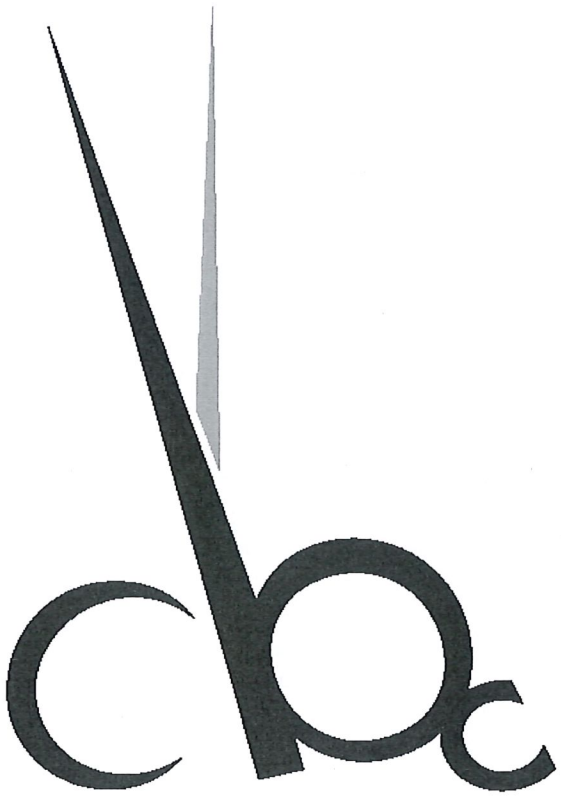
CALIFORNIA BEAUTY COLLEGE



CATALOG

1115 15th Street Modesto, CA 95354
209-524-5184

www.calbeautycollege.edu

January 1, 2021 – December 31, 2021

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MISSION AND EDUCATIONAL OBJECTIVES

CALIFORNIA BEAUTY COLLEGE ***is committed to offering a quality education and positive learning environment to provide all Students the knowledge, skills and inspiration for a successful beauty career.***

The prime objectives of our educational programs are: to train knowledgeable, well-educated graduates who will be successful and remain employed in the beauty industry. To graduate future professionals who will function effectively at any entry-level position understanding the challenges and gratifying experiences of their clinical practice. To provide the training and skills necessary to pass the Board of Barbering and Cosmetology examinations required for a state license. Sponsor, encourage and make available continuing education to our teachers and staff. To periodically evaluate and revise our curriculum to target the growing demands of the industry.

ACCREDITATION

CALIFORNIA BEAUTY COLLEGE is accredited by:

National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin St., Alexandria, VA. 22314 (703) 600-7600

As an accredited institution, qualified Students may receive financial assistance for tuition and other costs through Title IV Financial Aid Programs.

APPROVALS

California Beauty College is licensed to operate as a private postsecondary institution in the State of California and is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. The license to operate is valid until May 2023 and is based on provisions and compliance of the Bureau for Private Postsecondary Education Act of 2009, under section 94802(b) (2) which is effective January 1, 2010.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This institution is not implying that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

The Bureau for Private Postsecondary Education approves the following courses:

Cosmetology	1600 Clock Hours
Manicuring/Nail Care	400 Clock Hours
Manicuring/Nail Care 102	600 Clock Hours
Esthetician	600 Clock Hours

Class sessions will be held in residence at **1115 15th Street, Modesto CA 95354** with a facility occupancy level accommodating approximately 150 Students at any one time.

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

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:

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 1747 N. Market Bl., #225 Sacramento, CA 95834
Phone: (916) 574-8900 Toll Free: (888) 370-7589 Fax: (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

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.

Licensing agency: The State of California Department of Consumer Affairs – **Board of Barbering and Cosmetology** sets minimum standards for the course of study. Completing the minimum number of class hours, practical operations, and the total program hours regulated by the Board and outlined in the Board's Rules & Regulations, is required to qualify the future professional for licensing. The Board provides licenses to graduates upon passing their respective examination.

Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100, Sacramento, CA. 95834 (800) 952-5210

California Beauty College participates in Title IV Programs to assist qualifying students with educational expenses. This institution is recognized as an eligible institution to participate in Federal Financial Aid Programs by:

The United States Department of Education (USDE)
400 Maryland Ave., SW
Washington, DC 20202 (703) 600-7600

For information on those programs, see the financial aid section of this catalog.

California Beauty College is a provider of Cosmetology training under contract with the Stanislaus County Regional Occupational Program, Modesto City Schools. This training is provided to qualifying high school Students.

GENERAL DISCLOSURE

(8) The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition against it within the preceding five years, or has had a petition bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code. (11U.S.C. Sec. 1101 et seq.)

ADMISSIONS

All courses offered by **CALIFORNIA BEAUTY COLLEGE** are under the following requirements for admissions:

(17) Entrance is open to career-minded people who would be able to obtain and utilize the skills taught and become employed. The school is accepting applicants for admissions as regular students who are at least 17 years of age and have a verifiable high school diploma or General Educational Development (GED) certificate, official transcripts showing completion and graduation date, or a state issued credential for secondary institution completion if home-schooled. A valid Social Security card and number is required. As stated in 5CCR 71770(a)(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.

(17) We do not admit Ability-To-Benefit students. We have not entered into an articulation or transfer agreement with any other college or university.

Future students are encouraged to tour the campus with an opportunity to visit classes. Before enrolling, all students receive an interview with an admissions representative to discuss enrollment qualifications, personal goals and occupational plans. Before the first day of class, students sign an enrollment agreement along with required statements and disclosures. The first day of class students will attend orientation.

California Beauty College does not recruit Students already attending or admitted to another school offering a similar program of study.

EXPERIENTIAL LEARNING:

(18) California Beauty College does not award credit for prior experiential learning.

CREDIT EVALUATION FOR PREVIOUS TRAINING

(17) A transfer Student is accepted under certain conditions and credit for previous training from an accredited cosmetology school are counted as attempted and completed hours and can be issued with proper documentation to include an official transcript, proof of training, diploma, or other documents indicating program hours, technical instruction hours and practical operations. Previous course hour credit may be issued after assessment tests are conducted by the Director of Education. Tuition is prorated for the remaining hours of course completion. An application fee and other kit and equipment fees are assessed. All admission qualifications must be met prior to acceptance. Prior satisfactory academic and attendance records are taken into consideration and the acceptance of any and/or all of the transferring hours and operations is at the discretion of the school. Prior training outside the state of California must be verified by a supplemental letter from the Board of Barbering and Cosmetology granting the number of hours and credits needed to complete the course. The contracted course length will be modified according to the transferring hours accepted by the school. The Student shall not attend classes until the enrollment process requiring the state's letter, original Proof of Training Document and Record of Withdrawal from a previous institution and other related and or requested documents have been received. A prior enrollment at this institution or another institution does not guarantee nor require acceptance. A Student wishing to transfer between programs at California Beauty College must receive prior approval from the school's director.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 California Beauty College to determine if your credits or diploma will transfer.

RE-ENTRY POLICY

All Students who withdraw in good standing and accepted for re-enrollment within a one year period may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status and school disciplinary policies prevailing at the time of the prior withdrawal. The Student's Satisfactory Progress at re-entry is evaluated on an individual basis. If the Student transferred to another institution before returning to **California Beauty College,** those hours and operations earned at, that institution would be evaluated and upon acceptance be credited to the Student for the re-enrollment period. **California Beauty College** reserves the right to reject a Student's enrollment application and prior course hours do not guarantee nor require acceptance to the college. A Student withdrawn due to unprofessional conduct and or behavior is not eligible for re-entry and is not allowed in the school or on the school premise after such a dismissal.

TRANSFER OR ARTICULATION AGREEMENTS

This institution is not entered into any transfer or articulation agreement with any other college or university that provides for the transfer of credits earned in the program of instruction.

CONSUMER DISCLOSURES

The following state boards, bureaus, departments or agencies set minimum standards and regulations for the program of studies:

California Board of Barbering and Cosmetology
Bureau for Private Postsecondary Education
National Accrediting Commission of Career Arts and Sciences

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

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

CBC does not provide for study abroad programs.

FACILITIES / LOCATION / EQUIPMENT

California Beauty College established in 1961 has been in continuous operation and is a year round co-educational private postsecondary vocational institution dedicated to the principle of creating a spirited learning environment to give graduates a leading edge in the beauty industry. The campus is located at 1115 15th Street near downtown and the location is convenient to city bus routes. The facility is approximately 7000 square feet with an adjacent parking area. A Student salon, reception area, facial room, manicure room, business office, teacher's office, Student break room and training centers occupy the space. Demonstrations, video equipment and computers for Student written examination practice are available. Student salon equipment, kit and supplies, implements, and products are comparable to those used within the industry. CBC simulates a real salon environment to help our Students "learn-by-doing", with equipment and a variety of products and supplies that enhance the Students' practical expertise and product knowledge. The school's facilities and equipment are functional and the educational atmosphere provides an ideal setting to maintain a positive learning environment filled with inspiration for learning the profession of beauty. The Institution is wheelchair accessible and has handicapped restrooms.

HOUSING INFORMATION

The facility does not have dormitory facilities under our control; California Beauty College does not offer housing or provide assistance to Students with housing (this institution has no responsibility to find or assist a student in finding housing); however, the school is located in close proximity to residential areas and there is availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing as of January 2020 may range from $800 and up; below is a link to some information regarding rentals in or near the Campus:

https://www.libertypropertymanagement.com/rental-properties.asp

LIBRARY AND OTHER RESOURCES

Library resources are available to include: videos, DVDs, styling books, additional reference books and current magazine publications. Resources are accessible on campus and in the administration office. Students may access the library Tuesday thru Saturday 8:30 am to 3:30 pm. There is a check in and out system for removing the resources from the library.

