INFORMATION – 2018**

**TUITION AND FEE SCHEDULE**

**Effective May 9, 2018**

\*\*\*\*Prices subject to change without notice\*\*\*\*

PROGRAM	APPLICATION FEE	PROGRAM FEES***	KIT*** includes books, supplies, equipment	TUITION	TOTAL* (See note below)	OVERTIME HOURLY RATE**	PERIOD OF ATTENDANCE (CLOCK HOURS)	ALLOWABLE ABSENT HOURS
SOC Code 39-5011 BARBERING	\$75.00	\$608.00	\$2,021.56	\$18,375.00	\$21,079.56	\$12.25	1500	112
SOC Code 39-5011 BARBERING / COSMETOLOGY	\$75.00	\$608.00	\$3,519.10	\$22,050.00	\$26,252.10	\$12.25	1800	135
SOC Code 39-5012 COSMETOLOGY	\$75.00	\$533.00	\$2,675.28	\$19,600.00	\$22,883.28	\$12.25	1600	120
SOC Code 39-5012 and 39-5091 COSMETOLOGY 102	\$75.00	\$708.00	\$4,033.01	\$23,362.50	\$28,178.51	\$13.35	1750	131
SOC Code 39-5012 COSMETOLOGY 103	\$75.00	\$758.00	\$3,017.80	\$23,887.50	\$27,738.30	\$13.65	1750	131
SOC Code 39-5012 and 39-5091 COSMETOLOGY 104	\$75.00	\$933.00	\$4,375.52	\$27,417.00	\$32,800.52	\$14.43	1900	143
SOC Code 39-5094 ESTHETICS (El Cajon Only)	\$75.00	\$124.00	\$779.57	\$9,420.00	\$10,398.57	\$15.70	600	45
SOC Code 39-5094 and 39-5091 ESTHETICS 102 (El Cajon Only)	\$75.00	\$299.00	\$2,147.53	\$12,862.50	\$15,384.03	\$17.15	750	56
SOC Code 39-5094 ESTHETICS 103 (El Cajon Only)	\$75.00	\$399.00	\$1,512.55	\$13,590.00	\$15,576.55	\$15.10	900	67
SOC Code 39-5091 MAKEUP ARTISTRY	\$75.00	\$175.00	\$1,382.99	\$3,556.50	\$5,189.49	\$23.71	150	11
SOC Code 39-5091 MASTER MAKEUP ARTISTRY	\$75.00	\$350.00	\$2,245.67	\$7,958.44	\$10,629.11	\$13.22	602	45
<p>*As of January 1, 2015, students who meet the California Student Tuition Recovery Fund criteria are required to pay \$0.00 for every \$1000 rounded to the nearest \$1000. Please see additional information in this catalog. TOTAL includes \$0.00 STRF fee.  **Overtime hourly rate subject to change depending on scholarships or other adjustments for tuition.  ***Overall Kit Costs and Program Fees may change depending on whether or not the student Opts Out of specific items.  Note: Total charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at time of enrollment.</p>								

**NET PRICE CALCULATOR**

The Net Price Calculator is available on the academy website at <http://www.bellusacademy.edu/NetPriceCalculator/npcalc.htm>.

**TERMS OF PAYMENT**

In addition to Financial Aid Assistance for qualifying students, individual financing and payment programs are available. Monthly payments vary according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

**TUITION AND FEES**

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the academy.

Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to termination from the program and/or the student's account turned over to collections.

All contracted tuition, fees, application, equipment, kit and overtime charges must be paid, or payment arrangements made, before final paperwork is released.

**OVERTIME CHARGES**

Overtime occurs when a student has not completed their program of study by the scheduled completion date stated on their Enrollment Agreement. Students can attend beyond their scheduled completion date to complete their program, at no additional charge, up to 7.5% of their total program hours. (See Tuition and Fee Schedule in this catalog for specific hours.) If training is not completed by the prescribed time limit, and the allowable absence hours have been exhausted, additional tuition charges will accrue at the hourly rate stated on the student's contract at the time of enrollment until the time the student meets the graduation requirements. (See the Overtime Hourly Rate for each program in the above Tuition

and Fee Schedule.) Absence hours, whether allowable or overtime, always extend the student's graduation date from the date scheduled on the Enrollment Agreement. Students must meet with Financial Aid to determine a payment plan at the time that overtime charges begin to accrue.

**Sample Tuition with Overtime Hours  
Cosmetology**

<b>SAMPLE</b>	<u>Cost of program using regularly scheduled hours</u>	<u>Cost of program with 100 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 200 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 300 overtime hours (in addition to the allowable hours)</u>
<b><u>Tuition with Overtime Hours</u></b>				
Cosmetology	1600	1600	1600	1600
Allowable Absence Hours	<u>120</u>	<u>120</u>	<u>120</u>	<u>120</u>
	1720	1720	1720	1720
Overtime Hours		<u>100</u>	<u>200</u>	<u>300</u>
Total Hours Attended Plus Absent Hours		1820	1920	2020
Overtime Charges @ \$12.40/hour		\$1,240	\$2,480	\$3,720
		<u>\$22,408</u>	<u>\$22,408</u>	<u>\$22,408</u>
<b>Sample Total Tuition with Overtime</b>	<b>\$22,408</b>	<b>\$23,648</b>	<b>\$24,888</b>	<b>\$26,128</b>

