MASTER ACADEMY

4100 ORANGE AVE. SUITE A
LONG BEACH CA. 90807
Telephone No. (323)641-1328
Fax No. (562)661-9954

SCHOOL CATALOG

JANUARY 1, 2019 – DECEMBER 31, 2019

Last Updated Publish: December 5, 2017

"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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

"AS A PROSPECTIVE STUDENT, YOUR 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"

You can find our school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) on the link to the Bureau's website: www.bppe.ca.gov

WELCOME to Master Academy, "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."

Take a giant step towards a very exciting career in the beauty industry, an industry that has continued to provide rewarding opportunities.

Master Academy, was founded in 2017 in Lynwood, California. **Master Academy** is owned by Mr. Omar Monzon and Laura Tarango. As we continue to grow and advance, our school will be proud in delivering successful graduates every year.

Master Barber Academy,
dba **Master Academy**

STAFF & FACULTY

CEO
OMAR MOZON

CFO/COORDINATOR
OMAR MONZON

CAO
LAURA TARANGO

FINANCIAL/ACCOUNTING DIRECTOR
Laura Tarango

INSTRUCTOR
VERONICA LOPEZ

INSTRUCTOR
OMAR MONZON

INSTRUCTOR
LAURA TARANGO

ADMISSIONS OFFICER
LAURA TARANGO

SUBSTITUTES
OMAR MONZON
LAURA TARANGO

Our Instructors possess current state licenses issued by the Board of Barbering and Cosmetology. In addition, all Instructors areup to date to the latest trend, by attending expos and shows giving them a well rounded experience in the industry. They all have a minimum of three years with their license in the field of Cosmetology and/or Barbering.

Mission and Objectives Statement

Our school's mission and objectives statement is to provide complete, quality education, training, and skills to all our graduates, in order to perform hair services and methods necessary to be successful in the profitable field of Cosmetology and/or Barbering and be ready to pass the Board Licensure Test to obtaing their Cosmetology and/or Barber License.

Master Academy is a private institution and will be approved to operate in the State of California based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009.

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:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95883
P.O. Box 980818 West Sacramento, CA 95798-0818

www.bppe.ca.gov

Telephone and fax #'s: (888) 370-7589 or by fax (916) 263-1897
(961) 431-6959 or by fax (916) 263-1897.

FINANCIAL AID IS NOT AVAILABLE AT THIS TIME

MEMBERSHIPS:
Our Institution will be member of:
California Association Private Postsecondary Schools (CAPPS)

Documentation for approval to operate or Memberships may be reviewed upon request.
The Certificates and/or Licenses of these Approval and Membership are also displayed in the Administrative Office of the school.

Master Academy is not a home study or correspondence school.

Master Academy does not offer instruction in English as a Second Language. The English entry level is equivalent to a 10th grade of education, which is complied with the proof at High School attendance and/or GED completion or its approved equivalent to High School.
Master Academy does not accept students under the Ability-to-Benefit status.

Master Academy has NO pending petition for Bankruptcy, and has not filed a petition in bankruptcy, is not operating as a debton in pssession, nor has filed a petition within the preceding five years, or has had a petition in bankrupcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankrupcy Code (11 U.S.C. Sec. 1101 et seq.)

Our facilities:
We are located at 4100 ORANGE AVE. SUITE A, LONG BEACH CA. 90807
Class sessions will be held at 4102 ORANGE AVE. SUITE 109,110, LONG BEACH CA. 90807. Facilities consists of a reception area, two classrooms, a clinic floor with 36 stations/chairs, 5 shampoo bowls, 6 Dryers, and a Towel Steamer. Each classroom can sit up to 25 students; the restroom has hot and cold running water.
We offer a small library holdings in our office and we also have a computer where our students can go on line to get any other resource is available for the course they enrolled in.

Master Academy offers the following courses:	Barber	1500 clock hours
	Cosmetology	1600 clock hours

The Board of Barbering and Cosmetology of California requires students to complete:

- ✓ 1500 hours to qualify for Barbering licensure

- ✓ 1600 hours to qualify for Cosmetology licensure

All courses will be taught in English. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate confirming the fact. Prospective enrollees including interested phone inquirers are encouraged to visit the facilities to discuss personal, educational or career plans with a school official before enrolling or signing enrollment agreement. The enrollment agreement or contract is in English.

Master Academy presently DOES NOT participates in financial assistance programs designed to provide grants and aid to pay tuition and fees for qualified students. Available financial assistance will be discussed individual with prosective students at time of enrollment.

Master Academy has NOT entered into an "articulation or transfer agreement" with another university or college.

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

"The transferability of credits you earn at **Master Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the **Educational Program** is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion 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 **Master Academy** to determine if your Certificate of Completion will transfer."

Master Academy

SCHEDULE OF CHARGES *EFFECTIVE JANUARY 2019*

a. Barber Course	**Tuition**	**$7,200.00**
	Registration Fee (Non-Refundable)	**200.00**
	Equipment (Non-Refundable)	**0**
	Lab Supplies or Kits (Non-Refundable)	**0.00**
	Textbooks or other learning media	**0.00**
	Uniforms	**0.00**
	Other Institutional Charge or Fee	**0.00**
	STRF (Non-Refundable)	**0.00**
	TOTAL	**$7,400.00**
b. Cosmetology Course	**Tuition**	**$ 8,000.00**
	Registration Fee (Non-Refundable)	**200.00**
	Equipment (Non-Refundable)	
	Lab Supplies or Kits (Non-Refundable)	**0.00**
	Textbooks or other learning media	**0.00**
	Uniforms	**0.00**

	Other Institutional Charge or Fee	**0.00**
	STRF (Non-Refundable)	**0.00**
	TOTAL	**$8,200.00**

76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"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 are 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."

OTHER SOURCES OF FUNDING

The student may also choose to apply for an In-House Loan (Personal Loan) from the school if the student decides in doing so. 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 money's not paid from federal student aid program funds.

Transfer Hours and Experiential Learning Credit

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Rules, Acts & Regulations by the California Board of Barbering g and Cosmetology. Master Academy does not allow award of credit for prior experiential learning unless otherwise granted by the California Board of Barbering and Cosmetology. Occasionally, student's acceptance by the college will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling, it is the student's responsibility to obtain the state's evaluation.

ADMISSION POLICY & PROCEDURE

Master Academy's admission policies require that admitted students:

α. Has a high school diploma (school needs to make a copy of diploma or Official Transcript of Records), GED or equivalent. (We do not admitt or ofer admittance to students under the Abiity-to-Benefit criteria.)

β. Must be a minimum of 17 years of age

χ. If enrolled under a training agreement with a government agency, school district and/or other entity, the student meets the admission requirements set forth in the training agreement and/or applicable state licensing regulations.

δ. Are not discriminated on the basis of sex, age, race, color, religion, or ethnic origin in school admission policy.

ε. The school does not recruit students attending another institution with a similar course of study.

ϕ. Transfer Students: Maximum of 70% of clock hours derived from previous school's Proof of training.

γ. Students transferring to a different school from **Master Academy** must fulfill all their financial obligations to the school (Refund Calculation and/or Return to Title IV as applicable) before they could get their Proof of Training for their clock hours.

η. Re-entry Students: Students who wish to re-enroll will return at the same progress before interruption. They will be charged the $100.00 registration fee, kits/books (if necessary) and a pro-rated rate of tuition.

JOB PLACEMENT POLICY

Master Academy offers job placement or employment assistance for all students upon graduation and state board licensing. A school official may also refer students sometimes when she thinks there will be a good job match. During training students receive instruction in professionalism, resumé development, interview preparation and job search skills. **Master Academy**, however, does neither promise or guarantee employment nor specify a level of wage rate or income to any applicant, student, or graduate of any program offered.