ORIENTATION

Student orientation is held prior to the start date or on the first day of class. Orientation takes place on campus. The orientation provides information regarding the instructional program, course content, office policies, school facilities, campus security, and satisfactory progress. Students gain full awareness of their responsibilities by understanding the school policies and additional general rules and regulations. Orientation provides the course outlines and Student services.

ADMINISRATIVE OFFICE/FINANCIAL AID OFFICE

Consumer Information Personnel

Personnel available for admission information, financial aid questions and answers, consumer information and institutional policies is Sue Garrick, Financial Aid Director / Manager. Office hours are Tuesday through Saturday 7:00am to 3:30pm. The direct phone number is 209-524-5184.

ADMINISTRATION AND FACULTY

CALIFORNIA BEAUTY COLLEGE is a DBA of California School of Cosmetology, Inc.

Owners: Deanna L. Mineni, William P. Mineni, Heidi Mineni, Wendy Jasper, Holly Lara, Wesley Croslow, Will Mineni

The chief officers are: Deanna Mineni, President
Heidi Mineni, Secretary/Treasurer

Administrative staff and teachers are selected for professional, enthusiastic and positive attitudes. Faculty members recognize the special responsibilities and challenges to build a solid foundation of practical and technical skills for each Student. They devote their energies to developing and improving their teaching methods and professional competence with a commitment to excellence.

Deanna Mineni and Heidi Mineni – Director
Sue Garrick – Financial Aid Director / Manager
Nichole Klimek – Front Desk/Salon Manager/Placement

The Instructors possess a California State Board of Barbering Cosmetology license and have at least three years of industry experience. Staff has many years of teaching, continuing education and salon experience including salon ownership, management, technical stylist, and manufacturer's educator experience.

Gema Mariscal – Director of Education & Manicuring Educator (Licensed Cosmetologist)
Victoria Finley – Instructor (Licensed Cosmetologist)
Sukari Campbell – Instructor (Licensed Esthetician and Cosmetologist)

PROGRAMS OF STUDY / ENGLISH PROFICIENCY / VISA SERVICES

The Cosmetology, Esthetician and Manicuring/Nail Care and Manicuring/Nail Care 102 programs offered at California Beauty College do not have an International program and therefore we do not admit students from other countries, we do not include or offer visa services to prospective students, we do not vouch for student status nor any associated charges. All programs offered by California Beauty College are taught in English. The institution does not provide an English-as-a Second Language course.

English Proficiency Requirements: In order to successfully participate and complete college level classes, you must be able to listen, read, speak and write in the English language.

Admission may be granted to students who submit one of the following English language proficiency test results :

TOEFL (internet) 61iBT

(https://www.ets.org/toefl/)

Please be advised that we do not offer nor provide English language services, including instruction such as ESL.

PROGRAM SCHEDULE

Cosmetology, Esthetician and Manicuring/Nail Care and Manicuring/Nail Care 102 classes can begin the first Tuesday of each month. Class start dates are scheduled in consideration of overall Student enrollment and are subject to change as deemed necessary. **California Beauty College (herein referred to as "CBC")** reserves the right to make changes in class schedules, course content, and curriculum as necessary due to industry changes or academic scheduling. The college reserves the right to postpone or cancel any scheduled class for which there is insufficient enrollment.

LICENSING REQUIREMENTS FOR STATE EXAMINATION

To become a licensed Cosmetologist or Nail Technician or Esthetician, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must have at least a 10th grade education, complete the selected course hours, minimum technical hours and practical operations in a licensed Cosmetology school, and be at least 17 years of age.
State board examinations are given in Fairfield and Glendale and the Board notifies the Student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license allowing the licensee to seek employment in their career field.

CAREER OPPORTUNITIES

Cosmetology, Esthetician, and Manicuring/Nail Care and Manicuring/Nail Care 102 training offers a wide variety of career opportunities upon completion and licensing. Continuing Education is vital to these beauty industry career choices.

LICENSED COSMETOLOGIST SOC code 39-5012.00

Please review O*Net website for additional information regarding Cosmetology Occupations at www.onetonline.org

1. General cosmetology knowledge covering all area of the "Art of Hairstyling." There are both chemical and non-chemical.
    a. Chemical – Permanent Waving, Chemical Straightening, Hair Coloring, etc.
    b. Non-Chemical – Hairstyling, Haircutting, Make-up Artist, Facial expert.
2. All levels of Management.
3. Education Positions
4. Merchandising Field – Sales, Buyer, Seller, etc.
5. Scientific Field – Demonstrator, Research, etc.
6. Writing Field – Promotional Writer, Beauty Editor, etc.

LICENSED MANICURING/NAIL CARE SOC Code 39-5092.00

Please review O*Net website for additional information regarding the Manicuring/Nail Care Occupation at www.onetonline.org

1. Basic knowledge of Nails, Hands, and Feet.
2. Manicuring/Nail Care in Salon using licensed skills
3. Salon / Day Spa owner/manager
3. Merchandising Field – Sales, Buyer, Seller, etc.
4. Scientific Field – Sales, Buyer, Seller, etc.
5. Writing Field – Beauty Editor, Promotional Writer, etc.

LICENSED ESTHETICIAN SOC Code 39-5094.00

Please review O*Net website for additional information regarding the Esthetician Occupation at www.onetonline.org

O*NET-SOC Description: Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Sample of Reported Job Titles

Aesthetician

Clinical Esthetician

Esthetician

Facialist

Lead Esthetician

Medical Esthetician (requires additional education not offered at this institution)

Skin Care Specialist

Skin Care Technician

Skin Care Therapist

Spa Technician

COSMETOLOGY PROGRAM OUTLINE

Program description: (C.C.R. Title 16 Division 9 Article 7, 950.2 CIP # 120403)

The Cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicuring as mandated by the California Board of Barbering and Cosmetology. The course is designed to prepare the Student to pass the California Board of Barbering and Cosmetology licensing examination and provide the Student with the knowledge and skills needed for an entry level position in the beauty field. Passing the State of California administered examination is a requisite in order to obtain a Cosmetology License. The license is a requirement to practice as a Cosmetologist in the state of California. The institutional administration is dedicated to keeping the Cosmetology program updated and evolving with the trends, styles, and technical and practical changes of the beauty industry. Training methods, materials, techniques and innovations are updated and included in any curriculum changes as needed.

Format: As mandated by the Board of Barbering and Cosmetology technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations 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.

Instructional methods: Lesson delivery is sequential learning addressing specific tasks, assigned practical and theory work sheets, demonstration, written and practical evaluations, and Student participation. Student salon equipment, supplies, implements, and products are comparable to those used within the industry.

Requirements for completion:

Requirements for completing this program is completion of 1600 clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Program Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

To be eligible for graduation, every Student enrolled in all programs must have a satisfactory academic GPA in technical instruction classes and clinical practical operations. Complete all assigned projects. They must also have been in attendance and completed the required amount of clock hours as set forth in the program of instruction as indicated on the enrollment agreement.

Educational Goals:

Performance Objective

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis.
4. Develop practical procedure skills to pass the licensing examination.
5. Acquire business management techniques common to Cosmetology.

Skills to Be Developed

1. Learn the proper use of implements and products relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services, to determine any physical conditions and disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of make-up and other facial services to include masks, cosmetic packs and the application of false eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicures and pedicures.
6. Learn the application of artificial nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty, integrity and gain respect for the unique characteristics and personalities of all individuals.
4. Prepare Students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of the Student salon practice.
5. Develop respect for open and honest inquiry.

Upon completion of the contracted program clock hours, minimum technical instruction hours and practical operation, and a cleared tuition account CBC graduates receive a Proof of Training document and diploma. Students are expected to complete their course of Cosmetology on time, and in accordance to the expected contract completion date. 100% attendance completes a Student who does not take a Leave of Absence in 54 weeks.

Syllabus

The curriculum for Cosmetology consists of 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.

TECHNICAL INSTRUCTION & PRACTICAL OPERATION

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:		
Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operation
Laws and Regulations 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.	20	0
Health and Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, includes HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	0
Anatomy and Physiology The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	0
Disinfection and Sanitation 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.	20	0
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 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, flat irons and blow dry styling.	65	240

Permanent Waving and Chemical Straightening 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.	40	105
Hair Cutting The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Hair Coloring and Bleaching 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 color removers	60	50
200 Hours of Technical Instruction and Practical Training in Esthetician The required subjects of instruction in Esthetician shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
Manual, Electrical and Chemical Facials The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, 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. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Eyebrow Beautification and Make-up The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:		

Manicuring and Pedicuring The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	120
Business Fundamentals and Professional Ethics		
Professional Development / Business Skills Training provided in professional ethics, communication skills, salesmanship, decorum, record keeping, client service record cards, career awareness, salon management, seeking employment, front desk and other matters related to the cosmetology field.	10	0
Twenty four (24) hours of extra credit for field trips may be applied. 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 card.		
NOTE: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1),7362, 7362.5(b) and 7389, Business and Professions Code.		

COSMETOLOGY INSTRUCTIONAL TRAINING MATERIAL

The Milady's Standard Textbook of Cosmetology is issued on or before the seventh class day. Student kits of equipment and materials are issued after satisfactorily completing Fundamental classes. The kit contains the equipment necessary for successful completion of the course. The Student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.

PROGRAM LENGTH COSMETOLOGY (1600 Hours)

30 hours per week – completes in 54 weeks (100% attendance)

GRADING SYSTEM

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90% - 100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70% - 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Theory grades are based on test grades and practical assignments. Students falling below the minimum GPA will have an opportunity to make-up and re-take exams, and complete extra assignments. If a Student misses an examination, the Student will receive a zero and must schedule a time to make-up the exam. A Student receiving a failing grade is given the opportunity to re-test. Practical skill tests are given periodically. The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor's directions. The school maintains written evaluation reports. These are reported to the Students at 450, 900, and 1250 clock hours of the scheduled completion of the course hours.

