

# **Royal Hair Institute**

## **Catalog of Courses January 1, 2018 to December 31, 2018**

5924 Whittier Blvd,  
Los Angeles, CA 90022  
Phone: (323) 724-1087  
Fax: (323) 724-0806

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## **Institutional Mission and Objectives**

The Royal Hair Institute's mission is to provide students access to barbering programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This is accomplished by developing a student's basic manipulative skills, sanitation and technical knowledge, safety, judgment, and related occupational practical abilities. It is to this demand for professionalism that Royal Hair Institute responds by providing its students with the latest information, techniques and instruction in keeping with the growth of the Barber/Cosmetology profession.

This approach, driven by a structured course curriculum and hands-on-training, ensures that our students are well equipped to enter into a career in the barbering industry. Part of our mission is to convey to students the importance of continuing education. In order to maintain a quality program, our instructors are required to update their knowledge by participating in advance programs of current trends in hair cutting, hair waving, hair coloring, salon management, new product development, and teacher training techniques. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment and to achieve higher levels in career excellence in the barbering industry.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Instructional Location**

Royal Hair Institute  
5924 Whittier Blvd, Los Angeles, CA 90022  
Phone: (323) 724-1087 Fax: (323) 724-0806

Instruction is in residence with a facility occupancy level that will accommodate 98 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

## **BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **Review Documents**

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.

## **Description of the Facilities & Type of Equipment Used for Instruction**

Royal Hair Institute is located at 5924 Whittier Blvd, Los Angeles, CA. The school is on the border of the cities of Montebello and Monterey Park. The school occupies 4,000 square feet consisting of a practical training area with 49 individual stations one practical training classroom, one theory classroom, an Instructor's office and an administrative office. The school is air conditioned and has adequate rest room facilities. There is ample parking available in the surrounding residential area.

Students will be issued minimal supplies covering instruction and practice during the first week of the course. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the course will be issued during the second week of attendance.

Each station consists of a chair and back-bar with mirror, cabinets for towels, and linen and soiled material receptacles. There are 18 shampoo units with 10 placed at individual stations with reclining chairs. The school provides 4 hair drying units and portable dermal lamps. All equipment and supplies are used in the profession.

## **Library Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

## **Questions**

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 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

## **Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 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).

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

“The transferability of credits you earn at Royal Hair Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barber/Hairstyling Course or Barber Crossover Course for Cosmetologist is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are 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 Royal Hair Institute to determine if your certificate will transfer.”

### **Admissions Policies & Recognition of Credits**

- The general criteria for admission are:
- Applicant must be over the age of 18, unless the applicant is a high school student, in which they can enroll at age 16 ½.
- Must present a photographic driver's license or Calif. I.D. and social security card.
- Provide proof of completion of the 10th grade (H.S. transcripts) or its equivalent, as required by the Barber Cosmetology Program.
- Applicant must submit proof of a High School Diploma or its equivalent, i.e. GED, California State Proficiency Test, or documentation from another state or country.
- In the absence of an actual copy of the High School Diploma or its equivalent, applicant will be required to take an Ability to Benefit Test. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.

### **Ability to Benefit**

Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language.. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level. At no cost to the student, this institution provides students with access to a language-learning software program purchased and owned by the school.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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

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

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

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

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Royal Hair Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Royal Hair Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any

facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.



## **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 5924 Whittier Blvd, Los Angeles, CA 90022 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Loan Repayment**

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

### **Financial Aid Disclosures**

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

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, B, ... F system. The minimum passing grade is a D. The minimum allowable grade to maintain satisfactory progress is a C.

In calculating a student's grade point average, the following policy applies:

<b>Rating</b>	<b>Percentage Grade</b>	<b>Letter Grade</b>
Excellent	90 - 100	A
Above Average	80 - 89	B
Average	70 - 79	C
Passing	60 - 69	D
Failing	0 - 59	F

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **Attendance Policy**

### **ATTENDANCE REQUIREMENT**

The course of student training and total number of hours are established by the State of California. Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks, he or she must complete within 66 weeks. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director.