**Sample Tuition with Overtime Hours  
Esthetics**

<b>SAMPLE</b>	<u>Cost of program using regularly scheduled hours</u>	<u>Cost of program with 50 overtime hours(in addition to the allowable hours)</u>	<u>Cost of program with 100 overtime hours (in addition to the allowable hours)</u>	<u>Cost of program with 150 overtime hours(in addition to the allowable hours)</u>
<b><u>Tuition with Overtime Hours</u></b>				
Esthetics	600	600	600	600
Allowable Absence Hours	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>
	645	645	645	645
Overtime Hours		<u>50</u>	<u>100</u>	<u>150</u>
Total Hours Attended Plus Absent Hours		695	745	795
Overtime Charges @ \$15.70/hour		\$785	\$1,570	\$2,355
Basic Cost		<u>\$10,281</u>	<u>\$10,281</u>	<u>\$10,281</u>
<b>Sample Total Tuition with Overtime</b>	<b>\$10,281</b>	<b>\$11,066</b>	<b>\$11,851</b>	<b>\$12,636</b>

**SCHOLARSHIPS**

Scholarships may be offered periodically. Institutional scholarships are offered for specified time periods and, if awarded, are reflected as a tuition allowance. All students who enroll during that time period are eligible for the scholarship. Ask your Admissions Representative for information regarding current scholarships that may be available.

**EQUIPMENT AND MATERIALS**

Equipment and materials used in each program are industry standard or above and include, but are not limited to, Pivot Point LAB for Cosmetology and Barbering, Milady Standard Esthetics Fundamentals and Advanced texts for Esthetics, Pivot Point texts for nail programs, and Makeup Designory texts and curriculum for Makeup Artistry programs. Equipment is provided in the student kit for each program that includes, but is not limited to, shears, blow dryers, combs, brushes, and other required tools for barbering and cosmetology programs, Makeup Designory tools and products for Makeup Artistry students, and CND products for nail programs. Teaching aids include videos, demonstrations, lectures, preparation and practice.



## **INFORMATION FOR FINANCIAL AID APPLICANTS**

### **ELIGIBILITY REQUIREMENTS**

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds.\* Students must:

1. Provide documentation of either a high school diploma or a General Educational Development (GED) certificate.  
**NOTE:** Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d)), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Financial Aid
2. Be enrolled in an eligible program.
3. Have a valid Social Security number.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

\*Some students may not be eligible based on drug related offenses.

### **CALIFORNIA DREAM ACT**

Bellus Academy is a private institution and is not eligible to receive funding under the California "Dream Act" (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend or will attend public universities in California. Undocumented AB540 students are not eligible for federal student aid, including Pell and other grants, government loans, and federal work-study. Federal financial aid is not available for students who are applying as nonimmigrant alien international students under an M-1 Visa status.

### **APPLICATION PROCEDURE**

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

1. Loan entrance counseling
2. Authorization form
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet
6. Payment options

### **CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS**

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the academy and have established a class start date convenient for the student and the academy.

### **DETERMINING THE AMOUNT OF YOUR FINANCIAL AID**

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at [www.studentloans.gov](http://www.studentloans.gov).

### **DISBURSEMENTS**

Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds, but are only available in the first academic year on a first-come, first-served basis.

### **FINANCIAL AID PROGRAMS**

All Bellus Academy campuses administer federal programs of student assistance including:

**Pell Grant (FPELL):** Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

**Supplemental Educational Opportunity Grant (SEOG):** This program is for students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility.

**William D. Ford Federal Direct Loans:** The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program

are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the academy's Financial Aid Department.

**Federal Subsidized Loan:** The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six month grace period after leaving school.

**Note:** Loans for students who have exceeded the maximum eligibility period (150% of the program length – SULA) for attendance on their Federal loan eligibility could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of your loan. Interest does not accrue retroactively to the date the loan was disbursed.

For more information please see your Financial Aid Officer or visit: <https://studentaid.ed.gov/types/loans/subsidized-unsubsidized>.

**Federal Unsubsidized Loan:** The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after your last day of attendance).

**Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

**Workforce Investment Act:** Bellus Academies in California are qualified training providers offering employment training for adults and dislocated workers. For more information, please visit the CalJobs website at <https://www.caljobs.ca.gov>.

**Veterans Educational Benefits:** The programs at Bellus Academy are approved by the California State Approving Agency for Veterans Education. For more information on veterans benefits, please see your Admissions Representative.

**MyCAA:** Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at: [www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx](http://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx).

**Tuition Flex:** The Academies offer multiple, flexible payment plan options through Education Loan Source. These payment plans allow students to spread payments over a pre-set period of time, as opposed to paying the full amount up-front. Students choose the program that best fits within their budget. An interest rate may apply depending on the plan chosen. No credit check is required at the time of application, and the process is completed 100% online using an e-signature validation.

### **ADDITIONAL INFORMATION**

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

For more information regarding student and parent loans, please refer to the US Department of Education publication, "Funding Education Beyond High School" at [www.edpubs.gov/document/EN0990P.pdf](http://www.edpubs.gov/document/EN0990P.pdf), or visit the website at [www.studentloans.gov](http://www.studentloans.gov).

All students are requested to meet with Financial Aid for an Exit interview prior to leaving the academy.

Financial Aid Officers are available at all campuses from 9 am to 5 pm, Monday through Friday, or by appointment.