In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the Student does

not complete the program by the expected 100% point. The progress evaluation form reflects the cumulative attendance and academic progress of the Student. Monthly progress reports are given to Students. Grades are entered into our computer software program and Students are encouraged to retake any examination to improve a failing grade.

MANICURING/NAIL CARE PROGRAM OUTLINE

Course description: (D.O.T. # 331.674-010, CIP # 12.0499) 400 CLOCK HOURS

The Manicuring/Nail Care course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology.

The course is designed to prepare the Student to pass the California Board of Barbering and Cosmetology licensing examination and help the Student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Manicuring/Nail Care License.

The license is a requirement to practice as a cosmetologist in the state of California.

The institutional administration maintains as part of its daily operations a special focus toward the latest trends of the field. Training methods, materials, techniques and innovations are included in any curriculum changes.

Course format: The curriculum for Students enrolled in a Manicuring/Nail Care shall consist of 400 clock hours of technical instruction and practical operations as mandated by the Board of Barbering and Cosmetology.

Technical instruction hours mean instruction given by demonstration, lecture, classroom participation, or examination.

Practical operation shall mean actual performance by the Student of a complete service on another person or mannequin

Instructional methods: lesson delivery is sequential learning addressing specific tasks, assigned practical and theory worksheets, demonstration, written and practical evaluations, Student participation. Student salon equipment, implements, and products are comparable to those used in the industry.

Requirements for Completion: Requirements for completion of the program is completion of 400 clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Program Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

To be eligible for graduation, every Student enrolled in all programs must have a satisfactory academic GPA in technical instruction classes and clinical practical operations. Complete all assigned projects. They must also have been in attendance and completed the required amount of clock hours as set forth in the program of instruction as indicated on the enrollment agreement.

Educational Goals:

Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to Manicuring/Nail Care.

Skills to Be Developed

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions during a manicure, pedicure and artificial nail services.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and co-workers.
3. Appreciate honesty, integrity and learn self respect. Learn to the unique characteristics of all individuals.
4. Prepare Students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of their clinical practice.
5. Develop respect for open and honest inquiry.

Course Contents:

The curriculum for nail care course consist of 400 clock hours of technical instruction and practical operations covering all practices of a Manicuring/Nail Care pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

100 Hours of Technical Instruction and Practical Training in Health and Safety
The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operation
Laws and Regulations 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.	10	0
Health and Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a Manicuring/Nail Care including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	0
Anatomy and Physiology The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	0
Disinfection and Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
300 Hours of Technical Instruction and Practical Training in Nail Care The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:		
Manicuring and Pedicuring The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	60	60
Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		180
Business Fundamentals and Professional Ethics		
Professional Development / Business Skills Training provided in professional ethics, communication skills, salesmanship, decorum, record keeping, client service record cards, career awareness, salon management, seeking employment, front desk and other matters related to the manicuring field.	10	0

Eight (8) hours of extra credit for field trips may be applied. 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 card.
Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2)), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

LENGTH OF PROGRAM
MANICURING/NAIL CARE: 400 Hours

30 hours per week – completes in 14 weeks (400 Hours)

MANICURING/NAIL CARE INSTRUCTIONAL TRAINING MATERIAL

The Milady's Mindtap of Nail Technology is issued on or before the seventh class day. Student kits of equipment and materials are issued after satisfactorily completing Phase I classes. The kit contains the equipment necessary for a successful completion of the course. The Student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.

GRADING SYSTEM

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.
The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90% - 100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70% - 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Theory grades are based on test grades and practical assignments. Students falling below the minimum GPA will have an opportunity to make-up and re-take exams, and complete extra assignments. If a Student misses an examination, the Student will receive a zero and must schedule a time to make-up the exam. A Student receiving a failing grade is given the opportunity to re-test. Practical skill tests are given periodically.
The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor's directions. The school maintains written evaluation reports. These are reported to the Students at 300 clock hours of the scheduled completion of the course hours. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the Student does not complete the program by the expected 100% point. The progress evaluation form reflects the cumulative attendance and academic progress of the Student. Monthly progress reports are given to Students. The grades are entered into our computer software program and Students are encouraged to retake any examination to improve a failing grade.

MANICURING/NAIL CARE 102 PROGRAM OUTLINE

Course description: (D.O.T. # 331.674-010, CIP # 12.0499) 600 CLOCK HOURS
The Manicuring/Nail Care 102 course of study consist of 600 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology.
The course is designed to prepare the Student to pass the California Board of Barbering and Cosmetology licensing examination and help the Student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Manicuring/Nail Care License.
The license is a requirement to practice as a cosmetologist in the state of California.
The institutional administration maintains as part of its daily operations a special focus toward the latest trends of the field. Training methods, materials, techniques and innovations are included in any curriculum changes.
Course format: The curriculum for Students enrolled in a Manicuring/Nail Care 102 shall consist of 600 clock hours of technical instruction and practical operations as mandated by the Board of Barbering and Cosmetology.
Technical instruction hours mean instruction given by demonstration, lecture, classroom participation, or examination.
Practical operation shall mean actual performance by the Student of a complete service on another person or mannequin
Instructional methods: lesson delivery is sequential learning addressing specific tasks, assigned practical and theory worksheets, demonstration, written and practical evaluations, Student participation. Student salon equipment, implements, and

products are comparable to those used in the industry.
Requirements for Completion: Requirements for completion of the program is completion of 600 clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Program Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

To be eligible for graduation, every Student enrolled in all programs must have a satisfactory academic GPA in technical instruction classes and clinical practical operations. Complete all assigned projects. They must also have been in attendance and completed the required amount of clock hours as set forth in the program of instruction as indicated on the enrollment agreement.

Educational Goals:

Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.
5. Understand sterilization procedures.
6. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
7. Acquire business management techniques common to Manicuring/Nail Care.

Skills to Be Developed

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions during a manicure, pedicure and artificial nail services.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to manicuring.
5. Possess a positive attitude towards the public and co-workers.
6. Appreciate honesty, integrity and learn self respect. Learn to the unique characteristics of all individuals.
7. Prepare Students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of their clinical practice.
5. Develop respect for open and honest inquiry.

Course Contents:

The curriculum for Manicuring/Nail Care 102 consist of 600 clock hours of technical instruction and practical operations covering all practices of a Manicuring/Nail Care pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

100 Hours of Technical Instruction and Practical Training in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:		
Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operation
Laws and Regulations 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.	10	0
Health and Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a Manicuring/Nail Care including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	0

Anatomy and Physiology The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	0
Disinfection and Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
300 Hours of Technical Instruction and Practical Training in Nail Care The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:		
Manicuring and Pedicuring The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	60	60
Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.		180
Business Fundamentals and Professional Ethics		
Professional Development / Business Skills Training provided in professional ethics, communication skills, salesmanship, decorum, record keeping, client service record cards, career awareness, salon management, seeking employment, front desk and other matters related to the manicuring field.	10	0
Eight (8) hours of extra credit for field trips may be applied. 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 card.		
Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2)), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.		

LENGTH OF PROGRAM
MANICURING/NAIL CARE 102 600 Hours

30 hours per week – completes in 20 weeks (600 Hours)

MANICURING/NAIL CARE 102 INSTRUCTIONAL TRAINING MATERIAL

The Milady's Mindtap of Nail Technology is issued on or before the seventh class day. Student kits of equipment and materials are issued after satisfactorily completing Phase I classes. The kit contains the equipment necessary for a successful completion of the course. The Student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.

GRADING SYSTEM

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.
The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90% - 100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70% - 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Theory grades are based on test grades and practical assignments. Students falling below the minimum GPA will have an opportunity to make-up and re-take exams, and complete extra assignments. If a Student misses an examination, the Student will receive a zero and must schedule a time to make-up the exam. A Student receiving a failing grade is given the opportunity to re-test. Practical skill tests are given periodically.
The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor's directions. Satisfactory Progress evaluations will be provided at the 300 hour mark of completed hours. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the Student does not complete the program by the expected 100% point. The progress evaluation form reflects the cumulative attendance and academic progress of the Student. Monthly progress reports are given to Students. The grades are entered into our computer software program and Students are encouraged to retake any examination to improve a failing grade.

Esthetician Outline

Program Description

Detail for CIP Code 12.0409
Title: Aesthetician/Esthetician and Skin Care Specialist.
Definition: A program that prepares individuals to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens.

Format: As mandated by the Board of Barbering and Cosmetology technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations 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.

Instructional methods: Lesson delivery is sequential learning addressing specific tasks, assigned practical and theory work sheets, demonstration, written and practical evaluations, and Student participation. Student salon equipment, supplies, implements, and products are comparable to those used within the industry.

Requirements for Completion:
Requirements for completing this program is completion of 600 clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Program Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

To be eligible for graduation, every Student enrolled in all programs must have a satisfactory academic GPA in technical instruction classes and clinical practical operations. Complete all assigned projects. They must also have been in attendance and completed the required amount of clock hours as set forth in the program of instruction as indicated on the enrollment agreement.

Educational Goals:

Performance Objective
1. Acquire knowledge of laws and rules regulating the established California Esthetician practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of skin care.

3. Acquire knowledge of general theory relative to Esthetician including anatomy, physiology, chemistry, health and safety, sanitation, and skin analysis.
4. Develop practical procedure skills to pass the licensing examination.
5. Acquire business management techniques common to Esthetician.