OTHER STUDENT SERVICES

Master Academy offers student services in Advising when outside elements can interfir in their sucessful completion of their program of study. We offer Academic Advising, Drug and Alcohol Referal Services and Financial Advising. We are committed to the success of each individual student.

STUDENT RECORDS RETENTION POLICY

Master Academy maintains current student files for five years. Student educational records which include files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the school will be kept indefinetely from the last day of attendance. No records will be destroyed after this period in accordance with state law. It is recommended that students retain ALL enrollment, withdrawal or completion papers in their personal files.

OFF-CAMPUS HOUSING

Master Academy provides no housing accommodation or assist in any way in obtaining housing and/or travel for prospective students. Prospective students can be provided with written or verbal information as to their home or housing address and the ease of travelling to the address of the school. The city of Lynwood and its surrounding areas have apartments that approximately rent for $700 to $1,000 for a one bed room and $850 to $1,400 for a two bedroom.

ATTENDANCE POLICY

- Master Academy requires students to maintain a 70% rate of attendance.
- Student attendance policies are applied uniformly and fairly. Master Academy measures student attendance by clock hours. Master Academy will;
    - Give appropriate attendance/clock hours credit for all hours attended.
    - not add or deduct attendance hours as a credit or penalty, and
    - Round actual attendance hours to no more than the nearest quarter hour.

Three unexcused absences (not notifying the school) in any month will be cause for suspension or termination from the school. Upon return from an unexcused tardy or absence, immediate disciplinary action will be taken. ALL ABOVE PENALTIES MAY BE WAIVED, IF THE STUDENT BRINGS IN A DOCTOR'S CERTIFICATE DUE TO ILLNESS WHILE ABSENT, OR THE STUDENT WAS EXCUSED IN ADVANCE BY THE SCHOOL. Fourteen (14) days of consecutive absences without school notification will be cause for termination from the school program immediately.

WITHDRAWAL POLICY

Students can withdraw at any period of their program. A student is considered "Officially Withdrawn" after completing a 'Withdrawal Form'. Refund Policy and/or Title IV Return Policy will be made subsequently for a withdrawing student. Students who withdraw prior to completion of the course of study and wish to re-enter can only re-enter in the same progress before the date of interruption.

A student is considered "Unofficially Withdrawn" if the student misses 14 (Fourteen) consecutive days of school classes. The school automatically considers a student "Dropped or Unofficially Withdrawn" if the student does not show up, call, write or inform the school in any manner about their failure to attend school for 14 days.

PROBATION AND DISMISSAL POLICY

Academic probation is given to a student once the institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during a warning period. Master Academy reserves the right to dismiss students at any time if the student fails to abide by the school rules and if the conduct, behavior and language of a student show just cause for termination from the school at the discretion of the Director.

GRADUATION REQUIREMENTS

- Completion of 1500 hours of instruction for the Barber Course
- Completion of 1600 hours of instruction for the Cosmetology Course
- Completion of the set number of theory hours set by the State Board
- Completion of all minimum practical skills set by the State Board
- Verification of written examinations and ensure student met the 70% or higher GPA requirements
- Fulfilled all their financial obligations to the school or make satisfactorily arrangements.
- Review baby board exams in written and practical evaluations prior to awarding students a Certificate of Completion.

REFUND POLICY – "STUDENT'S RIGHT TO CANCEL"

I. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Student has the right to cancel 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.

II. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration date of an approved Leave of Absence or the date the student signifies return.

III. If a student cancels the enrollment more than seven days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of $100 will be made. For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school applies: *(Calculations based on scheduled hours at last day of attendance.)*

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE / RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

IV. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer

offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

V. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (Ex: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

VI. If a student takes a loan to pay for a program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

VII. If a student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a third party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and (2) The student may not be qualified for any other government financial assistance at another institution until the loan is repaid.

SCHOOL HOLIDAY CALENDAR 2018 and 2019

Good Friday
Independence Day, July the 4th
Thanksgiving Break (Thursday, Friday)
Christmas Break (from the Saturday before Christmas day to the first Tusday After the New Year Day)
Memorial Day
Labor Day

PROPOSED SCHEDULE OF MONTHLY STARTS FOR 2019

We will start on the First Monday of the Month.

BARBER COURSE DISCLOSURES and CURRICULUM

Milady's Standard Professional Barbering, 6th Edition
Milady. **Milady's Professional Barbering,** *(Textbook)* Clifton Park, NY: Milady, 2011.
ISBN-13: 9781305100558
ISBN-10: 1435497155
Current listed price: $145.95 at https://milady.cengage.com/

Milady's Standard Professional Barbering, 6th Edition
Student Workbook
ISBN-13: 9781435497139
ISBN-10: 1435497139
Current listed price: $61.95 at https://milady.cengage.com/

Milady's Standard Professional Barbering, 6th Edition
Exam Review
ISBN-13: 9781435497122
ISBN-10: 1435497120
Current listed price: $42.95 at https://milady.cengage.com/

Barbering

1. COMPENSATION/JOB DEMAND

According to the Job Demand Survey published by the National Accrediting Commission of Cosmetology Arts and Sciences in January 2003, there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barbershops, skin care salons, and nail salons. There has been notable growth in the industry since 1999 as follow:

- The total number of salon professionals is up 24%,
- The total number of salons is up by 5.6%,
- The number of chairs or workstation is up by 9%,
- The number of employees leaving their position is down 12%, and
- The number of new hires is up 37% since 1999.

The salon industry is a job-seeker market with the supply of licensed professionals appearing not to be keeping up with the demand. Approximately three out of every four-salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel. Other key findings include:

- 59% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon, and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part-time (20-35 hours weekly), and 10% are low time (less than 20 hours weekly).
- The average salon income including tips is about $30,000 to $50,000 per year.

According to the United States Department of Labor Occupational Outlook Handbook 2004-2005 Edition overall employment in the cosmetology field is expected to grow as fast as the average for all occupations through 2012. The highest 10% of salaried hairdressers, stylists, barbers and cosmetologists, including tips and commission earned more than $35,240 to start.

2. PHYSICAL AND SAFETY DEMANDS

Barbers remain upright mostly throughout the day. They walk or stand while performing most operations. The upper body is utilized 100%. Individuals who have problems with their neck, back, arms, hands, wrists, or fingers need to consider their physical handicap(s) before they decide on a career in this field.

3. SAFETY DEMANDS:

Almost all hair care and beauty professionals on the job encounter health and safety hazards. Students will be exposed to chemicals, hazardous or not, which are found in shampoos and conditioners, hair coloring, hair bleaches, chemical hair relaxers, permanent wave solutions, and nails products. Certain tools such as thermal irons, hair dryers, manicure instruments, razors, and scissors may cause skin cut, skin burn, and/or electric shock, if proper precautions are not taken into consideration.

4. OTHER DEMANDS

Communication skills are of utmost importance and you must have excellent listening skills as well. Students can develop ability in applying their experiences for a successful career. In this business, your job performance will be positively and negatively criticized. You must learn to accept this and always take it in a positive way.

5. LICENSING REQUIREMENTS

Students can apply at the State Board of Barbering and Cosmetology pre-application for examination at 1125 hours. The total fee for the State Board pre-application is $134.00. This application requires students to disclose any prior convictions of a criminal offense, felony, or misdemeanor other than a minor traffic violation.

Upon completion of the program, students will take the state board licensing examination, which consists of a two hour written test and a five hour practical examination for their Barber license. The

examination takes place in Fairfield, a city located in the Bay Area, or in Glendale, in the Southern Part of the State of California; A Barber license will be granted by the State of California only after a student has successfully completed and graduated from Barbering as described above and passed the Barbering State Board Exam with an overall average of 70% or better. If the applicant passes both the written and practical examinations, the applicant will receive his/her license the day of the examination. If one should fail one or both of the examinations (written or practical), he/she is allowed to re-apply. The fee is $75.00 for either the written or the practical examination or both. It will take approximately six to eight weeks to receive the second examination date.