### **HOUSING**

Bellus Academy does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, the following represents approximate rental fees for two-bedroom apartments in the general vicinity of the schools' locations: National City, CA area – \$1183 per month; El Cajon, CA area – \$1381 per month (based on an average of prices of rental units available on Rent.com as of 04/2016).

## **STUDENT TUITION RECOVERY FUND DISCLOSURE**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program,\* if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

\* "Residency Program" means an educational program as defined in section 94837 of the Code at an approved qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c). [94837. Educational Program "Educational program" means a planned sequence composed of a single course or module, or set of related courses or modules, that provides education, training, skills, or experience, or a combination of these.] [Section 71715(c) - Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution.]

## **INSTITUTIONAL REFUND POLICY**

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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

1. A student has the right to cancel his or her agreement for a program of instruction and receive a full refund through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Bellus Academy, 1520 E. Plaza Boulevard, National City, CA 91950; or Bellus Academy, 1073 E. Main Street, El Cajon, CA 92021. This can be done by mail, FAX, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the academy in person.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, within 45 days after the notice of cancellation is received, the academy will refund the student any money he/she paid, less an application or administration fee not to exceed \$75, and less any deduction for equipment that the student has received and signed for.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the academy or by not coming to class.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less an application fee not to exceed \$75, and less any deduction for equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student's withdrawal in writing.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b><u>Percent of Scheduled Time Enrolled to Total Program</u></b>	<b><u>Total Tuition School Shall Retain</u></b>
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01% and over	100%

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If the academy cancels a program subsequent to a student's enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If the academy cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid

In the event the academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.

## RETURN TO TITLE IV FUNDS

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the program when any of the following occurs: a. You notify school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for a 14 day period; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you complete 30 percent of the payment period, you can earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

If the amount paid is more than the amount owed, then a refund will be made within 45 days of withdrawal. If the amount owed is more than the amount paid, then you will have to make arrangements to pay it.

### Sample Return to Title IV Calculation for student who failed to return from Leave of Absence and Withdrew from program.

Program:	Cosmetology	Academic Year:	900.00 Hours
Start Date:	4/14/2017	Program Length:	1,600.00 Hours
Withdraw Date:	10/09/2017	Completed:	174.50 Hours
Last Day Attended:	05/22/2017	Scheduled as of LDA:	202.00 Hours

Order in Which to Return Funds [same for all programs]	Hours at Start of Payment Period	Hours at End of Payment Period	Disbursed This Period	Entitled To	Refund Now Due
Unsubsidized Direct Loan	1.0	450.0	\$3,515.40	\$440.20	\$3,075.20
Subsidized Direct Loan	1.0	450.0	\$2,064.60	\$2,064.60	\$0.00
Direct PLUS (Parent)	N/A	N/A	\$0.00	\$0.00	\$0.00
Federal Pell Grant	N/A	N/A	\$0.00	\$0.00	\$0.00
FSEOG	N/A	N/A	\$0.00	\$0.00	\$0.00
Total Return to Title IV			\$5,580.00	\$2,504.80	\$3,075.20

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

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Students are advised that they may owe money to the school if they withdraw, as the California state refund Policy will apply for contract purposes.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

### **EVALUATION PERIODS**

The academy defines its academic year for the Barbering, Barbering/Cosmetology, Cosmetology and Master Makeup Artistry programs as 900 hours and 26 weeks. All other programs are defined as an academic year of 900 hours and 30 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

<b>COURSE</b>	<b>EVALUATION POINTS – ACTUAL HOURS</b>
Barbering	450, 900, 1200, 1500
Barbering/Cosmetology	450, 900, 1350, 1800
Cosmetology	450, 900, 1250, 1600
Cosmetology 102	450, 900, 1325, 1750
Cosmetology 103	450, 900, 1325, 1750
Cosmetology 104	450, 900, 1350, 1800, 1900
Esthetics (El Cajon only)	300, 600
Esthetics 102 (El Cajon only)	375, 750
Esthetics 103 (El Cajon only)	450, 900
Spa Nail Technician (National City only)	300, 600
Makeup Artistry	75, 150
Master Makeup Artistry	300, 600

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

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

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who exceed the maximum time frame will be dropped from the program.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barbering (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Barbering (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
Barbering/Cosmetology (Day, 35 hrs/wk) – 1800 Hours	70 weeks	2394
Barbering/Cosmetology (Night, 25 hrs/wk) 1800 Hours	96 weeks	2394
Cosmetology (Day, 35 hrs/wk) – 1600 Hours	62 Weeks	2128
Cosmetology (Night, 25 hrs/wk) – 1600 Hours	86 Weeks	2128
Cosmetology 102 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 102 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 103 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
Cosmetology 103 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
Cosmetology 104 (Day, 35 hrs/wk) - 1900 Hours	72 Weeks	2527
Cosmetology 104 (Night, 25 hrs/wk) – 1900 Hours	102 Weeks	2527
Esthetics (Day, 30 hrs/wk) – 600 Hours (El Cajon only)	27 Weeks	798
Esthetics (Night, 25 hrs/wk) – 600 Hours (El Cajon only)	32 Weeks	798
Esthetics 102 (Day, 30 hrs/wk) – 750 Hours (El Cajon only)	34 Weeks	997
Esthetics 102 (Night, 25 hrs/wk) – 750 Hours (El Cajon only)	40 Weeks	997
Esthetics 103 (Day, 30 hrs/wk) – 900 Hours (El Cajon only)	40 Weeks	1197