Skills to Be Developed

1. Learn the proper use of implements and products relative to all Esthetician services.
2. Acquire the knowledge of analyzing the face, and overall body skin before all services, to determine any physical conditions and disorders.
3. Learn the procedures and terminology used in performing all Esthetician services.
4. Learn the application of make-up and other facial services to include masks, cosmetic packs and the application of false e eyelashes.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to Esthetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty, integrity and gain respect for the unique characteristics and personalities of all individuals.
4. Prepare Students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of the Student salon practice.
5. Develop respect for open and honest inquiry.

Upon completion of the contracted program clock hours, minimum technical instruction hours and practical operation, and a cleared tuition account CBC graduates receive a Proof of Training document and diploma. Students are expected to complete their course of Esthetician on time, and in accordance to the expected contract completion date. 100% attendance completes a Student who does not take a Leave of Absence in 20 weeks (30 hours per week).

Syllabus

The curriculum for Esthetician consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetician pursuant to section 950.3 under Title 16, Division 9, California Code of Regulations of the Barbering and Cosmetology Act:

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician 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 operations 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. Technical instruction and practical training shall include the following hours:

(1) 350 Hours of Technical Instruction and Practical Training in Facials

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

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):
The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, 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. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues:
Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (10 hours of Technical Instruction):

The subject 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 (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.
Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 Hours of Technical Instruction):

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

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:
Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

GRADING SYSTEM

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.
The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90% - 100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70% - 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Theory grades are based on test grades and practical assignments. Students falling below the minimum GPA will have an opportunity to make-up and re-take exams, and complete extra assignments. If a Student misses an examination, the Student will receive a zero and must schedule a time to make-up the exam. A Student receiving a failing grade is given the opportunity to re-test. Practical skill tests are given periodically.

The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor's directions. The school maintains written evaluation reports. These are reported to the Students at 300 clock hours of the scheduled completion of the course hours. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the Student does not complete the

program by the expected 100% point. The progress evaluation form reflects the cumulative attendance and academic progress of the Student. Monthly progress reports are given to Students. The grades are entered into our computer software program and Students are encouraged to retake any examination to improve a failing grade.

TUITION AND FEE POLICIES / TERMS OR PAYMENT

As of 10/7/00 institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the Students tuition account within the first payment period. All tuition and fees are payable in advance unless other arrangements are made before the first day of class. Students are expected to contribute from their own family resources toward the Student's cost of attendance. Individual payment plans are available from **CBC.** Students may choose to purchase the equipment and supplies as indicated on the program kit list or the kit cost will become part of the program contract.

Monthly payments vary in accordance to the down payment, and with the amount of time within the course of study and monthly payments are scheduled for a period of no longer than 12 months. Students failing to make scheduled payments or not making payments are subject to dismissal or suspension until such time that the tuition account is brought to a pay as scheduled and current status. Uncollected tuition accounts more than ninety days delinquent will be sent to a collection agency and the Student is responsible for all contracted tuition, fees and overtime charges. Federal Student financial aid is available for qualifying Students and is applied towards educational expenses.

Financial aid may be in forms of grants with no repayment required upon completion of the course and loans which include a repayment plan. All estimates of available funds from financial aid are first used to cover institutional charges; if available funds remain, they will be disbursed directly to the Student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the Student's ability to meet those expenses. Students are advised not to enroll with the assumption that federal or other funding will fulfill tuition obligations. Outstanding tuition and fee balances and other school charges must be paid in full before graduation.

TUITION AND FEE SCHEDULE / TEXTBOOKS

Total charges for the entire educational program of a 1600 clock hour Cosmetology course, 600 hour Esthetician course, 600 hour Manicuring/Nail Care 102 course and 400 clock hour Manicuring/Nail Care course shall include the cost of text books, supplies, equipment and materials.

Course name	COSMETOLOGY	MANICURING / NAIL CARE (400 Hour)
Tuition (Refundable*)	$16,800.00	$ 4,200.00
Enrollment fee (non-refundable)	$ 100.00	$ 100.00
Books, IPAD and supplies (non-refundable)	$ 1,292.88	$ 1,019.53
Kit(s) (non-refundable)	$ 1,458.94	$ 594.25
STRF (Non-Refundable***)	$ 0.00	$ 0.00
Total**	$19,651.82	$ 5,913.78

	MANICURING/NAIL CARE 102 (600 Hours)	Esthetician (600 Hour)
Tuition (Refundable*)	$ 6,300.00	$ 6,300.00
Enrollment fee (non-refundable)	100.00	100.00
Books, IPAD and supplies (non-refundable)	1,019.53	1,141.44
Kit(s) (non-refundable)	594.25	852.46
STRF (Non-Refundable***)	0.00	0.00
Total**	$ 8,013.78	$ 8,393.90

***$0.00 for every $1,000 rounded to the nearest $1,000.
** Estimated charges for the period of attendance and the entire program.
*Please refer to Refund Policy for additional information

TEXTBOOKS

COSMETOLOGY:
Milady Standard Cosmetology Mindtap – 2017 – ISBN: 978-1-305-63202-8 /
Milady Online Licensing Preparation – 2017 – ISBN: 978-1-285-76979-0 /
Milady Standard Haircutting System – 2017 – ISBN: 978-1-337-27432-6 /
Milady Online Haircutting System – 2017 – ISBN: 978-1-305-49804-4 / Total for all 4: $304.14

MANICURING / NAIL CARE and MANICURING/NAIL CARE 102:
Milady Standard Nail Technology Mindtap – 2017 - ISBN: 978-1-337-28774-6
Milady Student Online Licensing Preparation – 2017 – ISBN: 978-1-285-08061-1 / Total for 2: $170.23

ESTHETICIAN:
Milady Standard Fundamentals Esthetician – 2017 – ISBN: 978-1-305-+66892-8
Milday Standard Online Licensing Preparation – 2017 – ISBN: 978-1-111-307104-2 / Total for 2: $247.72

OVERTIME CHARGES

Enrollment in a 1600 – hour Cosmetology or a 400 / 600 – hour Manicuring/Nail Care or Manicuring/Nail Care 102 or a 600 hour Esthetician course is the contracted time as indicated on the enrollment agreement. An enrollment period is the time between the starting date and the ending date indicated by the enrollment agreement. Strive for perfect attendance. Students are expected to complete the training on time in accordance to the expected completion date on their enrollment agreement. Overtime charges begin when a Student has not completed their course hours by the enrollment agreement end date. All Students are charged their contracted hourly rate of tuition (currently $10.50 an hour for all programs) and will pay for extra instruction hours from the enrollment agreement end date through course completion to meet graduation requirements. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each Student and program. Students should set an appointment with the office to determine their attendance status and determine if they have created extra instruction charges due to absences.

Arrangements can be made to make payments to clear the overtime tuition account. All financial obligations and charges are due and payable in advance and at least seven (7) days before graduation by means of cash, money order or cashier's check. Personal checks are not accepted. Students with outstanding tuition and or overtime tuition charges will not receive the 'Proof of Training' documents required by the Board of Barbering and Cosmetology to receive the licensing examination outcome.

STUDENT TUITION RECOVERY FUND (STRF)

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.

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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, 1747 N. Market Bl., #225, Sacramento, CA 95834, (916) 574-8900 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."

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

SCHOLARSHIPS

Scholarships may be offered periodically. Scholarships offered are for a specific period and shall only be used for tuition allowances. All Students who enroll during that period are eligible for the scholarship.

STUDENT REVIEW OF INSTITUTIONS APPROVALS POLICY

Upon request, from an applicant, Student, and/or parent the institution will show the individual the Institutions approvals. The applicant can also access the agencies listed below at their web sites for current information regarding the Institution and its approvals:
National Accrediting Commission of Career Arts and Sciences – www.naccas.org; Bureau for Private Postsecondary Education – www.bppe.ca.gov ; Board of Barbering and Cosmetology – www.barbercosmo.ca.gov

HEALTH AND PHYSICAL CONSIDERATIONS OF THE PROFESSION

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with clients. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands.

STUDENTS WITH DISABILITIES

California Beauty College promotes the acceptance of Students with physical limitations or disabilities if these Students (their parents or physician) believe they can fulfill the course training demands. The school complies with the provisions of Section 504 of the Rehabilitation act of 1973 and does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and function. An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. CBC will provide reasonable accommodations to applicants with documented disabilities who can benefit from the training and participate in the program's activities and services. The institution is equipped with handicapped parking spaces and rest rooms.

STATEMENT OF NON-DISCRIMINATION

California Beauty College does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, disability, religion, veterans or national origin nor be subjected to discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation. For information regarding Non-Discrimination or to resolve complaints contact the School Manager.

GRADUATION REQUIREMENTS

COSMETOLOGY: Requirements for graduation is completion of 1600 clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

MANICURING/NAIL CARE: Requirements for graduation is completion of 400 hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

MANICURING/NAIL CARE 102: Requirements for graduation is completion of 600 hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations listed in the Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

ESTHETICIAN: Requirements for graduation is completion of 600 clock hours and the minimum requirements of Technical Instruction and Practical Operations listed in the Curriculum, a Final Written Mock Board practical and written exam, and completion of all textbook chapter final exams. The Institution does NOT require any internships or externships be completed.

To be eligible for graduation, every Student enrolled in all programs must have a satisfactory academic GPA in technical instruction classes and clinical practical operations. Complete all assigned projects. They must also have been in attendance and completed the required amount of clock hours as set forth in the program of instruction as indicated on the enrollment agreement.

DIPLOMA

A diploma certifying graduation of the appropriate course is issued when a Student has satisfactorily completed the graduation requirements. A 'Proof of Training' certification is a required transcript to apply for the state licensing examination and this institution assists the Students in completing the necessary documents to file for the appropriate examination.

Each program of study offered by **California Beauty College** is considered to be a single program; therefore, Students with an outstanding balance of unpaid tuition and fees will not be able to receive their Proof of Training document or transcripts until the Student has satisfied all financial obligations or has entered into a payment plan agreement for tuition payments.