Gainful Employment Disclosures

PROGRAM: CIP: 12.0402
PROGRAM NAME: BARBERING
PROGRAM LEVEL: UNDERGRADUATE CERTIFICATE
PROGRAM LENGTH: FULL TIME DAYS 13 MONTHS
PART-TIME DAYS/EVENINGS: 17 MONTHS

Related Occupations
CODE:
39-5011 BARBERS
39-5012 HAIRDRESSERS, HAIRSTYLISTS, & COSMETOLOGISTS
View the Occupational Profiles on O*Net
http://www.onetonline.org/link/summary/39-5011.00

Cost
TUITION AND FEE'S: $7,200.00
BOOKS AND SUPPLIES: $1,300.00
ON CAMPUS LIVING COST: No on campus living
DEBT AT PROGRAM COMPLETION: 0
STUDENTS COMPLETING THE PROGRAM: 0
COMPLETING WITH ANY STUDENT LOAN DEBT: 0
MEDIAN FEDERAL STUDENT LOAN: $0
MEDIAN PRIVATE STUDENT LOAN: $0
MEDIAN INSTITUTIONAL FINANCE LOAN DEBT: $0

Program Completion in Normal Time
NORMAL TIME IN MONTHS TO COMPLETE: FT Day 13 Months, PT Day/Evening 17 Months
COMPLETING IN NORMAL TIME BY STUDENT SCHEDULE:
Job Placement Reminders
JOB PLACEMENT RATE REPORTED TO BPPE: NEW PROGRAM
JOB PLACEMENT REPORTED TO BPPE: NEW PROGRAM

BARBER COURSE CURRICULUM

The objective of the Barber course is to train students to become licensed barbers and to provide the study and practice as required by the State Board of Barbering and Cosmetology.

A. The curriculum for students enrolled in a Barbering course shall consist of **fifteen hundred (1500) clock hours** of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.
B. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

EDUCATIONAL GOALS

The Barber course of study is designed to prepare students for the State Licensing Examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, barbershop manager, hair colorist, barbershop owner, product demonstrator, styling publicist, etc.

PERFORMANCE OBJECTIVES

Once licensed, a barber will be prepared to seek profitable employment as a hairdresser, barbershop manager, hair colorist, barbershop owner, product demonstrator, styling publicist, etc

ADDITIONAL TRAINING (100 HOURS)

Training may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of client records, modeling, desk/reception, and care/styling of wigs. It may also include not more than thirty two (32) hours credit for field trips. Such field trips must be under the direct supervision of a licensed barbering instructor. Date, time, and description of the field trip shall be recorded on student's daily record.

Master Academy

BARBER CLASS SCHEDULES

*Monthly Class Starts : Every First Monday of the month

Full-time (54.50 Weeks)	8:30 a.m. To 2:30 p.m.	Monday thru Friday
Part-time (75 weeks)	5:00 p.m. to 10:00 p.m.	Monday thru Thursday

Both full-time and part-time students must attend the 8:30a.m- 2:30pm Monday. OR 5:00p.m. - 10:00pm theory class Monday.

*Monthly class starts, may vary if deemed necessary or upon discretion of the Director.

Technical Instruction will be as follows:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Practicum Hours	Total Instructional Hours
(1) 200 HOURS OF TECHNICAL INSTRUCTION in HEALTH AND SAFETY				

1. The Barbering and Cosmetology Act and Board's Rules and Regulations	20			20
2. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	45			45
3. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and shall be performed before use of all instruments and equipment.)	20			20
4. Anatomy and Physiology.	15			15
(2) 1100 HOURS OF TECHNICAL INSTRUCTION and PRACTICAL TRAINING IN HAIR DRESSING				
HAIRSTYLING (65 HOURS / 240 OPERATIONS) *The subject of Hair styling include the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling*	25	200		225
5. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	20	20		40
6. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)	20	55		75
a. Thermal Styling b. Press and Curl	20	55		75
7. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)				
8. Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)				
HAIR CUTTING (20 HOURS / 80 OPERATIONS) *The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting*	20	80		100
9. Haircutting				
(2) 200 HOURS OF TECHNICAL INSTRUCTION and PRACTICAL TRAINING IN SHAVING	100	40		140
PREPARATION and PERFORMANCE (100 hours of Technical Instruction and 40 Practical Operations) *The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedure: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the client's face, rolling cream massages*				

10. Haircoloring and Bleaching (Shall include but is not limited to, the following techniques and procedures (also including, 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. a. Haircoloring b. Bleaching 18. Salon Management & Additional Training	40 20 100	40 10		80 30 100
TOTALS	465		1165	1600

Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing
The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):
The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: 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 hours of Technical Instruction and 105 Practical Operations):
The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):
The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: 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 shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

<u>Classroom Theory and Clinic Floor Instructions:</u>
Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for properly cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Instructional Methods:
Instructional methods include but not limited to: question-and-answer, problem solving, visual aids (projector and Powerpoint presentation), video presentations, vendor-product demonstrations, field trips.

BARBER COURSE KIT

	Initial Receive	
Milady Standard Professional barbering Textbook (5th Edition)		ISBN-13:978-1-4354-9715-3
Milady Student Workbook		ISBN: 140873995
Milady Exam Review		ISBN: 1435497120
1 pkg. End Wrap Papers		
1 Hairstyling Brush #440		
1Hairstyling Brush #330		
1 Tool Carrying Case		
1 Haircloth Clasp		
1 Clipper Brush		
1 Clipper Blade (000)		
1 Clipper Blade (0A)		
1 Clipper Blade (1A)		
1 Clipper Blade (1-1/2)		
1 Clipper Blade (2)		
1 Clipper Blade (2-1/2)		
1 Clipper Blade (3-1/2)		
1 Electric Clipper		
1 Andis Liners		
1 Pkg of 12 Clips		
1 Afro Comb		
1 Processing Comb		
1 Haircutting Comb		
1 Rat Tail Comb		
1 Styling Comb		
1 Curling Iron		
1 Bowl & Brush		
1 Neck Duster		

1 Hair Cloth	_____
1 Injector Razor	_____
1 Pkg Injector Razor Blades	_____
1 Haircutting Shears	_____
1 Hairstyling Shears	_____
1 Blending Shears	_____
1 Barber Smock	_____
1 Spray Gun	_____
1 Blade Tray	_____
1 Stypic Powder	_____
12 Wave Rods	_____
1 Mannequin w/ Holder	_____
1 Mirror	_____
1 Talc Powder	_____
1 Sanek Holder and Sanek Strip	_____
1 Spray Disinfectant	_____
1 5 Star Wahl Shaver	_____
TOTAL KIT COST	**$1,300.00**

I hereby understand that

1. The kit may not be removed from the campus facility without permission.
2. The school is NOT responsible for replacing lost, missing, or broken items.
3. Per the refund policy stated in my enrollment agreement, some items are not returnable
4. The implements and products provided are to be used on school clients and/or models assigned in order to develop required skills and speed.