Esthetics 103 (Night, 25 hrs/wk) – 900 Hours (El Cajon only)	48 Weeks	1197
Spa Nail Technician (Day, 30 hrs/wk) – 600 Hours (National City only)	27 Weeks	798
Spa Nail Technician (Night, 25 hrs/wk) – 600 Hours (National City only)	32 Weeks	798
Makeup Artistry (Day, 37.5 hrs/wk) – 150 Hours	6 Weeks	199
Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199
Master Makeup Artistry (Day, 37.5 hrs/wk) – 602 Hours	24 Weeks	801
Master Makeup Artistry (Night, 25 hrs/wk) – 602 Hours	34 Weeks	801

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. The academy is required to notify students of any evaluation that impacts the student's eligibility for Title IV funding. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### WARNING

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

### PROBATION

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

### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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



withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

### **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 describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

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

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

### **TRANSFER HOURS**

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

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## **MANDATED HOURS OF ATTENDANCE POLICY**

Students must complete the state-mandated hours per their program of study. These requirements are as follows:

Barbering	Satisfactory completion of 1500 hours	
Barbering/Cosmetology	Satisfactory completion of 1800 hours	
Cosmetology	Satisfactory completion of 1600 hours	
Cosmetology 102	Satisfactory completion of 1750 hours	
Cosmetology 103	Satisfactory completion of 1750 hours	
Cosmetology 104	Satisfactory completion of 1900 hours	
Esthetics	Satisfactory completion of 600 hours	(El Cajon only)
Esthetics 102	Satisfactory completion of 750 hours	(El Cajon only)
Esthetics 103	Satisfactory completion of 900 hours	(El Cajon only)
Spa Nail Technician	Satisfactory completion of 600 hours	(National City only)
Makeup Artistry	Satisfactory completion of 150 hours	
Master Makeup Artistry	Satisfactory completion of 602 hours	

## **LEAVE OF ABSENCE POLICY**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is restricted to Medical, Military, or Family Emergency.

**NOTE:** *Due to the nature of the schedules for the phases in advanced programs, no LOAs may be requested in advanced programs, including, but not limited to the following:*

*Esthetics 103*

*Any time missed may have to be made up at another location or may result in withdrawal status until the missed subject occurs again in a subsequent phase.*

In order for an LOA to qualify as an approved LOA, the request for leave of absence must be submitted in advance in writing, must include the reason for the student's request, the expected return date and must be signed by the student.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the academy to be the first date the student was unable to attend the academy because of the circumstance.

Students requesting a leave of absence from the institution must submit a written request to a Student Services or Financial Aid Representative in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be

unable to attend school, including the date the student expects to return to school. All leave of absence requests must be approved by the Academy Director.

A student on a leave of absence will incur no additional charges by the school. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12- month period.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The academy will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.

If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all of the grace period for their loan. The grace period starts on the last day of attendance. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. All refunds will be due 45 days from the date of determination. Any student failing to return to the academy after the expiration of a leave of absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance. Students who do not return are required to complete an exit interview with the academy's Financial Aid department.

### **DROP-OUT POLICY**

The student's enrollment may be terminated at the election of the Academy Director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the academy (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the academy's refund policy.

### **RE-ENROLLMENT POLICY**

Students desiring to reinstate in the academy within six months of their last date of attendance will be readmitted at their original cost. Students desiring to re-enroll in the academy after a 6-month lapse must sign a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new charges, depending on the elapsed time between the last day attended and re-enrollment. Please consult with your Admissions Representative regarding the academy's transfer policy for specific information. A student re-enrolling re-enters at the same progress status as when they left. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will have the same status when they return. Re-enrolling students on probation are not eligible to receive Financial Aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress at their next evaluation point.

**EL CAJON CLASS START CALENDAR – 2018**

**DAYTIME START DATES -2018**

	Jan 16	Feb 13	March 13	April 10	May 8	June 5	July 3	July 31	Aug 28	Sept 25	Oct 23	Nov 20	Dec 18
Barbering	TBD												
Barbering/Cosmetology	TBD												
Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 104	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Luxury Spa (transfer)	Jan 30			*		June 19			*			Nov 6	
Make-Up Artistry		*				*			TBA			TBA	

**EVENING START DATES – 2018**

	Jan 16	Feb 13	March 13	April 10	May 8	June 5	July 3	July 31	Aug 28	Sept 25	Oct 23	Nov 20	Dec 18
Barbering	TBD												
Barbering/Cosmetology	TBD												
Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 104	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Esthetics 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Luxury Spa (transfer)			*			*			*			*	
Make-Up Artistry	30					6					9		

\* Indicates Class Start

NOTE: Management reserves the right to modify class start dates when necessary

All students are required to attend a mandatory Orientation session before their class start date.

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at [www.bellusacademy.edu/about/consumer-information-disclosures](http://www.bellusacademy.edu/about/consumer-information-disclosures).