PROGRAMS LICENSING EXAMINATION COST

Course examination costs vary and the fees are scheduled by the Board of Barbering and Cosmetology. The current examination costs are obtainable from the administrative office. Fees are submitted and made payable to the Board of Barbering and Cosmetology at the time of application for examination. Additional examination fees shall include traveling expenses and kit rental.

COMPENSATION

Within the hair styling, nail tech and Esthetician industry different employment compensation is offered. Independent contracting is a popular method of employment for stylist and nail technicians as it offers flexibility of hours. This is referred to as station renting, and the weekly or monthly rent will vary from salon to salon. After compiling data received from graduate and salon owner surveys, we are informed that income will be generated from commissions, wages and/or independent contracting (renting a station) within a salon.

According to the survey information, (often surveys decline to provide the requested information) we can estimate an average compensation. Commissions varied, usually ranging from 40% to 60%. Reported hourly earnings averaged $15.00 to $20.00. Salon location, size, type of services offered and the number of hours worked are factors to potential earnings. Certain salons offer health insurance and other related benefits. Success in this industry is greatly determined by the ability of the stylist or nail tech to develop and maintain a continuous clientele.

EMPLOYMENT AND PLACEMENT SERVICES

Employment assistance is available to all eligible graduates at all times and without additional charge. **This institution does not guarantee employment.** Placement assistance includes, but is not limited to, the continuous posting of job opportunities, and other pertinent information brought to the school's attention by salon and/or spa owners, stylists, nail techs and past graduates.

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Leads posted through local media sources are reviewed and maintained for referrals. Staff researches all local area salons and day spas for employment opportunities. This institution does not entice prospective Students to enroll by using placement outcome statistics. Success in securing placement within the beauty industry ultimately depends largely on the graduate's efforts and motivation. Personal advisement is available to Students and additional training classes are presented to the Students regarding interviewing, application process, career goals, résumé writing, and salon expectations..

COUNSELING / ADVISING SERVICES

Advising is given on an individual basis and available to all Students. Career advising is provided to the Student regarding interviewing, employment opportunities and marketable skill building techniques. Students can meet with staff members regarding the following: financial aid status, proof of enrollment, cumulative course hours, technical instruction hour or practical operation record cards, attendance, tardiness, tuition payments, satisfactory academic progress and/or to receive overtime charges information.

Advising is available to Students that have academic, personal, or faculty concerns affecting their progress. Students will discuss concerns with the instructor in charge of the class and if further advising is necessary he/she will direct them to the appropriate person. Advising is utilized as preventive disciplinary action regarding attendance, academics and undesirable behavior. Advising sessions for all Students are held in conjunction with the satisfactory progress evaluation periods; and at other discretionary intervals during training. Students are counseled on progress and satisfactory progress, positive attitudes and professional decorum.

STUDENT SERVICES

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This institution provides services to students and supports the educational mission of the institution. These services may include academic support services, academic advising, admissions, alcohol and drug education programs, career services, community service and service learning, counseling, financial aid, orientation, student discipline, and wellness programs.

ATTENDANCE POLICIES

Regular Students are enrolled and considered full-time students. Students enrolled in our Cosmetology, Manicuring/Nail Care, Manicuring/Nail Care 102 and Esthetician programs attend Tuesday – Saturday 8:30am to 3:00pm which equates to 30 hours per week. We do not offer any part-time nor flex schedules within the above-referenced programs.

CLASS HOLIDAYS

The college is closed on Sunday and Monday and the following holidsy: Fourth of July, Thanksgiving Day, Christmas Day (if it falls on a Tuesday – Saturday), and New Year's Day (if it falls on a Tuesday – Saturday). Holidays and staff development days are not included in the total course hours. A school closure may occur due to special circumstances or declared closed due to other emergency reasons.

CREDIT PROCEDURE AND CLASS SCHEDULE

Students record their attendance by clocking in and out on the "thumb drive". On the first day you will scan a finger and use the "digital thumb drive" to clock in and out. Students receive credit for operations completed after an instructor verifies the assignment. The daily theory hours and operations earned are recorded on a weekly time card. Time cards are verified daily by teachers and Students. At the end of the week, a new time card is prepared by the student and is required for tracking prior cumulative clock hours, technical instruction and practical operations. Students are required to turn in the current week's time cards every Saturday at the end of the day in appropriate bin by last name.

A typical daily schedule for Cosmetology, Esthetician, and Manicuring / Nail Care and Manicuring/Nail Care 102 Students is as follows:

8:30AM – 10:30AM	Tuesday through Friday – Technical / Theory Instruction
10:45 AM – 3:00PM	Clinic practice (Tuesday – Friday)
12:00PM – 12:30PM	Lunch

INSTRUCTIONAL SCHEDULES

Cosmetology, Esthetician and Manicuring / Nail Care and Manicuring/Nail are 102 classes are scheduled as full time day classes.

1. Tuesday through Saturday, 8:30am – 3:00pm Students have a scheduled 30 minute lunch period.
2. ROP Student schedule is Tuesday through Friday 1:00pm to 3:30pm, Saturday 8:30am to 3:00

RECORD KEEPING – HOURS AND PRACTICAL OPERATIONS

Each Student is registered and uses a computer system to time in and out to class. The Student is responsible for checking in and out and attendance must be recorded each day. If a Student fails to check in or out they will not receive hours for that time. The time clock is real time and the computer records attendance and collects the data and Students can check their daily attendance. The practical and theory work as completed by the Student is recorded on the daily record card and collected weekly to be recorded and monitored. An instructor verifies the information, signs the record card and the data is posted to the Student's records in the computer software. California Beauty College software is designed to accumulate hours, operations, theory, and practical test results and financials for each Student. Students are given identification numbers when they start school and all information regarding that Student is posted to their account.

GRIEVANCE / COMPLAINT PROCEDURE

The school will make every attempt to resolve any Student's complaint that is not frivolous or without merit. In the event a Student or other persons are seeking to resolve problems or has a grievance which cannot be resolved to his/her satisfaction with the Student's immediate instructor, the Student should then go to the Director of Education with the grievance – this can be done verbally or in writing but should take place at the time of any issue and/or within 7 business days of the date that the act which is the subject of the grievance occurred.

Students are strongly encouraged to present all concerns specific to the grievance and give an opinion as to what action would correct the concern. The complaint will be reviewed by the Director of Education, investigated by same and a response will be presented in person to the Student as soon as possible but no later than 7 business 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. If the complaint is of such nature that it cannot be resolved by the Director of Eduation, it will be referred to the Manager of the institution for review and resolution.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the Director of Education and/or the Manager 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 30 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.

However, if the issue still is unresolved and after a thorough conflict resolve of all parties and with an understanding of the

responsibilities of all concerned a grievance in writing may be presented to Deanna Mineni, Director / Owner, at 1115 **15th** Street, Modesto, CA. 95354. The school will provide a corresponding oral or written response of the grievances within fifteen (15) business days. 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.

Unresolved complaints that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 1747 N. Market Bl., #225 Sacramento, CA 95834
Phone: (916) 574-8900 Toll Free: (888) 370-7589 Fax: (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

STUDENT'S RIGHTS AND RESPONSIBILITIES

The Student has the right to ask the school:

- The name of the school's accrediting and licensing organizations.
- About the programs, clinic practice, class structure, other physical facilities, and its faculty.
- What the cost of attendance is and the policy on refunds to Students who withdraw.
- What financial assistance is available: including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need. How much of the financial need, as determined by the school, has been met.
- To explain each type and amount of assistance indicated in the financial aid package.
- To reconsider the aid package, if a Student believes a mistake has been made, or if the enrollment or financial circumstances have changed.
- How the school determines whether a Student is making satisfactory progress and what happens if they are not.
- What special facilities and services are available to the handicapped?

It is the Student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for Student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy, and termination procedures as specified in the contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.
- Read, understand, and agree to comply with California Beauty College's policies, satisfactory progress, rules, and regulations.

RIGHT OF PRIVACY / DISCLOSURE AND RETENTION OF RECORDS

CEC 94900. Required Student Records (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. Added by Stats. 2009, Ch. 310, §6. (AB 48)

71920. Student Records. (a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. (b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following: (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to

do college level work, such as successful completion of an ability-to-benefit test; (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program; (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit; (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid; (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following: California Code of Regulations Division 7.5. Private Postsecondary Education ~ 70 ~ (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal; (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit; (C) Credit for courses earned at other institutions; (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes; (E) The name, address, website address, and telephone number of the institution. (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course; (7) The dissertations, theses, and other student projects submitted by graduate students; (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency; (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent; (11) Copies of any official advisory notices or warnings regarding the student's progress; and (12) Complaints received from the student. Note: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94885, 94900 and 94927.5, Education Code. 7

California Beauty College guarantees to protect the privacy of all Students' files unless specifically directed by the Student in accordance with the Privacy Act of 1974 – PL 93.579.
The School guarantees the Student (parent or legal guardian if the Student is under legal age or a dependent) access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by Students (parent or legal guardian if the Student is under legal age or a dependent). The records shall be made available to the Student (parents or legal guardian if the Student is under legal age or a dependent) upon written request, at a time convenient to the School but no more than five (5) days after the receipt of request. The Students are not entitled to inspect the financial records of their parents. California Beauty College provides adequate safeguard of Student records by complying with the Family Education Right to Privacy Act (see catalog page 31). and by observing the following procedures:

- Requiring written legally authorized request from third parties desiring information
- Protecting the privacy rights of Students, parents, or guardians, and staff members
- Providing for copies of any information sent out of the school.
- Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the premises.