Each student is required to attend school daily, Tuesday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.

Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Education Director and amend the Enrollment Agreement to show the days and hours of attendance.

Each student must attend Barber Science and Theory classes as assigned, unless excused by an instructor.

Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.

Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Tuesday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

### **ABSENCES**

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, 1500 clock hours must be completed before student is eligible for graduation.

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not

notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

### **TARDINESS**

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

### **Schedule and Calendar**

Classes are scheduled to start monthly as space and facilities for new students become available. Starting dates may vary. Contact the Admissions Office for information regarding the next scheduled class start date.

The school is closed on Sunday and Monday and the following holidays if they fall on a school day.

- New Year's Day
- July 4<sup>th</sup>
- Thanksgiving Day (and Friday)
- Christmas Day (and day after)

A special holiday may be declared for emergency or special reasons. Holy days of all religious beliefs are respected and allowed. Students will be notified two weeks in advance of closure for administrator's vacation time.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Royal Hair Institute  
5924 Whittier Blvd. Los Angeles, CA 90022

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

Royal Hair Institute  
5924 Whittier Blvd. Los Angeles, CA 90022

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the

planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Royal Hair Institute  
5924 Whittier Blvd. Los Angeles, CA 90022

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

When needed, advising is available to all students. Instructors or advisors will meet with each student to discuss any classroom or financial problem. Each student will have his/her progress monitored at least four (4) times during the course, as stated in Grading Policy & Progress System. Those students experiencing academic or other problems will be counseled by an Instructor and/or advisor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional advising sessions if desired.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

### **Placement Services**

This institution does not provide placement assistance.

## Student Housing

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## Professions – Requirements for Eligibility for Licensure

You have no outstanding fines with the Board of Barbering and Cosmetology

You were trained in an approved California School

Have submitted a valid, completed proof of training document (proof of training must be submitted to the Board of Barbering and Cosmetology at P.O. Box 944226 Sacramento, CA 94244-2260 Attn: Online Transaction)

The Registered Barber License will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from either of the Barber courses described previously and passed the Barber Examination with an overall average score of 75%.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice. This school currently accepts vocational rehabilitation vouchers for tuition and fees.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Barber/Hairstyling Course	\$6,000	\$75	\$0	\$828.62	\$6,903.62
Barber Crossover Course for Cosmetologist	\$2,500	\$75	\$0	\$0	\$2,575.00

Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility.

If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for credit those items which were unused. The condition of books or supplies is to be determined by the instructor or a school administrator.

Barber/Hairstyling Course

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,720.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$6,903.62

Barber Crossover Course for Cosmetologist

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,575.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,575.00

**Faculty**

Maria Mendoza

Licensed Registered Barber (1988)and Licensed Cosmetologist (1987)

Licensed Active Barber instructor since 1989

Robert Gonzalez

Licensed Registered Barber since 2002

Licensed Active Barber Instructor 2005

## Programs

<b>Name of Program</b>	<b>Barber / Hairstyling Course</b>
<b>Program Description</b>	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
<b>Program Mission</b>	The mission of the program is to help contribute to the workforce training needs of the southeast Los Angeles area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California.
<b>Program Objectives</b>	The objective of this course is to prepare students to take the Board of Barbering and Cosmetology licensing exam
<b>Total Clock Hours</b>	This program is 1500 hours in length.
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed courses and earn a grade of C or better.
<b>Final Tests or Exams</b>	Yes. Students are evaluated through written and performance assessments.
<b>Required Internship or Externship</b>	None

All courses of instruction are taught through a combination of theory, practical demonstration, class assignments and exams, supervised practical work, audio visual aids, and written/practical evaluations. In addition, skilled professionals are invited from within the industry to provide specialized lectures and demonstrations.