**NATIONAL CITY CLASS START CALENDAR - 2018**

**DAYTIME START DATES – 2018**

	Jan 16	Feb 13	March 13	April 10	May 8	June 5	July 3	July 31	Aug 28	Sept 25	Oct 23	Nov 20	Dec 18
Barbering		*		*		*		*		*		*	
Barbering for Transfer	*		*		*		*		*		*		*
Barbering/Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 104	*	*	*	*	*	*	*	*	*	*	*	*	*
Make-Up Artistry			*		*			TBA			TBA		
Master Make-Up Artistry – Class 1	*					*					*		
Master Make-Up Artistry – Class 2			*					*					

\* Indicates Class Start

**EVENING START DATES – 2018**

	Jan 16	Feb 13	March 13	April 10	May 8	June 5	July 3	July 31	Aug 28	Sept 25	Oct 23	Nov 20	Dec 18
Barbering	*		*		*		*		*		*		*
Barbering for Transfer		*		*		*		*		*		*	
Barbering/Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 102	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 103	*	*	*	*	*	*	*	*	*	*	*	*	*
Cosmetology 104	*	*	*	*	*	*	*	*	*	*	*	*	*
Make-Up Artistry			*				17					*	
Master Make-Up Artistry – Class 1		*						*					
Master Make-Up Artistry – Class 2													

\* Indicates Class Start

**NOTE: Management reserves the right to modify class start dates when necessary  
All students are required to attend a mandatory Orientation session before their class start date.**

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at [www.bellusacademy.edu/about/consumer-information-disclosures](http://www.bellusacademy.edu/about/consumer-information-disclosures).

## **CAREER TRAINING PROGRAMS – CURRICULA**

Note: Some Programs are specific to certain Academies and/or campuses.  
Curriculum content and equipment is subject to review and change at any time.

### **BARBERING**

#### **SOC Code 39.5011**

The Barbering program of instruction consists of 1500 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 43 weeks. The program length for the Evening Schedule is 60 weeks. Bellus Academy students are trained using a Bellus proprietary system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Shaving – 200 Hours</i>		
Preparation and Performance	100	40
Includes, but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:	20	
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		

*Additional Instruction and Training*

Incorporated throughout the program:

Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers; may include Community Service and/or Off-Site Learning.

Review, practice and testing.

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**BARBERING/COSMETOLOGY**

**SOC Code 39.5011**

The Barbering/Cosmetology program of instruction consists of 1800 hours, and satisfies the requirement for California State Board licensing for both Barbering and Cosmetology. The program length for the Day Schedule is approximately 52 weeks and the Evening Schedule is approximately 72 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements. Graduates of the program are eligible to sit for both the Barbering and Cosmetology licensing exams.

Subject	Theory Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Shaving – 200 Hours</i>		
Preparation and Performance	100	40
Includes, but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:	20	
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology and preventing communicable diseases, including HIV/AIDS, Hepatitis B, and staph, health and safety laws and agencies, and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		

Manual, Electrical and Chemical Facials: Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.	25	40
Eyebrow Beautification and Make-up: Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective make-up, lash and brow tinting, and the application of false eyelashes and eyelash extensions.	25	30
<i>Manicuring and Pedicuring – 100</i>		
Including at minimum: Manicuring and Pedicuring: Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps: Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120(nails)
<i>Additional Instruction and Training</i>		
Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers Review, practice and testing.		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.



**COSMETOLOGY**  
**SOC Code 39-5012**

The Cosmetology program of instruction consists of 1600 hours, the requirement for California State Board licensing. The program length for the Day Schedule is 46 weeks and the Evening Schedule is 64 weeks. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations: Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	15	
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials: Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.	25	40
Eyebrow Beautification and Makeup: Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include but is not	25	30

limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.

*Manicuring and Pedicuring – 100*

Including at minimum:

Manicuring and Pedicuring: 10 25

Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps: 25 120 (nails)

Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

*Additional Instruction and Training*

Incorporated throughout the program: Externships (for those who qualify) may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records. Review, practice and testing.

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**COSMETOLOGY 102****COSMETOLOGY / MAKEUP – SOC Code 39-5012 and 39-5091**

The Cosmetology 102 program of instruction consists of 1750 hours and combines the 1600-hour basic Cosmetology program required for the state board license with the 150-hour Makeup Artistry program. The program length for the Day Schedule is 50 weeks and the Evening Schedule is 70 weeks. The Makeup Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Cosmetology students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<b>Makeup Artistry – 150 Hours</b>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<b>Cosmetology – 1600 Hours</b>		
<i>Hair Dressing – 1100 Hours</i>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		

Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Makeup:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include but is not limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.		
<i>Manicuring and Pedicuring – 100</i>		
Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		
<i>Additional Instruction and Training</i>		
Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records. Review, practice and testing.		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## COSMETOLOGY 103

### COSMETOLOGY / BELLUS EDUCATION CREATIVE – SOC Code 39-5012

The Cosmetology 103 program of instruction consists of 1750 hours and combines the 1600-hour basic Cosmetology program, required for the California license, with the 150-hour Bellus Education Creative course. The program length for the Day Schedule is 50 weeks and the Evening Schedule is 70 weeks. The Bellus Education Creative course is a 150-hour course that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. **(The Bellus Education Creative 150-hour module is offered at Bellus Academy – Poway only. Requires travel to the Poway campus. The Poway campus is approximately 21 miles from the El Cajon campus and approximately 25 miles from the National City campus.)** The following is a list of the state of California requirements for technical and practical criteria and the components of the Bellus Education Creative modules. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<b>Cosmetology – 1600 Hours</b>		
<b>Hair Dressing – 1100 Hours</b>		
Including at minimum:		
Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<b>Health and Safety – 200 Hours</b>		
Including at minimum:		
Laws and Regulations:	20	
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	45	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology.		
<b>Esthetics – 200 Hours</b>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	25	40
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs,		

masks and scrubs.

Eyebrow Beautification and Makeup:	25	30
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include but is not limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.		