Authorization to release information forms are available in the School Office and signed by the Student or a parent/guardian of a minor or tax dependent Student for a specific need. All staff members are advised and knowledgeable of the procedure for release of Student information. All Students are advised on the procedure for Right to Privacy/Release of Information at the admissions interview and at orientation.

CBC maintains cumulative records on campus and as a safeguard stores records off campus electronically through backup documentation. Student records are held for a period of not less than five years at its principle location of business within the state of California and transcripts are retained permanently.

INSTITUTION'S STANDARD FOR STUDENT ACHIEVEMENT

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The National Accrediting Commission of Career Arts and Sciences (NACCAS) is our accrediting agency and we follow the following Standards for Student Achievement:

D1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing

graduates for employment.
D2. The mission statement is published in the institution's catalog.
D3. The data contained in the institution's most recent NACCAS Annual Report are accurate.
D4. The institution maintains documentation that can be verified and supports the rates of graduation, licensure/certification, and employment for the most recent Annual Report year.
D 5. The institution is responsible for the achievement of expected and acceptable outcomes, regardless of mode of educational delivery:

a) Graduation rate – 50%
b) Pass rate on certification or state licensing examinations, if required – 70%
c) Placement rate of graduates – 60%

ASSESSMENT RATES AND INSTITUTIONAL OUTCOMES

2020 Accreditation Outcomes - NACCAS (National Accrediting Commission of Career Arts and Sciences)

Our Annual Report is due to NACCAS by November 30 of every year. For 2020 NACCAS' due date is April 30, 2022. The figures below are from 2020 Students and was submitted to NACCAS April 29, 2022.

	For All Programs Combined	Cosmetology	Esthetician	Manicuring/Nail Care 102	Manicuring/Nail Care
Graduation Rate	85.71%	66.67%	100%	85.71%	N/A
Placement Rate	51.85%**	66.67%	50%**	45.45%**	N/A
Licensure Rate	100%	100%	100%	100%	N/A

**The Institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported above that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

**Esthetician Placement Rates and Manicuring/Nail Care 102 Placement Rates:

1. Some students who previously enrolled at this institution and were unable to successfully obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

2. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to obtain employment, this rate referenced above is indicative and those students not in item 1 above are included in the final outcomes.

SCHOOL POLICIES

- Absences and tardiness must be reported and Students must check in and out to track and record attendance.
- Satisfactory attendance is the responsibility of the Student. Absences and tardiness are considered unexcused time. (Specific policies and regulations can be found in the school policies Student handbook.)
- Technical instruction and practical operation record cards must be checked, signed and maintained on a daily basis.
- All Students are to be in class on time and are required to participate in all class activities. If absent, each Student is responsible to make up assignments or tests.
- Students must comply with all instructions and directions given by authorized staff and teachers relative to client services and school activities.
- Reconciliation of hours: Students may request, by appointment only, an accuracy review of their attendance and record cards within two weeks of any discrepancy. No Student is allowed to remove his or her academic file or record card from the office.
- Personal Services: Students will have the opportunity to use the clinical services of another Student. Personal service compliance guidelines are found in the Student handbook.
- A detailed Student guideline for success policy handbook is issued to the Student at orientation.
- It is illegal to bring dangerous or unauthorized materials, such as explosives, firearms, weapons of any kind and drugs or

alcohol onto school property to include but not limited to parking lot, any classroom or clinic area. The school has a zero tolerance policy, and the disciplinary action is immediate termination.

CODE OF CONDUCT

Professional conduct is the expected environment at **California Beauty College**. Students must be courteous, respectful and exhibit professionalism at all times. The school has a zero tolerance policy regarding unprofessional behavior. Keep a positive attitude. Use of any type of profanity and any unprofessional behavior amongst Students, staff, guests or others is not allowed in this school, including break rooms, classrooms, clinic areas and parking lot.

A Student in violation of unprofessional behavior shall be dismissed from class, issued a counseling notice, and/or suspended. The Student is referred to the Director of Education or the Manager for further disciplinary action.

Violations include, but are not limited to: dishonesty, cheating, unprofessional behavior, use of any profanity, insubordination, thievery, lack of interest and concern, unsatisfactory work, careless disrespectful attitude, refusal to accept a clinic service, staff or Student harassment, and poor attendance.

The school has a zero tolerance policy and will not accept verbal or physical harassment amongst students, staff and or Student salon guests. The school is committed to providing a training environment that is free of harassment.

Any extreme accounts of recognized and/or validated harassment or unprofessional conduct of any kind including verbal harassment, derogatory comments, jokes and teasing between students, guests, and others shall be cause for immediate withdrawal for all Students implicated. The school does not recognize a not at fault explanation, and all parties concerned are terminated.

Inclusive school policies are issued to each Student during orientation. CBC reserves the right to change these policies at any time without notice; however such changes will be posted for review.
By accepting enrollment and becoming a Student each student agrees to abide by the Student Guidelines for Success policies and procedures. Without limitation and /or written designated policy any Students displaying unprofessional behavior, causing discord or that may be in direct violation or wrongdoing of any school policies or rules and regulations shall receive immediate termination.

ATTENDANCE, ABSENCE, TARDY AND MAKE-UP POLICIES

Satisfactory attendance is the first priority in order to achieve success in this school. Therefore, Students are expected to attend as scheduled according to their enrollment agreement. Students are required to attend all classes scheduled by their respective instructors. Attendance must be maintained at an average of 67 percent of the scheduled attendance. The Student may be expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. All class absences and tardiness or leave early time is considered unexcused absences. All absences and tardiness must be reported to the administrative office by 8:30 AM. Students clocking in after 8:30 a.m. are considered tardy. Continued and/or excessive absences and/or tardiness shall result in disciplinary action or termination. Students are required to make-up lessons, and exams missed due to absenteeism. Any Student absent 14 calendar days shall be withdrawn.
It is the policy of this college to monitor and advise Students of excessive tardiness or absences and recommend counseling to determine possible corrective actions. Student hours and operations once properly earned are not removed from the Student's record based on disciplinary actions by the school. Clock-in time is rounded to the quarter hour and or next class session.

IMAGE STANDARDS POLICY

The dress policy sets standards that promote a professional, positive and safe learning environment. Adherence to our professional image requirements is an integral part of your education and must be a consideration of your acceptance to this program. You must agree to abide by the dress code standards and consent to appear in compliance with the dress code policy in its entirety.
Students shall dress appropriately and professionally for the scheduled activities of practical assignments in the classrooms and salon. All clothing shall be sufficient to conceal undergarments when sitting, bending, stretching, standing and performing salon services. Specific image standard policy is given to enrolled Students prior to the first day of class.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress in attendance and academic work is applied consistently to all Students and is a requirement for all Students enrolled in this school within an accredited program. Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory academic progress in order to continue eligibility for such funds. Students are provided Satisfactory Academic Progress policies prior to enrollment by way of our Catalog requirement to read our Catalog which is posted online on our website at www.calbeautycollege.edu on the Home page of the website..

DEFINITION:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation periods. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained through hands on practical exams.

2. Maintain a cumulative average attendance level of 67% or above of the scheduled hours of attendance indicated on their enrollment contract at the end of each of the evaluation periods.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the Student has contracted to complete the course within 54 weeks he or she must complete within 81 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation period.

Satisfactory Academic Progress is determined by theory (technical instruction) and practical operation grades. Students receive a monthly progress report and or advising and counseling with regards to satisfactory progress evaluations.

Grading System: Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90% - 100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70% - 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Theory grades are based on test grades and practical assignments. Practical skill tests are given periodically. The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor's directions. The grades are entered into our computer software program and Students are encouraged to retake any examination to improve a failing grade.

A. Theory example: Subject Bacteriology - Test 100 Points possible. Test 80 Points earned = 80% (B)
B. Practical Example: Permanent Wave - 10 steps - 10 Points possible.
Permanent Wave 10 steps completed - 8 Points earned = 80% (B)

Satisfactory Attendance Progress Maximum Time Frame

The Student must complete the course within a maximum time frame of one and one-half (1½) times the length of the course as stated in the enrollment agreement. For example, if the Student has contracted to complete the course within 54 weeks at 30 hours per week attendance, he or she must complete the course within 81 weeks. Or if expressed in clock hours, the 150% could be represented in hours scheduled to attend, for example a 1600 clock hour program must be completed by 2400 clock hours of offered classes. Manicuring/Nail Care contract 400 hours (40 hrs per week) completion time is 10 weeks.

Leaves of absence as defined below are not included in this total. The approved leave of absence will adjust the Student's maximum time frame and extend the contract period of enrollment by the same number of Leave of Absence days.

Students will be allowed 7.5% of their contracted hours for absence hours. If the Student has less than 67% attendance of the scheduled attendance for a payment period, he or she is not making satisfactory progress.

Apart from considering the average required attendance; 14 consecutive calendar days of absences will result in termination. California Beauty College defines its academic year as 900 hours and 26 weeks. Each scheduled payment period must be completed in satisfactory progress. Students who fail to complete the course within the maximum time frame will not be making satisfactory progress and only Students considered to be making satisfactory progress are eligible for Federal Aid.

Satisfactory progress is evaluated at the end of each payment period and Students meeting the minimum requirements for attendance and academic progress at the end of the payment period will be considered to be making satisfactory progress until the end of the next payment period.

Evaluation Periods: Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Policy at the end of each payment period. Students will be notified of any evaluation that impacts eligibility for financial aid. Satisfactory progress evaluation periods are based on the Students actual hours completed.