_____ STUDENT NAME

_____ STUDENT SIGNATURE

COSMETOLOGY COURSE DISCLOSURES and CURRICULUM

Milady's Standard Cosmetology 2016
Milady. **Milady's Stnadard Cosmetology 2016,** *(Textbook)* Clifton Park, NY: Milady, 2011.
ISBN-10: 1285769414
Current listed price: $124.95 at www.cengage.com

Milady's Standard Theory Workbook
Student Workbook
ISBN13 9781285769455,
ISBN10 1285769457
Current listed price: $59.95 at www.cengagebrain.com

Milady's Standard Test Workbook
Exam Review
ISBN13 9781285769554,
ISBN10 1285769554
Current listed price: $42.95 at www.cengagebrain.com

COSMETOLOGY

1. COMPENSATION/JOB DEMAND

According to the Job Demand Survey published by the National Accrediting Commission of Cosmetology Arts and Sciences in January 2003, there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barbershops, skin care salons, and nail salons. There has been notable growth in the industry since 1999 as follow:

- The total number of salon professionals is up 24%,
- The total number of salons is up by 5.6%,
- The number of chairs or workstation is up by 9%,
- The number of employees leaving their position is down 12%, and
- The number of new hires is up 37% since 1999.

The salon industry is a job-seeker market with the supply of licensed professionals appearing not to be keeping up with the demand. Approximately three out of every four-salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel. Other key findings include:

- 59% of salon owners classified their salon as a full-service salon, 18% as a haircutting salon, 4% as a nail salon, and 5% as a barber shop.
- 57% of salon employees work full time, 33% are part-time (20-35 hours weekly), and 10% are low time (less than 20 hours weekly).
- The average salon income including tips is about $30,000 to $50,000 per year.

According to the United States Department of Labor Occupational Outlook Handbook 2004-2005 Edition overall employment in the cosmetology field is expected to grow as fast as the average for all occupations through 2012. The highest 10% of salaried hairdressers, stylists, and cosmetologists, including tips and commission earned more than $35,240 to start.

2. PHYSICAL AND SAFETY DEMANDS

Barbers remain upright mostly throughout the day. They walk or stand while performing most operations. The upper body is utilized 100%. Individuals who have problems with their neck, back, arms, hands, wrists, or fingers need to consider their physical handicap(s) before they decide on a career in this field.

3. SAFETY DEMANDS:

Almost all hair care and beauty professionals on the job encounter health and safety hazards. Students will be exposed to chemicals, hazardous or not, which are found in shampoos and conditioners, hair colorings, hair bleaches, chemical hair relaxers, permanent wave solutions, and nails products. Certain tools such as thermal irons, hair dryers, manicure instruments, razors, and scissors may cause skin cut, skin burn, and/or electric shock, if proper precautions are not taken into consideration.

4. OTHER DEMANDS

Communication skills are of utmost importance and you must have excellent listening skills as well. Students can develop ability in applying their experiences for a successful career. In this business, your job performance will be positively and negatively criticized. You must learn to accept this and always take it in a positive way.

5. LICENSING REQUIREMENTS

Students can apply at the State Board of Barbering and Cosmetology pre-application for examination at 1200 hours. The total fee for the State Board pre-application is $134.00. This application requires students to disclose any prior convictions of a criminal offense, felony, or misdemeanor other than a minor traffic violation.

Upon completion of the program, students will take the state board licensing examination, which consists of a two hour written test and a five hour practical examination for their Barber license. The examination takes place in Fairfield, a city located in the Bay Area, or in Glendale, in the Southern Part of the State of California; A Cosmetology license will be granted by the State of California only after a student has successfully completed and graduated from Barbering as described above and passed the Cosmetology State Board Exam with an overall average of 70% or better. If the applicant passes both the written and practical examinations, the applicant will receive his/her license the day of the examination. If one should fail one or both of the examinations (written or practical), he/she is allowed to re-apply. The fee is $75.00 for either the written or the practical examination or both. It will take approximately six to eight weeks to receive the second examination date.

Gainful Employment Disclosures

PROGRAM: CIP: 12.0401
PROGRAM NAME: COSMETOLOGY
PROGRAM LEVEL: UNDERGRADUATE CERTIFICATE
PROGRAM LENGTH: FULL TIME DAYS 15 MONTHS
PART-TIME DAYS/EVENINGS: 19 MONTHS

Related Occupations

SOC CODE:
39-5011 BARBERS
39-5012 HAIRDRESSERS, HAIRSTYLISTS, & COSMETOLOGISTS
View the Occupational Profiles on O*Net
http://www.onetonline.org/link/summary/39-5011.00

Cost

TUITION AND FEE'S: $8,000.00
BOOKS AND SUPPLIES: $1,500.00
ON CAMPUS LIVING COST: No on campus living
DEBT AT PROGRAM COMPLETION: 0

STUDENTS COMPLETING THE PROGRAM: 0
COMPLETING WITH ANY STUDENT LOAN DEBT: 0
MEDIAN FEDERAL STUDENT LOAN: $0
MEDIAN PRIVATE STUDENT LOAN: $0
MEDIAN INSTITUTIONAL FINANCE LOAN DEBT: $0

Program Completion in Normal Time
NORMAL TIME IN MONTHS TO COMPLETE: FT Day 15 Months, PT Day/Evening 19 Months
COMPLETING IN NORMAL TIME BY STUDENT SCHEDULE:
Job Placement Reminders
JOB PLACEMENT RATE REPORTED TO BPPE: NEW PROGRAM
JOB PLACEMENT REPORTED TO BPPE: NEW PROGRAM

COSMETOLOGY COURSE CURRICULUM

A. The curriculum for students enrolled in a cosmetologist course shall consist of **sixteen hundred (1600) clock hours** of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

B. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean actual performance by the student of a complete service on another person or on a mannequin.

EDUCATIONAL GOALS
The Cosmetology course of study is designed to prepare students for the State Licensing Examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, styling publicist, etc.

PERFORMANCE OBJECTIVES

Once licensed, a cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, styling publicist, etc

ADDITIONAL TRAINING (100 HOURS)
Training may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of client records, modeling, desk/reception, and care/styling of wigs. It may also include not more than thirty two(32) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations	Practicum Hours	Total Instructional Hours
1. The Barbering and Cosmetology Act and Board's Rules and Regulations	20			20
2. Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations, elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20			20
3. Health and Safety/Hazardous Substances (Shall include	20			20

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.)				
4. Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5			5
5. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and shall be performed before use of all instruments and equipment.)	20	10	10	30
6. Bacteriology, Anatomy, and Physiology.	15	200	200	15
7. Wet Hair Styling (Shall include hair analysis, shampooing, fingerwaving, pin curling and comb-outs.)	25	40	40	225
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)	20	20	60	60
a. Thermal Styling		80	240	60
b. Press and Curl		25	50	260
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80	80	70
10. Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20	50	100	100
11. Haircutting (Shall include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	20	60	140
12. Haircoloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)	40	20	20	60
a. Haircoloring	5	10	20	25
b. Bleaching	5	15	30	25
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	10	15	30	40
14. Facials				
a. Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	10	20	40	40
b. Electrical (Shall include the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10	20	10	50
c. Chemicals (Shall include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost	15	15	15	

layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations shall be performed in accordance with Section 992 regarding skin peeling.)	5		20 50 50 40	25 20
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	5	10		25
16. Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	10	50 Nails		60
17. Manicuring and Pedicuring				
a. Water and oil manicure, including nail analysis, and hand and arm massage.	10	50 Nails		60
b. Complete pedicure, including nail analysis, and foot and ankle massage.	5	20 Nails		45
c. Artificial nails				
1. Acrylic: Liquid and powder brush-ons				
Artificial nail tips	100			100
Nail wraps and repairs				
18. Salon Management & Additional Training				
TOTALS	435		1165	1600

COSMETOLOGY CLASS SCHEDULES: *Monthly Class Starts: Every First Monday of the month

Full-time (58.00 Weeks)	8:30 a.m. to 2:30 p.m.	Monday thru Friday
Part-time (80 Weeks)	5:00 p.m. to 10:00 p.m.	Monday thru Thursday

Both full-time and part-time students must attend the 8:30a.m- 2:30pm Monday. OR 5:00p.m. - 10:00pm theory class Monday.

*Monthly class starts, may vary if deemed necessary or upon discretion of the Director.