**Manicuring and Pedicuring – 100**

Including at minimum:		
Manicuring and Pedicuring:	10	25
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

**Additional Instruction and Training**

Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records. Review, practice and testing.

**Bellus Education Creative - 150**

1. Color Disciplines
  - Law of Color, Creative applications, Balayage, Foils
  - Corrective Color, Shadowing, Iridescent Effects
2. Cutting Disciplines
  - Artistic Discipline, One-length Bob, Framing the Face 6-Point System, Layering-Concave, Square, Round
3. Styling Disciplines
  - Building Solid Shapes, Braiding, Thermal Tools, Adding hair pieces, Rats, Accessories
4. Design Disciplines
  - Inspiration-based Theory, Story Boards, Photo Shoot

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**COSMETOLOGY 104**

**COSMETOLOGY / MAKEUP / BE CREATIVE – SOC Code 39-5012 and 39-5091**

The Cosmetology 104 program of instruction consists of 1900 hours and combines the 1600-hour basic Cosmetology program, required for the California license, with the 150-hour Bellus Education Creative course, and the 150-hour Makeup Artistry course. The program length for the Day Schedule is 54 weeks and the Evening Schedule is 76 weeks. The Bellus Education Creative course is a 150-hour course that offers the very latest in inspirational cutting and color techniques utilizing the most recent Wella Trend Vision training. The course provides enhanced expertise in Classic Cutting and Coloring to equip the student with techniques and cutting methods current in the industry. The Makeup Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. **(The Bellus Education Creative 150-hour module is offered at Bellus Academy – Poway only. Requires travel to the Poway campus. The Poway campus is approximately 21 miles from the El Cajon campus and approximately 25 miles from the National City campus.)** The following is a list of the state of California requirements for technical and practical criteria and the components of the Bellus Education Creative and Makeup Artistry modules. The instructional program of our Academies meets or exceeds these requirements.

Subject	Theory Hours	Minimum Practical Operations
<b>Makeup Artistry – 150 Hours</b>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<b>Cosmetology – 1600 Hours</b>		
<b>Hair Dressing – 1100 Hours</b>		
Including at minimum:		



Hairstyling:	65	240
Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling		
Permanent Waving and Chemical Straightening:	40	105
Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching:	60	50
Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting:	20	80
Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<i>Health and Safety – 200 Hours</i>		
Including at minimum:		
Laws and Regulations:		
Includes Barbering & Cosmetology Act/Rules & Regulations		
Health and Safety Considerations:	20	
Includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		
Disinfection and Sanitation:	45	
Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)		
Anatomy and Physiology:	20	
Includes, but is not limited to: Human anatomy, human physiology.		
<i>Esthetics – 200 Hours</i>		
Including at minimum:		
Manual, Electrical and Chemical Facials:	15	
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs and masks; electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes; chemical facials including chemical skin peels, packs, masks and scrubs.		
Eyebrow Beautification and Makeup:	25	40
Includes, but is not limited to: Eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Makeup shall include but is not limited to: Skin analysis, complete and corrective Makeup, lash and brow tinting, and the application of false eyelashes and eyelash extensions.		
<i>Manicuring and Pedicuring – 100</i>		
Including at minimum:		
Manicuring and Pedicuring:	25	30
Includes, but is not limited to: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.		
Artificial Nails and Wraps:	25	120 (nails)
Includes, but is not limited to: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		

*Additional Instruction and Training*

Incorporated throughout the program: Externships (for those who qualify); may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records. Review, practice and testing.

***Bellus Education Creative - 150***

1. Color Disciplines  
Law of Color, Creative applications, Balayage, Foils  
Corrective Color, Shadowing, Iridescent Effects
2. Cutting Disciplines  
Artistic Discipline, One-length Bob, Framing the Face 6-Point System,  
Layering-Concave, Square, Round
3. Styling Disciplines  
Building Solid Shapes, Braiding, Thermal Tools, Adding hair pieces, Rats, Accessories
4. Design Disciplines  
Inspiration-based Theory, Story Boards, Photo Shoot

***INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.***

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## **ESTHETICS**

### **SOC Code 39-5094 (\*\*Offered at El Cajon only\*\*)**

The Esthetics program of instruction consists of 600 hours of classroom and clinic area experience required for state board licensing. The program length for the Day Schedule is 20 weeks and the Evening Schedule is 24 weeks. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations		
<b>Facials – 350 Hours</b>				
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140		
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED theory, salon and spa skills.	15			
<b>Health and Safety – 200 Hours</b>				
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10			
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40			
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10			
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15			
<b>Hair Removal and Makeup – 50 Hours</b>				
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50		
Makeup Includes, but is not limited to: Skin analysis, basic and corrective application, application of false eyelashes.	20	40		
<b>Additional Instruction and Training</b> Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing.				

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**ESTHETICS 102**

**ESTHETICS / MAKEUP – SOC Code 39-5094 and 39-5091 (\*\*\*Offered at El Cajon only\*\*\*)**

The Esthetics 102 program is a 750-hour program combining 600 hours of skin care training required for state board licensing and 150 hours of Makeup training utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 25 weeks and the Evening Schedule is 30 weeks. The Makeup Artistry portion of the program adds an additional level of skills to the student’s training and expertise. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations
<b>Makeup Artistry – 150 Hours</b>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. “Must do’s” in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
<b>Esthetics – 600 Hours</b>		
<b>Facials – 350 Hours</b>		
Manual, Electrical and Chemical Facials	70	140
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.		
Preparation	15	

Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED theory, salon and spa skills.