Cosmetology Payment Periods = 450 clock hours, 900 clock hours and 1250 clock hours
Manicuring/Nail Care Evaluation Period =200 clock hours (Not financial aid eligible)
Manicuring/Nail Care 102 and Esthetician Evaluation Period – 300 clock hours

WARNING: If at the end of a payment period the Student fails to maintain a passing grade point average and/or failed to successfully complete the required payment period clock hours, required to maintain a progress level that would allow the Student to complete the course within the maximum time frame in the course, as published, the Student would be placed on **financial aid warning.** The Student will be eligible for financial aid funds for one subsequent payment period. If at the end of a payment period following the period under the financial aid warning status, the Student fails to make the required GPA or fails to successfully complete the cumulative number of clock hours that would allow the Student to complete the course of study within the maximum time frame as published, the Student will be placed in an ineligible status for financial aid funds. At this point the Student will be informed by the institution of his/her ineligibility for future financial aid funds. The Student will also be informed of the steps to take to initiate an appeal process.

APPEALS: Students not meeting Satisfactory Progress may petition the school to appeal the non-satisfactory progress status. The appeal is a written request to the Director of the institution. The appeal is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the Student believes affected his/her performance and deserves special consideration and the measures that the Student has taken to resolve those circumstance in a manner that would not interfere with his/her progress according to the Satisfactory Progress policy. Mitigating circumstances under consideration shall include personal and family illness, death in the family, etc. The Director shall evaluate the appeal within five (5) business days and notify the Student in writing of the decision. The decision of the Director is final and documentation of the appeal is placed in Student's academic file.

PROBATION: Should the Student's appeal prevail, and it is determined that the Student will be able to make satisfactory progress the payment period originally placed under the ineligible status would be modified to a financial aid probation status. The Student will be eligible for aid for the period under financial aid probation. The Student must be in Satisfactory Progress at the end of the probationary period. Students who fail to meet Satisfactory Progress at the end of the probation payment period will lose eligibility for Student financial aid and any remaining Title IV aid will be terminated. Unsuccessful re-establishing of satisfactory progress may result in the Student's termination from the program.
Students receiving an adverse decision with no financial aid reinstatement will continue on probation and is responsible for any remaining tuition balance.

RE-ESTABLISHING ELIGIBILITY: The Student whose financial aid has been terminated for unsatisfactory progress and remains in school as a cash paying Student can re-establish financial aid eligibility by completing the hours previously paid for and must have a 70% grade point average and be able to complete the program within the maximum time frame. Students making Satisfactory Progress by the conclusion of a probation period are removed from the probation status and will regain eligibility for Title IV aid.

REINSTATEMENT / RE-ENTERING:
Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. All previous hours and degrades are counted. If the Student withdraws from the program, the Student's maximum time frame is normally not affected but the Student's status at the time of withdrawal could affect the Student's financial aid eligibility if they were to return.

TRANSFER OF CREDIT
A transfer Student is accepted under certain conditions and credit for previous training from an accredited cosmetology school are counted as attempted and completed hours and can be issued with proper documentation to include an official transcript, proof of training, diploma, or other documents indicating hours, technical instruction hours and practical operations. Previous course hour credit may be issued and only after assessment tests are conducted by the Director of Education. Prior satisfactory academic and attendance records are taken into consideration and the acceptance of any and/or all of the transferring hours and operations is at the discretion of the school. Transfer hours will be considered when determining the maximum time frame for completion of the program.

COURSE INCOMPLETENESS: Course incompleteness, repetitions and non-credit remedial course are not applicable to this institutions structure of education. These do not have an effect upon the satisfactory progress standards.

LEAVE OF ABSENCE

Occasionally, Students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a Student under such circumstances to take a Leave of Absence (LOA) from the program. All requests for LOA be submitted in advance in writing, include the reason for the student's request, and include the students' signature. The LOA must be applied for in advance of the LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request the LOA in advance. We may also grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if we document the reason for our decision and collect the request from the student at a later date. In the example above, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. The student must follow this policy in requesting the LOA. A student granted a LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution must extend the student's contract period by the same number of days taken the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 months initiate from the first day the Student goes on the first leave). Students will not be assessed additional tuition charges while on their leave of absence. Before the start of the leave of absence, Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered withdrawn as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the Student does not return as scheduled, the grace period on any Student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

DISMISSAL / PROBATION

Dismissal or probation from any course of study for any Student is at the resolve of the School Director of Education, Educators and/or the Manager of the College and can result due to non-compliance of school policies, unprofessional conduct, excessive absences (14 days consecutive absences), excessive tardiness, and/or failure to meet Satisfactory Academic Progress. The withdrawn Student's tuition obligation will be in accordance with the School's refund policy.

COPYRIGHTED MATERIALS POLICY AND SANCTIONS

Unauthorized distribution of copyrighted material including peer-to-peer file sharing and the unauthorized use of the Institution's information and its technology systems may subject a Student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may face termination from the institution. In addition, the Student may face criminal penalties as summarized below. This is not all-inclusive, and the Student needs to be aware of the severe sanction because of violating these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information see the Web site of the U.S. Copyright Office at www.copyright.gov.

CBC does not allow Students to use any of the institutional equipment to copy, download or distribute any copyrighted material. Computer usage is provided for educational training activities only; and any bookmarking, viewing, downloading or sending pornographic or any obscene or inappropriate material at any time is not allowed. Any Student or staff using school equipment will consent to monitoring and agree to abide by the usage policy for school computers or other equipment. All systems are password protected.

SEXUAL HARASSMENT

Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. The key is "UNWELCOME" sexual behavior. For example, a group of employees may be telling dirty jokes that are unwelcome to some employees.

There are five basic types of sexual harassment:

- Suggesting or insinuating that employment, higher grades or future promotions will be given in exchange for sexual favors.
- Demeaning language focused on gender: sexual comments about a person's body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow Student's sex life, asking or telling about sexual fantasies, preferences or history.
- Staring at a person's body; sexual gestures focused on body parts; giving personal, unwanted gifts; following a person; sending suggestive letters, notes, illustrations or photographs.
- Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
- A sexual-poisoned work or school environment where the atmosphere makes it difficult for an employee or Student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustration, to telling suggestive stories and jokes or using sexual gestures.

LEGAL GUIDELINES – HOW TO AVOID SEXUAL HARASSMENT

- Assume that none of your co-workers or fellow Students like sexual comments or gestures, and don't say them or do them at all.
- A company's sexual harassment policies extend to all off campus functions, as well as in the office or classroom.
- Your co-workers' and fellow Students' personal lives and homes are private.
- Statements or stories that demean people based on gender or sexual preference are illegal.
- Sweep generalizations based on gender or sexual persuasions are unacceptable.
- Don't talk to co-workers or other Students about your dating, sexual or marital life.
- Compliment people only on the quality of their work, not their appearance.
- Address your co-workers, teachers or fellow Students respectfully and by their correct names only.
- Sexual storytelling and joking in the work place are unacceptable.
- Speak to a person's eyes, not any other part of the body.
- Be respectful of the privacy of a co-worker or fellow Student's work space.
- Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.
- Demeaning and degrading language and behavior based on gender or sexual persuasion is illegal.

- A handshake is an acceptable gesture. Any other touch may be sexual harassment and illegal.
- Involvement between non-married co-workers is discouraged.

COMPLAINT PROCEDURE: If a Student or employee feels they have been harassed should report the incident and must follow the Student Grievance Procedure. Contact the Director or the Administration staff immediately so that an investigation can begin as soon as possible. California Beauty College will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school related retaliation. If an investigation confirms the allegations, CBC will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

SCHOOL SAFETY REQUIREMENTS

The college strives to enforce safety programs and a healthy school environment providing a safe work place. The policy of California Beauty College keeps safety, disinfection and sanitation practices a primary importance in all phase of operations. Accident prevention is an objective affecting the school and its activities.

The basic requirements consist of working safely and maintaining an accident free environment.

Guidelines are to report unsafe conditions, report any and all accidents, administer first aid as needed, immediately clean all floor spills, keep awareness, and engage in proper usage of sharp implements. Use chemicals that are properly labeled and wear protective gloves and protective glasses as needed. After each use, all implements and equipment must be properly disinfected and sanitized. First aid instruction is presented during theory classes and is available for minor occurrences. Emergency personnel are summoned as necessary through Stanislaus County's 911 services. Written accident reports are prepared and maintained regarding any incident. Visitors are required to check in at the quest relations desk. Securing premises and general safety practices are encouraged. Only authorized personnel have access to the business offices.

The college is locked during non-business hours and only authorized staff and other personnel are allowed on school property.

The guest relations coordinator and or teachers will complete a lock up of the facility and the assigned staff will open the facility at least 30 minutes before class begins.

California Beauty College does not employ private security. The institution is not responsible for any damage or theft to any vehicle or vehicle contents. Students should not bring valuables to school. Students should lock their vehicles and leave no backpacks or purses visible to encourage break-ins. The college is not responsible for lost or stolen articles. Crime prevention and emergency safety procedures are discussed during orientation and periodically during theory classes.

EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Education constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued to the staff and Student body in person during school hours and notification of a timely warning will be sent through the institution e-mail system. The institution has a "Safety Program" in place for evacuation of the institution in the case of an emergency or other threat. Every staff member has received emergency response training and can implement emergency evacuations. During a dangerous situation on campus the procedure used to notify staff and Students in attendance is:

CBC stay – is a lock down situation and no one leaves the building, until such time a clear warning is given.

CBC away – is the need to evacuate the building, until such time a clear warning is given.

Staff members are assigned emergency duties and will follow all emergency procedures with Students, guests and other staff. The Director of Education / or person in authority will notify the correct emergency personnel of any situation. Evacuation routes are posted throughout the school.

REFUND POLICY

STUDENT RIGHT TO CANCEL

The Student has the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligation and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

Cancellation: The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. Cancellation may occur when the Student provides a written notice of cancellation at the following address: California Beauty College 1115 15th Street, Modesto, CA. 95354. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the Student no longer wishes to be bound by the Enrollment Agreement. A withdrawal may be initiated by the Student's written notice or by the institution due to Student's academics or conduct, including, but not necessarily limited to, a Student's lack of attendance. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the

program is cancelled before instruction begins the school will refund the Student any money he/she paid within 30 days after the notice of cancellation is received.