Classroom Theory:

Freshman students are scheduled in the classroom daily for theory and practical experience for a total of five (5) weeks. Freshman students do not work on paid clients until they have completed 160 hours of instructions. All full-time students receive morning theory monday for 5.5 hours, Tuesday and Thursday morning 8:30am-9:30am or 9pm-10pm. After theory, students report on the clinic floor.

Clinic Floor Instruction:

Students are given a weekly operation sheets that will require specific operations to be completed weekly. Upon completing all required operations listed on the weekly operation sheets, students may then choose additional operations to complete. Operations performed by the student will be checked and evaluated by an instructor. Students are held responsible for properly cleaning and sanitizing their work area

COSMETOLOGY KIT LIST

ITEM	Quantity	Total
Milady's Standard Textbook	1	$190.00
Milady's Theory Workbook	1	$65.00
Milady's Practical Workbook	1	$50.00
Mannequin Head	1	$42.00
Hairdryer w/ blowdry comb	1	$32.00
Haircutting Scissors	1	$65.00
Permanent Rods	8 dozen	$25.00
End Wraps	Supply	$8.00
Magnetic Rollers Rack	1	$18.00
Duckbill Clips	1	$4.00
Double Prong Steel Clips	1	$4.00
Shampoo Cape	1	$7.00
Thermal Cape	1	$7.00
Butterfly Clamps	1	$3.00
Large Mirror	1	$5.00
Hair Razor	1	$5.00
All-purpose Combs	3	$3.00
Tail Comb	1	$2.00
Cardinal Comb	1	$3.00
Vent Brush	1	$3.00
Roller Brush	1	$5.00
Chemical Brush	1	$2.00
Applicator Bottle	2	$2.00
Tint Bowl	1	$2.00
Manicure Bottles	5	$5.00
Finger Bowl	1	$2.00
Practice Fingers	5	$10.00
Manicure and Pedicure Implements	1 set	$40.00
Acrylic Nail Kit, Tips, Nail Wrap	1 set	$25.00
Make-up Kit	1 set	$125.00
Nail Kits (Art, Gel, etc)		300.00
Other implements		348.00
TOTAL		**$ 1400.00**

**KIT SUBJECT TO CHANGE UPON SCHOOL'S DISCRETION*

I hereby understand that:

1. The kit may not be removed from the campus facility without permission.
2. The school is NOT responsible for replacing lost, missing, or broken items.
3. Per the refund policy stated in my enrollment agreement, some items are not returnable.
4. The implements and products provided are to be used on school clients and/or models

assigned in order to develop required skills and speed.

_____	_____
STUDENT NAME	STUDENT SIGNATURE

Master Academy

COMPLAINT POLICY / STUDENT GRIEVANCE 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 (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

In accordance with the institution's mission statement, the school will make every effort to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95883

P.O. Box 980818 West Sacramento, CA 95798-0818
www.bppe.ca.gov

Telephone and fax #'s: (888) 370-7589 or by fax (916) 263-1897
(961) 431-6959 or by fax (916) 263-1897.

LEAVE OF ABSENCE POLICY

Students are allowed to take leaves of absence but the total of all leaves of absence may not exceed 180 days in any 12 month period. No additional tuition charges are incurred during any leave of absence. Students who take a leave of absence will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will not be included in the student's cumulative attendance percentage calculation (Attendance Rate). Students need to fill out a Leave of Absence Request Form to officially seek the approval of the School. Students may also elect to write an informal letter regarding their planned leave of absence that will be put together with the 'Leave of Absence' form to support their request.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

A. **Satisfactory Academic Progress**

All students enrolled in any course regardless of the attendance schedule must maintain satisfactory progress according to the requirements set forth in this policy.

B. **Attendance Progress Evaluation**

An attendance progress evaluation is concurrently done when the student is evaluated academically.

The evaluation periods are based on **actual hours.**

Barber students will be evaluated when their actual hours reach : 450, 900, 1150 and 1500 hours.

Cosmetology students will be evaluated when their actual hours reach : 450, 900, 1200 and 1600 hours.

Attendance progress evaluations are based on the cumulative attendance percentage as of the last day of the week of the academic progress evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For partial months, scheduled hours will be calculated by multiplying the number of class days scheduled times eight hours in each day.

Students must accrue a minimum of **67%** of the scheduled hours to be considered maintaining satisfactory progress. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.
The maximum time allowed for students to complete each course at satisfactory progress is stated below:

Program	Length	Minimum Time Frame		Maximum Time	
Barber	1500 Hours	57.5 Weeks FT	75 Weeks PT	86 Wks FT	112.5 Wks PT
Cosmetology	1600 hours	61.5 Weeks FT PT	80 Weeks	92 Wks FT	120 Ks PT

The maximum time allowed for transfer students needing less than full course requirements will be determined based on 150% of the scheduled hours (which is 1.50 times the course length).

C. Academic Progress Evaluation

To determine academic progress, students are evaluated based on theory grade average and the quality of the practical skills experiences. Students are assigned theory study and a required number of practical experiences for course completion.

Theory is evaluated by written exams administered after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated satisfactory or better. Practical skills are evaluated according to published criteria and performance standards established by the state licensing agency. Students must maintain a theory grade average of **70%**. Numerical grades are considered according to the following scale.

WRITTEN AND PRACTICAL:	93 - 100	EXCELLENT
	85 – 92	VERY GOOD
	70 – 84	SATISFACTORY
	69 and below	BELOW STANDARDS - UNSATISFACTORY

D. 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 (SAP) until the next scheduled evaluation. In order for a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic year, whichever comes first. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours. Students will acknowledge and sign receiving a copy of their SAP results after their evaluation has been printed. The weekly progress report the student receives every week reflects the number of hours before their next evaluation is going to be conducted.

E. Warning, Probation and Re-establishment

Students failing to meet minimum progress requirements will be given a W**arning** on that evaluation period. The student must show improvement by meeting the SAP by their next evaluation. The student will be counseled on actions required to attain SAP, which will be properly documented.

Probation is given to a student once the institution evaluates the student's progress and determines that the student did not make SAP during the warning period; and the student appeals the negative progress determination at the beginning of the probationary period; and the institution determines that SAP standards can be met by the end of the subsequent evaluation period. The probationary period begins at the time the student failed to meet SAP until their next evaluation.

Re-establishment:

Students may re-establish SAP by meeting the minimum attendance rate of 67% and pass all academic requirements upon the next evaluation. If the student is meeting minimum requirements, he/she will be determined as making SAP. If a student fails to meet requirements at the end of the probationary period, the student will be determined as not making SAP and may be terminated.

F. Leaves of Absence and Re-entry

If enrollment is temporarily interrupted for a Leave of Absence, a Leave of Absence will extend the student's contract and maximum time frame by the same number of days taken in the 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 not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course of study and wish to re-enter will return at the same progress before the date of interruption.

G. Appeal Procedures

If a student is determined not making SAP during the probationary period, the student must appeal the negative determination at the beginning of the probationary period by presenting a valid reason to school. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, or other allowable special circumstance. The student must submit a written appeal notice to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed. Appeal documents will be reviewed, a decision made within 30 days and reported to the student. If the student prevails upon appeal, the student will then be placed on probation and federal financial aid, if applicable, will be re-instated. There is no second appeal. Supporting documentations must be submitted regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. Results of the appeal will also be documented in the student's files.

H. Course Incompletes, Repetitions and Noncredit Remedial Courses

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

CAMPUS SECURITY

It is suggested to students and staff to report security concerns which may affect the school population. Awareness of criminal activity within the surrounding vicinity of the school and reporting to the management about any possible hazards could help deter unpleasant incidents. The school as a precaution will inform students and staff if such activities which could pose as a security concern. Timely reporting of incidents to school officials or police is crucial. In the event that an incident – a crime, drug activity, or security concern in the school and its vicinity is reported concerning a student or school employee as being responsible, the Director (after reviewing the incident report) could cite this as cause for dismissal. **Master Academy**'s Drug Policy clearly defines the disciplinary actions taken for students and school employees alike. These incidences will be logged in the ***Campus Security Report**.