*Health and Safety – 200 Hours*

Laws and Regulations 10

Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations 40

Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation 10

Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology 15

Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.

*Hair Removal and Makeup – 50 Hours*

Eyebrow Beautification 25 50

Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Makeup 20 40

Includes, but is not limited to: Skin analysis, basic and corrective application.

*Additional Instruction and Training*

Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing.

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## **ESTHETICS 103**

### **ESTHETICIAN / LUXURY SPA – SOC Code 39-5094 (\*\*\*Offered at El Cajon only\*\*\*)**

The Esthetics 103 program is a 900-hour program combining 600 hours of basic skin care training required for state board licensing, and 300 hours of Luxury Spa techniques. The program length for the Day Schedule is 30 weeks and the Evening Schedule is 36 weeks. The luxury spa portion of the program provides additional Esthetic services as well as advanced techniques, protocols, business skills, communication and customer service competencies sought by luxury spa owners and managers. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. **(A portion of this program may be taught at the Bellus Academy additional location campus in El Cajon, located at 1058 E. Main St., El Cajon, CA 92021, directly across the street from the main campus.)** The following is a list of the state of California requirements for technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

Subject	Theory Hours	Minimum Practical Operations
<b>Esthetician – 600 Hours</b>		
<b>Facials – 350 Hours</b>		
Manual, Electrical and Chemical Facials Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials Including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs.	70	140
Preparation Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED theory, salon and spa skills.	15	
<b>Health and Safety – 200 Hours</b>		
Laws and Regulations Includes, but is not limited to Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
Health and Safety Considerations Includes, but is not limited to: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and chemical changes of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.	40	
Disinfection and Sanitation Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
Anatomy and Physiology Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.	15	
<b>Hair Removal and Makeup – 50 Hours</b>		
Eyebrow Beautification Includes, but is not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
Makeup Includes, but is not limited to: Skin analysis, basic and corrective application.	20	40
<b>Luxury Spa Esthetics – 300 Hours</b>		
Specialty Facials and Treatments	Theory and Practical Hours	Minimum Operations
Manual, Electrical and Chemical Facials Includes, but is not limited to: Specialty manual facials including cleansing, masks and treatments; electrical facials including the use of direct current and additional electrical apparatuses; chemical facials including noninvasive chemical peels, scrubs and masks.	50	40

Advanced Wellness Facial Modalities	40	20
Includes, but is not limited to: The use of light therapy (LED), oxygenation, microcurrent, ultrasonic and additional modalities as they apply to luxury spa treatments and services.		
Body Treatments	60	10
Includes, but is not limited to: back and body treatments, polishes and wraps, wet and dry room protocols, use of Vichy shower and Hydrotherapy treatments.		
Eyelash Extensions	90	25
Includes, but is not limited to: application, maintenance protocols and after care		
Advanced Brow Enhancement	30	25
Includes, but is not limited to brow shaping utilizing hair removal and cosmetic enhancement methods		
Aromatherapy	20	20
Advanced Ingredients & Products	10	
Business Skills		
Includes, but is not limited to: professional communication skills, salesmanship, client record keeping and international protocols; may include Community Service and/or Off-Site Learning.		
Review and Testing		
Includes, but is not limited to, local and international testing procedures.		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

**SPA NAIL TECHNICIAN**

**SOC Code 39-5092 (\*\*Offered at National City only\*\*)**

The Spa Nail Technician program is a 600-hour program combining the basic fundamentals of nail care required by the 400-hour state mandated program and an additional 200 hours of intensive studies in spa treatments that provides the students with the confidence and expertise they need to perform spa services. The program length for the Day Schedule is 20 weeks and the Evening Schedule is 24 weeks. Emphasis is placed on the ultimate client experience in a spa environment and qualities that top spas in the area seek when employing graduates. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. The following requirements must be met during the course of study.

Subject	Theory Hours	Minimum Practical Operations
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*Nail Care – 300 Hours*

Including at minimum:

Manicures and Pedicures:

60

60

Includes, but is not limited to: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps, and repairs, and nail analysis

180 (nails)

*Health and Safety – 100 Hours*

Including at minimum:

Laws and Regulations:

10

Includes Barbering & Cosmetology Act/Rules & Regulations

Health and Safety Considerations:

25

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

Disinfection and Sanitation:

20

10

Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures.

Bacteriology, Anatomy and Physiology:

20

Includes, but is not limited to: Bacteriology, anatomy, physiology, and nail analysis and conditions.

*Additional Instruction and Training – 200 Hours*

Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, record keeping and client service records; Review, practice and testing.

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.



**MAKEUP ARTISTRY**  
**SOC Code 39-5091**

The Makeup Artistry program is a 150-hour program that teaches Makeup application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is 4 weeks and the Evening Schedule is 6 weeks. The Makeup Artistry program does not lead to licensure. The primary purpose of the Makeup Artistry program is to train students in the basic skills, safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine Makeup artistry within the scope of their professional license. The following is a list of requirements that must be met during the course of study.