<b>Modules</b>		
Theory of Barbering	Theory of Barbering (Classroom) is 150 hours and the teaching is done through lecture and textbook reading in a formal classroom setting. All of the Theory of Barbering (Classroom) material is taken from Standard Textbooks assigned by the California Board of Barbering and Cosmetology designed to aid prospective Barbers in completing the State Barbering Licensing Exam. The Theory of Barbering (Classroom) hours cover the following subjects: The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	150 hrs
Practical Application	Practical Application (Haircuts for Clients) is 1300 hours of the Barbering Course and helps students learn how to practically apply what they have learned in the classroom. Practical Application (Haircuts for Clients) is closely supervised by Royal Hair Institute Instructors at all times to ensure students are applying the proper barbering techniques with regard to the Board of Barbering and Cosmetology. Instructors also supervise and ease the interaction between students and clients to make sure they are practicing proper	1300 hrs



	etiquette and following the Royal Hair Institute Code of Conduct.	
State Board Exam Prep	The last segment of the Royal Hair Institute is additional Preparation for State Board for a total of 50 hours. Royal Hair Institute wants to make sure Students are thoroughly prepared to pass the State Board of Barbering Exam and will make sure every student is given the attention they require to succeed.	
List the skills or competencies to be acquired by the student.	Men's Hair Cutting Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional Men's Grooming Beard and Mustache Trim Other Facial Hair Trim	Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care Women's Basic Haircutting Basic Styles Other Skills Taught Networking Skills Client Interaction Product Support Interviewing/Job Placement Skills Theory applied to Professional Barbering

<b>Name of Program</b>	<b>Barber Crossover Course for Cosmetologists</b>
<b>Program Description</b>	The Barber Crossover Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management.
<b>Program Mission</b>	The mission of the program is contribute to the workforce training needs of the area by successfully training licensed cosmetologists in the skills required to become barbers in California.
<b>Program Objectives</b>	Upon successful completion, graduates are ready to begin work as barbers in the State of California
<b>Total Clock Hours</b>	This program is 200 hours in length
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed courses and earn a grade of C or better.
<b>Final Tests or Exams</b>	Yes. Students are evaluated through written and performance assessments.
<b>Required Internship or Externship</b>	None

All courses of instruction are taught through a combination of theory, practical demonstration, class assignments and exams, supervised practical work, audio visual aids, and written/practical evaluations. In addition, skilled professionals are invited from within the industry to provide specialized lectures and demonstrations.

<b>Modules</b>		<b>Hours</b>
Theory of Barbering	Theory of Barbering (Classroom) is 50 hours and the teaching is done through lecture and textbook reading in a formal classroom setting. All of the Theory of Barbering (Classroom) material is taken from Standard Textbooks assigned by the California Board of Barbering and Cosmetology designed to aid prospective Barbers in completing the State Barbering Licensing Exam. The Theory of Barbering (Classroom) hours cover the following subjects: The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	50 hours
Practical Application	Practical Application (Haircuts for Clients) is 130 hours of the Barbering Course and helps students learn how to practically apply what they have learned in the classroom. Practical Application (Haircuts for Clients) is closely supervised by Royal Hair Institute Instructors at all times to ensure students are applying the proper barbering techniques with regard to the Board of Barbering and Cosmetology. Instructors also supervise and ease the interaction between students and clients to make sure they are practicing proper etiquette and following the Royal Hair Institute Code of Conduct.	130 hours
State Board Exam Prep	The last segment of the Royal Hair Institute is additional Preparation for State Board for a total of 20 hours. Royal Hair Institute wants to make sure Students are thoroughly prepared to pass the State Board of Barbering Exam and will make sure every student is given the attention they require to succeed.	20 hours
<b>List the skills or</b>	Men's Hair Cutting Taper	Men's Grooming Beard and Mustache Trim

<b>competencies to be acquired by the student.</b>	Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional	Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care	
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