SECURITY REPORTING

Car thefts, larceny, burglaries, sex offenses, robberies, assaults, vandalism, hate crimes and similar offenses that occurred within the school premises will also be documented in the Campus Security Report aside from being reported to Lynwood Police. Hate crimes that manifest evidence that the victim was selected intentionally because of the perpetrator's bias include a simple assault, larceny, intimidation, destruction/damage of property. The incident report will be helpful for both school officials and authorities. The Campus Security Report is prepared by the school official in charge at the time of the incident.

Master Academy is a drug-free workplace. Alcohol and drug use, sale, possession, underage drinking within the school premises by students or school officials will be dealt with accordingly. A student or school employee who comes to school intoxicated or under the influence of a controlled substance will be sent home and suspended to come to school until further advised. An incident report will be logged in the student's file and Campus Security Report. The student's enrollment may be terminated at the election of the school Director.

Master Academy will not tolerate students observed or reported participating or responsible for the aforementioned activities. Disciplinary action at the discretion of the school Director could be as severe as dismissal/expulsion.

Should you need to report a crime on campus please contact the Lynwood Police Department for non emergency and 911 for any emergency situation. You may also contact school Director, Omar Monzon or Associate Director, Laura Tarango. If you prefer to report confidentially to any school official regarding a

hate crime, sexual harassment, or a violent outburst by a student or school employee that you witnessed or became a victim of, you could maintain anonymity pending an investigation by the school Director. You could report either by personally speaking to any school official or by writing a letter about your grievance to the school Director.

Campus Security Report Log is kept at the Administrative Office and can be reviewed by students, for more information see Office Manager.

DRUG POLICY

Your enrollment in our school puts you in the direction of success; however, taking drugs could lead to disappointment and failure. Drug and alcohol abuse could be expensive, its effects - always negative.

Master Academy is aware that illicit drug and alcohol abuse are foremost social problems that affect the health, safety, and security of the public. In recognition of the problems associated with drug and alcohol abuse in society today, **Master Academy** is providing all students and employees the possible consequences with the following information :

The Court could sentence offenders :

LOCAL: Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time range from fines of $1,000,000 to $5,000,000 and up to 40 years imprisonment. For future offenses and/or larger quantities of illegal substances penalties include fines ranging up to lifetime imprisonment.

STATE: Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to 20 years while repeat offenders could receive life imprisonment. A schedule of fines up to $20 million also is in place.

FEDERAL: Penalties for unlawful manufacturing, distribution and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substances, the amount of drugs or other substance involved, and the number of offenses.

- There are various health risks associated with the use of the illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

MARIJUANA - Use can lead to an increase in heart rate of up to 50%, a sense of euphoria, acute anxiety and tremendous mood swings. There is potential for long term physical and psychological damage.

COCAINE - Use can affect the brain in seconds and result in hear or respiratory failure.

Master Academy prohibits the possession, sale or use of alcoholic beverage/illegal drugs on school property or in connection with any school activity. This prohibition applies to all students and all employees. Drug and/or alcohol dependency is an illness that has an effect on a person's well-being. School employees and students alike who need assistance in dealing with drug/alcohol abuse are required to go into a drug prevention or treatment program.

Master Academy's policy is aimed to help individuals with drug/alcohol abuse or dependency problems. This policy applies for all school employees and students of Master Academy, while in the premises.

Master Academy's defining course of action implementing this policy is :

a. If alcohol or drugs are observed and discovered, **Master Academy** school official will personally counsel and warn you about its consequences to your enrollment or to the financial aid that you can receive if you are the recipient of one.
b. If you come to school intoxicated or under the influence of a controlled substance, you will be sent home and suspended to come to school until further advised.
c. If substance dependency or abuse is established to be a problem, you are required at your own expense to go into a drug/alcohol prevention program which can include attending Alcoholics/Narcotics Anonymous meetings held at your locality. You can continue attending/working in school while undertaking the program for as long as you do not violate this policy. A weekly report of your program progress is also required.

d. The possession, sale or use of drugs/alcohol in or on school premises will result in immediate termination.
e. Failure to comply or any violation in the aforementioned regulations will result to immediate expulsion.

ADDITIONAL RESOURCE : ***Alcoholism and Drug Abuse Prevention Program***

Same Day Placement in Alcohol Rehab. Call Our 24/7 Free Hotline:

1-877-971-4763

Same Day Placement in Drug Detox. Call Our 24/7 Hotline:

1-877-971-4763

This is a short list of some of the drugs where a medical detox is recommended:

Opiate Detox

•Morphine
•Diamorphine (heroin)
•Roxycodone
•Codeine
•Hydrocodone (Vicodin)
•Oxycontin (Oxycodone)
•Fentanyl

Benzodiazepine Detox

•Xanax
•Klonopin

Methadone Detox
Suboxone Detox
Tramadol Detox
Amphetamine Detox

•Adderall
•Methamphetamine
•Diet Pills

SEX OFFENSE POLICY

Master Academy is committed to provide learning and working environment that is free from implicit and explicit sexual behavior. Documentation in the Campus Security includes reporting any form of sexual offenses and/or sexual behavior that influences, controls or may affect the welfare of another individual. Intimidation or discrimination (bullying and coercion) which includes exhibiting a sexually suggestive behavior will not be tolerated and could be grounds for disciplinary action or termination. No member of **Master Academy** Staff, faculty, and students may harass another individual. Sexual harassment is also a violation of Federal and State law.

Different forms of Sexual Offenses – Listed below are examples of the types of sexual offenses that can occur in the school. This list does not cover all types of sexual offense behaviors. Inappropriate jokes or statements that create a hostile environment because they are persistent, unwelcome flirtations, and touching (with the suggestive sexual activity) can also be considered a sexual offense.

- Harassment by Gender
- Threat Coercion
- Sexual Solicitation with promise of reward
- Seductive Behavior
- Sexual Assault

Since it is difficult to exactly define what might create a hostile environment because individuals have different perceptions regarding sexual behavior. One person may perceive an intimidating and unwelcome behavior that another person may perceive as harmless fun. The determination whether a conduct should be considered sexual must be evaluated with care. A student can file a complaint in detail by writing using the Campus Security Log form (available at the Administration office) and the school will review the statement. Verbally sharing the incident with the school staff does not constitute a complaint. The school can initiate a discussion with the victim and accuser to determine if a resolution can be achieved. Both parties will be provided a copy of the written statement. Depending on the severity of the incident, the victim could directly report the matter to the authorities (Long Beach Police Department).

Resources are available at the Anaheim County Family Justice Center located at:

(714) 765-1645
150 West Vermont Ave.
Anaheim, CA 92805

EMERGENCY NOTIFICATION AND EVACUATION PLAN

Master Academy is required by the U.S. Department of Education to have an Emergency Evacuation Plan that is documented, employees and students are to be notified about this procedure, a drill to practice the procedure conducted every year.

In the event that a confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees is occurring in the school premises, a verbal notification will be announced by **Master Academy** Staff/Instructor to all students. Students and **Master Academy** Staff that are not in the school at the time the emergency is occurring or has occurred will be notified by phone. The content of the notification will be all the relevant information regarding the emergency. The emergency will be logged and documented.

For everyone's safety **Master Academy** has posted a diagram indicating the emergency exits in case of fire, earthquake, flood or other emergencies that the school occupants should know. The postings are located right outside the classroom, in the restroom, and in the break room. If you wish to get a copy of this diagram, you can request for one from any of the staff. Exit signs are clearly marked on the three exits. Even in the event of a power outage, these exit signs will remain lit or will be reflective to indicate doorway and path of exit.