<b>Subject</b>	<b>Theory Hours</b>	<b>Minimum Practical Operations</b>
<b><i>Makeup Artistry – 150 Hours</i></b>		
History	1	
Sanitation/Safety/Hygiene	5	10
Makeup:		
A. Skin Analysis	3	10
B. Color Theory	8	
C. Base Application	3	10
D. Concealers/Highlighters	9	10
E. Eye Brow Artistry	5	10
F. Eye Shadow and Liner	8	10
G. Lash & Brow Tinting/Mascara	5	10
H. Cheek Color and Application	5	10
I. Lip Liner	5	10
J. Artificial Eyelashes and Lip Color	5	10
K. Makeup for Mature Skin / Ethnic Skin	8	10
L. Male Corrective Makeup	5	5
M. Varying Mediums	3	5
N. Airbrushing	3	5
O. Body Makeup and Outside of the Box	3	5
P. Special Effects	3	5
Makeup Application:		
A. Bridal	8	10
B. Daytime	8	10
C. Evening	8	10
D. Corrective	8	10
E. Photography	8	10
Portfolio Building	10	
Personal Success in Makeup Artistry	4	
A. "Must do's" in Makeup Artistry/Their Relevance to Success		
B. Marketing Yourself and Your Salon/Spa		
C. Salon Business and Professional Development		
Business Skills	2	
A. Importance of service, sales and homecare		
B. Compensation		
C. Building Your Business		
D. Networking in the Industry/Alumni Activities		
E. Continuing Education: Supporting Success		
Review, Practice and Testing	5	
Additional Training	2	
may include Community Service and/or Off-Site Learning;		

**INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.**

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.

## **MASTER MAKE-UP ARTISTRY**

### **SOC Code 39-5091**

The Master Makeup Artistry program is a 602-hour program that teaches Makeup application utilizing the Make-up Designory (MUD) curriculum. The program length for the Day Schedule is approximately 18 weeks and the Evening Schedule is approximately 25 weeks. This Master Makeup Artistry program does not lead to licensure. The primary purpose of the program is to train students well beyond the basic skills of makeup application, including safety judgments, proper work habits, and desirable attitudes and competencies to work as a Makeup Artist or combine Makeup artistry within the scope of their professional license. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment. Beginning with a focus on Beauty Essentials, students will progress through elements of Drawing, utilizing an Airbrush, techniques for Studio, Special Effects, Bridal, High Fashion, and Mature Makeup, as well as Male Grooming, and Period Hair and Makeup. Students will complete the training with the development of a professional portfolio. Along with highly qualified technical training, students will learn career and personal development skills such as client consultation, business tracking systems and marketing strategies, as well as Financial Literacy. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist and/or entry-level lab technician. The following is a list of requirements that must be met during the course of study.

#### **SUBJECTS AND REQUIREMENTS:**

	<b>THEORY AND PRACTICAL HOURS</b>	<b>OPERATIONS / APPLICATIONS</b>
Beauty Essentials	84	
Includes but is not limited to: facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips		
Natural Makeups		25
Eyebrow Touch-ups		15
Lip Touch-ups		20
Beauty Analysis	35	
Drawing like a Pro	14	
Includes but is not limited to: basics of drawing, overlay drawing techniques, creating realistic flesh tones		
Drawing Analysis	7	
Airbrush	35	
Includes but is not limited to: application techniques, proper care and maintenance of equipment		
Airbrush Makeups		10
Airbrush Analysis	21	
Studio Makeup	35	
Includes but is not limited to: film and television production, high-definition cameras; focus on the no-make-up look		
100% Corrective Makeups		10
Studio Makeup Analysis	14	
Special Makeup Effects	35	
Includes but is not limited to: creating out-of-the-kit effects; applying prosthetic appliances; two- and three-dimensional techniques to simulate injuries, etc.		
Special Makeup Effects Analysis	14	
Essentials of Hairstyling	35	
Includes but is not limited to: fundamentals of hairstyling, blow-drying techniques, elaborate hairstyles, use of hot tools and roller sets		
Hairstyling Analysis	35	
Bridal Makeup	21	
Includes but is not limited to: techniques of consultation with bride and family; emphasis on bridal makeup business		
Bridal Consultation and Makeup		5
Bridal Analysis	7	
High Fashion Makeup Trends	35	
Includes but is not limited to: working on advertising and editorial, working on set with a professional		

photographer, creating individualized imagery		
Event Makeups		10
High Fashion Analysis	7	
Mature Makeup	7	
Includes but is not limited to: working with mature models and actresses, techniques employed for mature skin, understanding the process of layering		
Mature Makeups		10
Male Grooming	7	
Includes but is not limited to: focus on makeup for men, creating a no-make-up look		
Male Grooming Makeup		3
Period Hair and Makeup	35	
Includes but is not limited to: techniques for specific periods, creating famous looks from iconic eras, designing individual looks		
Period Looks		2
Time Period Analysis	14	
Portfolio Development	35	
Includes but is not limited to: creating looks for multiple photo shoots, working with professional models and photographers to create a professional portfolio		
Disinfection and Sanitation:		
Disinfection and sanitation is emphasized throughout the entire training period.		
<i>Additional Instruction and Training</i>	70	
Incorporated throughout the program: may include Community Service and/or Off-Site Learning; Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers.		
Review, practice and testing.		

*INSTRUCTIONAL MATERIAL is updated periodically and includes textbooks and equipment required for successful completion of the program.*

When the kit, its contents, and the textbooks have been issued to the student, they become the responsibility of that student. Kit supplies may vary due to manufacturer availability.

Note: The academy provides sufficient supplies and informational material to each student to reinforce their learning. Such materials are issued based on instructional subject areas.