Students are informed about the school's emergency evacuation and where to assemble after exiting the school. The meeting or assembly area has been designated as the parking lot of the school. Individuals who exited through the front will need to go to the parking area where everyone is supposed to meet. Every individual that was in the school should be accounted for; a school official will perform a headcount. Students need to know that after exiting, they should not come back in even if there is a person missing, unless it has been declared safe to go back in.

PEER-TO-PEER FILE SHARING AND COPYRIGHT POLICY

Master Academy does not allow the unauthorized use of copyrighted material. Peer-to-peer (P2P) file sharing programs are not permitted on premises for users of **Master Academy**'s computer network. A peer-to-peer file sharing program is any computer application that alters a personal computer into a storage server that can distribute data to other computers simultaneously. Copyrighted materials cannot be shared by any means, including network file shares, the internet, illegal upload/download, and is not limited to just peer-to-peer programs. Copyright infringement, according to the U.S. Copyright Office, is when "a copyrighted work is reproduced, performed, publicly displayed, or made without the permission of the copyright owner." This pertains to a portion or all of a copyright work. Unauthorized peer-to-peer file sharing and unauthorized distribution of any copyrighted material may be subject to civil and criminal liabilities.

The U.S. Copyright Office provides a summary of the penalties for violation of Federal copyright laws (http://www.copyright.gov/help/faq/) cited below: *Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.*

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently

many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, ebooks, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware.

See Frequently Asked Questions about 'Copyright' online at the U.S. Copyright Office page at www.copyright.gov/help/faq/

Master Academy will terminate any student conducting unauthorized peer-to-peer file sharing or copyright infringement violations using the school's network system. Whichever amount of tuition due to Master Academy will be payable on demand.

STUDENTS RIGHTS AND PRIVACY POLICY – FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. **Master Academy** follows the FERPA guidelines.

1. Each student has the right to gain access to her/his cumulative record by appointment under the supervision of an authorized staff member.
2. Any information pertaining to a student's cumulative record will be released to a third party only upon written instruction for each request.
3. All of the above rights apply to the parent/guardian if the student is a minor.
4. School employees, schools to which a student is transferring, certain government officials, parties connected to financial aid, organizations doing studies for a school, accrediting agency, individuals with a court order or subpoena, persons who need to know for health or safety emergencies and state and local authorities to whom disclosure is required.

FERPA gives certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have a written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile system, pursuant to specific State law.

Schools may also disclose, without consent, “directory information” such as student’s name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA LEARN (1-800-872-5237) (voice). Individuals who use TDD may call 1-800-437-0833. If you have questions about the FERPA, you may write to :

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Master Academy,

GENERAL RULES AND REGULATIONS

1. The school is open from Monday- Friday 8:30A.M.-2:30 P.M. Monday-Thursday 5:00pm-10:00pm Breaks: 15 minutes in the morning and 15 minutes in the afternoon no later than 7 P.M. Lunch breaks are scheduled for 30 minutes. Students taking their half hour breaks must punch out before taking their break and must punch in after their break otherwise if it is not specified in their timecard, a 30 minute break from their clock hour will be automatically deducted. Students who require a longer lunch break (31 minutes or longer) must obtain prior approval from the School Director or Instructor.
2. If a student is unable to attend school, students are required to notify the school by telephone between the hours of 7:30 A.M. - 8:30 A.M. & afternoon students must notify the school between the hours of 4:00 noon and 5:00 p.m. The telephone number to call 323-641-1328
3. Tardy policy will be noted as arriving after 8:30 a.m. or 5:00 p.m. for class. Students will not be allowed into class until after theory has concluded unless they have called first.
4. In order for each student to perform all the operations required by the State Board of Barbering and Cosmetology within the contracted hours, students must attend school daily. Students, who miss school days or who are late and miss morning theory, must realize that missing classes means missing scheduled curriculum in theory and means getting behind in operations. The more absences a student incurs, the lower their ***Attendance Percentage Rate*** will get. (Attendance Rate is discussed further together with Satisfactory Progress Policy).
5. **Three unexcused absences** (not notifying the school) in any **month** will be cause for suspension or termination from the school. Upon return from an unexcused tardy or absence, immediate disciplinary action will be taken. ALL ABOVE PENALTIES MAY BE WAIVED, IF THE STUDENT BRINGS IN A DOCTOR'S CERTIFICATE DUE TO ILLNESS WHILE ABSENT, OR THE STUDENT WAS EXCUSED IN ADVANCE BY THE SCHOOL. Fourteen (14) days of consecutive absences without school notification will be termination from the school program immediately.
6. **Grading & Satisfactory Progress** - Students must maintain a 70% grade point average and 67% Attendance Percentage at all times while in the program. Academic grade is based on Written Exams and Practical Evaluations; this comprises your grade point average. Students are considered ***Maintaining Satisfactory Progress*** if they are meeting the *Academic and Attendance Rate* percentages. Students who fall below GPA average and 67% attendance will get a student evaluation conference initiated by the Associate School Director or designated official. A Student may be put on probation if they do not meet the Satisfactory Progress. It is very important that a student maintain Satisfactory Progress as this could greatly affect their Scholarship (if applicable) or their school enrollment altogether. Every evaluation period a student is graded, a *Satisfactory Progress Report* will be given to a student that would detail their Practical grade, Written exams taken with the corresponding grades and course completion progress. This report will also indicate if a student is Maintaining Satisfactory Progress and if a student is on Warning or Probation.

Theory grade is evaluated after each unit of study or topic. Theory tests and assignments are evaluated when completed and graded toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the State Board of Barbering and Cosmetology. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

WRITTEN AND PRACTICAL:	93-100	EXCELLENT
	85-92	VERY GOOD
	70-84	SATISFACTORY
	69 and below	BELOW STANDARDS - UNSATISFACTORY

Each student is tested periodically on theory and practical/skill development. Written examinations are given on each subject within the course curriculum. Examinations are graded on a percentile basis. Examinations that fall under 70% are allowed to be re-taken at a maximum of two (2). The average scores of examinations taken will be the final score. Formal practical evaluations for Barbers are conducted at the 450, 900, and 1150 and 1500 hour periods. These practical evaluations are based on criteria that are converted to a percentile. The work done on the clinic floor is not given a formal grade; rather it is marked as having been completed. It is not weighted into the overall GPA.

7. **Personal Service / Daily Operations / Clean-up**. Students are allowed to have personal service done only on Wednesday. Special occasions will be on a case-by-case basis and must be approved by the instructor prior to service. Friends and relatives are considered paying customers. Freshmen can bring their own clients for free service *(Thursday & Friday as long as they have done 5 operations on client or dollhead and 1 workbook done)* except if a school product or electricity *(i.e. Thermal and Haircolor)* is used. The fee will be in the discretion of the Floor Instructor. Freshman students can practice/perform service to non-paying clients only IF they have been trained on that subject/operation. All students are required to do at least five (5) operations and one (1) theory workbook or practical workbook done each day in school. Students are expected to clean up their station after each service. Credit will only be applied upon completion of service, which includes clean up. Students must follow their ***Daily Sanitation Checklist***. Eating or drinking any beverage on the floor while performing service is not allowed, clients should be discouraged to do so just the same.
   Students can perform service on the floor on a paying client after achieving 10% of their program course clock hour requirement (i.e. BARBER 1500 hours = 150 hours). Freshman Students can practice/perform service
8. Cursing, badmouthing, or expressing vulgar/defamatory words in the school are not allowed. Students will be sent home, suspended, or terminated depending upon the severity and frequency of incidents occurred. No loud or offending music and no earphones while performing a service on a client. No cell phone use permitted on the floor while performing service or while practicing an operation. Cell phones must be in silent mode or vibrate mode. If necessary, calls can be received at the break room or outside the parking area for a five (5) minute period if classes are ongoing. No personal calls are allowed going through the school business line unless for emergency only. Messages for students can be taken and advised of the call.
9. **Saturday attendance.** (No saturday classes at this time)
10. **Students are not allowed to refuse clients/customers.** Unless it is a serious health risk (the school will not put a student in health and safety hazard) to the student, all clients that the school deems to be a client must be serviced by an assigned student. Only the school reserves the right to refuse service to a client. **STUDENTS NOT PERFORMING OR REFUSING TO PERFORM ANY CLASSROOM AND/OR FLOOR ACTIVITIES, OR FOLLOW THE AFOREMENTIONED RULES MUST PUNCH OUT IMMEDIATELY.**

Rules and Procedures on Student Clock Hours:

A. Each student begins the program in the freshman curriculum, which includes, lecture, demonstration, and practical training for a period of not less than 10% of total clock hours (i.e. Barbey- 1500 hours x 10%= 150 clock hours minimum, as a Freshman student) and may increase to 300 hours depending on student's skill. The school will maintain freshman weekly worksheets, which the instructor records and evaluates prior to senior curriculum. Practical operations during freshman period are credited as Practical Operation credit. Students will work on clients or mannequin for practical operation upon completion of clock hours required and freshman evaluation.

B. Upon completion of freshman hours, students begin working at the clinic floor to practice and complete practical operations training. Students will have theory class and then practical training hours right after. Theory

classes, after the freshman period, will be recorded daily for each theory subject taken to identify student's completion on the subject.

C. Computer printout for each student will be printed every two weeks. Each individual student printout will identify theory hours completed in each subject according to the Bureau of Barbering and Cosmetology Rules and Regulations. Practical operation requirements are also listed in the computer printout and student's credited operations will be reflected and identified.

D. The following procedures are taken by each student working on the practical/clinic floor:

a. Each student will record all the practical operations completed that day. It is the student's responsibility to ensure that he/she has punched upon arriving to school and punching out before leaving the school. Students are required to have the floor instructor check, initial, and verify the operation, prior to and upon completion of each practical operation. The practical operations will then be recorded to the weekly worksheet onto the computer and filed into each individual student school record envelope.

b. The computer printout of each student will reflect and identify the number of practical operations completed and the required practical operations by the Board. Students need to examine carefully the information entered into the computer printout and notify the Office Manager or Instructor for any discrepancies or concerns. The practical operations recorded and filed in each student envelope will help identify and clarify mistakes or concerns in the weekly computer printout.

c. Student attendance policies are applied uniformly and fairly. **Master Academy** measures student attendance by clock hours. **Master Academy** will;
   - give appropriate attendance/clock hours credit for all hours attended.
   - not add or deduct attendance hours as a credit or penalty, and
   - round actual attendance hours to no more than the nearest quarter hour.

E. Students that fail to meet their scheduled hours for any given week will be charged a rate of $10.00 (Barber Course)for every hour not met. Hours are calculated at the end of each month, students are responsible to make the payments or make arrangements with Ms. Laura Tarango or Mr. Omar Monzon. Students will have the option to do make-up work by attending a make-up class to be scheduled by Ms. Laura or Mr Omar. Absences will only be excused by Ms. Laura or Mr. Omar. Excused absences will not be charged. Students who do not clock out at the end of the day will only receive a maximum of 4 (four) hours for the day.

Over-Contract fees:

For a student who does not complete the course by the contract end date, the following hourly charges apply until the course is completed:

Barber Course:	$10.00 per hour
Cosmetology Course:	$10.00 per hour

Master Academy,

2016 Overall Outcome Rates

Completion Overall: 00.00%; Placement Overall: 00.00%; Licensing Overall: 00.00%

SCHOOL WAS NOT IN OPERATION FOR THE YEAR.

CIP

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme for postsecondary instructional programs/fields of study that facilitates the organization, collection, and reporting of program data. The CIP was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.

PROGRAM	CIP CODE	SOC
BARBERING	12.0402	39-5011
COSMETOLOGY	12.0401	39-5012

Constitution and Citizenship Day (September 17, 2017- Sunday) We will observed on Monday September 17, 2018 by having a group discussion about the U.S. Constitution and Citizenship.

Student 'Consumer Information' Guideline

*This information is available in the **Master Academy** Office and in the **Master Academy** Catalog.*

INSTITUTIONAL INFORMATION

- Cost of attending Master Academy
- Refund policies
- Requirements for officially withdrawing from school
- Information regarding Master Academy courses
- Entities that accredit, license or approve Master Academy, and procedures for reviewing school's accreditation, licensing or approval documentation
- Description of any special services and facilities for disabled students
- Title and available employee(s) responsible for dissemination of institutional and financial disclosure information and how to contact them.

*This information is available in the Office and in the **Master Academy** Catalog. Tuition and fees are published in the **Master Academy** Catalog, information can also be viewed in the **Master Academy** office Bulletin Board. Kit lists describing the books and supplies the student needs while attending school are also in the **Master Academy** Catalog and Bulletin Board. Room and board along as well as transportation are not part of the expenses that **Master Academy** charges.*

CAMPUS SECURITY REPORT

- Statistics for the 3 most recent calendar years concerning occurrences of crime on campus and on public property immediately adjacent to and accessible from the campus.
- Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies and Master Academy, 's response to such reports
- Policies concerning the security of and access to campus facilities
- Policies concerning campus law enforcement
- Policies concerning alcohol and drug use

*This information is available in the **Master Academy** Catalog and Bulletin Board of the **Master Academy** Office. The log is kept at the Administrative Office, together with forms for writing/reporting. Drug Policy is also available in the **Master Academy** Catalog and Bulletin Board of the **Master Academy** Office.*

TABLE OF CONTENTS

CATALOG COVER…….. 1
WELCOME…… 2
ORGANIZATIONAL CHART……. 3
STAFF QUALIFICATIONS……. 3
MISSION STATEMENT…….. 3
BPPE APPROVAL…… 4

ENGLISH AS A SECOND LANGUAGE…… 4
FACILITIES…….. 4
COURSE OFFERED…… 4
TRANSFERABILITY OF CREDITS……. 5
TUITION CHARGES…….. 5
STRF (STUDENT TUITION RECOVERY FUND)….. 6
ADMISSION POLICY AND PROCEDURE……. 6
JOB PLACEMENT…….. 6
STUDENT SERVICES……. 6
STUDENT RECORDS RETENTION POLICY…… 6
HOUSING…….. 6
ATTENDANCE POLICY……. 7
WITHDRAWAL POLICY……. 7
PROBATION AND DISMISSAL POLICY……. 7
GRADUATION REQUIREMENTS…… 7
REFUND POLICY…… 8
HOLIDAY CALENDAR AND SCHEDULE…….. 8
BARBER DISCLOSURES AND CURRICULUM……. 9-17
COSMETOLOGY DISCLOSURE AND CURRICULUM 17-23
GREVANCE PROCEDURES…….. 24
LEAVE OF ABSENCE POLICY……. 25
SATISFATORY ACADEMIC PROGRESS POLICY (SAP)… 25-26
CAMPUS SECURITY…… 26-27
DRUG POLICY……. 28-29
SEX OFFENCE POLICY…… 30
EVACUATION PLAN AND COPYRIGHY POLICY… 31-32
FERPA……. 33-34
GENERAL RULES AND REGULATIONS…… 35-36
OVER-CONTRACT FEES…….. 37
OUTCOME RATES AND CIP……. 37
CONSUMER INFORMATION GUIDELINES……. 37
TABLE OF CONTENTS…….. 38