Equipment: As stated on the front page of the enrollment agreement kit(s), Books, IPADs and supplies are non-refundable. Once received by the Student it will belong to the Student and will represent a liability to the Student.

INSTITUTIONAL REFUND POLICY AND PROCEDURES UPON WITHDRAWING FROM SCHOOL

Determination of withdrawal from school:

Withdrawal from course: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the end of the first class session, or the seventh day after enrollment, whichever is later, the school will remit a refund, less an application fee not to exceed $100.00 if applicable, within 45 days following your withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the Student's notification or school's determination.

Withdrawal date: Last physical date of attendance recorded in the institutional records. Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the enrollment period.

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

1. The date the Student notifies the Financial Aid Office of their intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its stated rules and policies in the catalog and Student handbook.
3. The date the Student failed to attend classes for a 14 day period and failed to inform the school that they are not withdrawing. . In this case, the date of withdrawal shall be deemed to be the last date where physical attendance was recorded.
4. The Student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

REFUND POLICY:

After the cancellation period, the institution provides a pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Once more then 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the Student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal financial aid funds. An application fee of $100.00 is a non-refundable item. Kits, books and IPAD received by the Student would not be returnable. Once received by the Student it will belong to the Student and will represent a liability to the Student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee. If you withdraw from school after the cancellation period, the refund policy described above will apply.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the Student notification or schools determination.

Withdrawal Calculations: Once the Student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the Student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

Return of Title IV Funds: Special note to Students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the Student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the Student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the Student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the Student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

This formula determines the percentage of time the Student completed of the payment period or enrollment period in a course at the time of the Student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the Student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the Student received more than the earned amount, the over payment is called unearned funds and must be returned.

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. If the calculation shows that the Student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans. If the calculation shows that the Student owes funds to the grant programs, the liability of the Student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by Student. A Student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the Student within 45 days.

If not paid in that time and if the Student has not made arrangements with the Department to pay that amount, the Student will be referred to NSLDS, a central system that will show the Student ineligible for aid until the matter is taken care of by the Student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the Student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the Student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

Post Withdrawal Disbursement: If the calculation shows that the Student received less aid than what the Student earned within the payment period or enrollment period, then the Student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the Student, or the available amount from Grant funds for direct disbursement to the Student for other educational related expenses.

If loan funds are involved in this calculation, the institution will notify the Student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the Student will be reminded of the responsibilities involved in receiving loan funds. The Student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

The Institutional Refund Policy: This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the Student to the school or if there is an amount due from the institution as a refund to the Tile IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date. If a course is canceled subsequent to a Student's enrollment, and before instruction in the course has begun, the school shall at its option provide a full refund of all monies paid.

Course Cancellation: If a course is canceled subsequent to a Student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood. **School Closure:** If the school closes subsequent to a Student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

IMPORTANT NOTICE TO STUDENTS RECEIVING FEDERAL AID

Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013

Maximum eligibility period to receive Direct Subsidized Loans

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period". You can usually find the published length of any program of study in your school's catalog.

For example, if you are enrolled in a 4-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150% of 4 years = 6 years). If

you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).
Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

For more information on SULA please visit studentloans. org

Effective October 7, 2000

The United States Department (USDE) has published new Federal Regulations and guidelines that would determine the individual Student's eligibility for funds from the Federal Pell Grants, Federal Supplemental Educational Opportunity grant and Federal Direct Loan Program receiving at this institution. If the Student completes the course of study, or if the Student graduates from the course as schedule, the new Federal Regulation will have no effect on the Student's eligibility for those funds. In setting the new guidelines, the USDE has emphasized the importance of attending school in order to be eligible for aid. The more absences incurred by the Student the more possibilities that the Federal Aid eligibility may be lost. Losing federal funds will result in the Student's liability for unpaid tuition. Balances owed to the school due to loss of federal funds will be collectable by the institution with the assistance of a collection agency whenever necessary. Therefore, be advised that as of Oct. 7, 2000, if you withdraw from school, the chances assessable for the payment period in course, and the financial aid received within that same payment period will be taken into consideration when calculating the percentage of aid earned based on the percentage of the payment period attended by the Student. Funds return to USDE as unearned federal aid will decrease the tuition payments originally made to the school and will increase the tuition balance owed by the Student. The key solution so that no one is affected by these regulatory changes is to attend school as scheduled and complete the program of study.

OMBUDSMAN OFFICE

The following information is available for Student loan borrowers in order to contact the department's office of the Ombudsman.

Office of Ombudsman, Student Financial Assistance,
U.S. Department of Education, Room, 3012, ROB # 3
7th and D Streets, SW Washington, DC 20202
(202) 219-1547 or (877) 557-2575

STATISTICS FOR CALIFORNIA BEAUTY COLLEGE

For information regarding Student body diversity in the categories of gender and ethnicity of enrolled full-time Students who receive Federal Pell Grants and Retention rates of certificate seeking first time full-time undergraduate Students or other information regarding California Beauty College http://nces.ed.gov or College Navigator at http://nces.ed.gov/collegenavigator

FEDERAL FINANCIAL AID - GENERAL INFORMATION

Federal Financial Aid is available to those who qualify (we do not offer State Financial Aid (i.e., Cal Grants)). The Federal financial aid application for this institution is the Free Application for Federal Student Aid (FAFSA) and it must be completed by the Student who would be enrolled. Application must be completed as instructed on the form at fafsa.ed.gov. Documentation to substantiate the data entered on the form may be required by the financial aid office (called Verification). In addition to the FAFSA, the institution requires a series of forms as they apply to the individual Student aid program and to the Student's individual family circumstances. If you wish to apply for financial aid or you have questions, and need sections of the handbook clarified, contact the financial aid office at the school. A Student can apply for financial aid online at www.fafsa.ed.gov.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that Students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify Students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the Student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help Students meet the cost of college attendance. Financial aid includes grants and loans. Grants typically do not have to be repaid. Loans must be repaid. IF a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the

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moneys not paid from federal financial aid funds. Subsidized and Unsubsidized Federal Loans will receive a six month grace period upon graduation or withdrawal or if the student becomes less than a part-time student before payments become due and payable; Parent PLUS Loans enter repayment within 30 days upon the student's graduation or withdrawal or if the student falls below at least a half time student. Federal Financial aid is awarded to Students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet Student costs and the cost of education at this school.

U.S. DEPARTMENT OF EDUCATION TITLE IV FINANCIAL AID PROGRAMS

The U.S. Department Of Education Title IV Student Financial Aid Programs:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those Students eligible for financial aid considerations:

PELL GRANT (FREE) AID (This aid does not have to be repaid)
Federal PELL Grant Program (FPELL) $6,495 maximum annual limit (Does not require repayment)

FEDERAL LOANS TO STUDENT AND/OR PARENT **(This aid must be repaid! These loans are not typically allowed to be discharged by bankruptcy)**

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)*.
Unsubsidized loans (Interest is earned while in school and during grace period). *
Parent loans (PLUS) (Interest is earned while in school and during grace period; this is a loan taken out by a parent)
STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.
(*)Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, if the Student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct Student level will be 1 and not 3rd loan level.

Financial Aid Student Eligibility Requirements

- To be eligible for financial aid, a Student must:
- Be admitted as a regular Student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a Federal PELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma (or its equivalent) a GED.
- Agree to use any federal Student aid received solely for educational purposes.

Application for Aid, Procedures and Forms
Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) which must be completed by the student at www.fafsa.ed.gov. Documentation to substantiate the data entered on the form may be required by the financial aid office if the Federal Government flags the FAFSA for Verification. Assistance in completing the FAFSA are available at this school during school hours. In addition to the FAFSA, the institution may require a series of forms as they apply to the individual Federal Student aid program and to the Student's individual family circumstances. A valid FAFSA requires signatures of Student, spouse and/or parents, if applicable.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the Student.
Deadline and the dollar amount awarded is based off the results of FAFSA. Renewal Process: A PELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the PELL Grant and submit a new FAFSA to the financial aid office for each award year. Disbursement: They are made based on payment periods via a check payable to the Student or via a direct credit to the Student's tuition account.

If you apply for financial aid, you may be offered loans as part of your school's financial aid offer. A loan is money you borrow and must pay back with interest.

If you decide to take out a loan, make sure you understand who is making the loan and the terms and conditions of the loan. Student loans can come from the federal government, from private sources such as a bank or financial institution, or from other organizations. Loans made by the federal government, called federal student loans, usually have more benefits than loans from banks or other private sources. Learn more about the differences between federal and private student loans.

What types of federal student loans are available?

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

Federal Direct Subsidized Loan: Federal Direct Subsidized Loans are made directly to Students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the Student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pays interest subsidies while the Student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both Subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the Student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Federal Direct Stafford Unsubsidized Loan: These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to Students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the Student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the Student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

If the Student is eligible for a loan guaranteed by the federal or state government and the Student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) The Student may not be eligible for any other federal Student financial aid at another institution or other government assistance until the loan is repaid.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

Disbursement: Checks are issued to the school and credited to the Student's tuition account. It is the Student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

Determining Need: The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. This institution utilizes the Free Application for Federal Student Aid (FAFSA) for Students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the Student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

ENTRANCE & EXIT COUNSELING FOR STUDENT LOAN BORROWERS

ENTRANCE:

All Students who borrow a Direct Stafford Loan while attending the school must complete Entrance Counseling before funds will be certified. The counseling will provide information on:

The effect the loan has on the borrower regarding other aid to be awarded.
Understanding the Master Promissory Note.
How your loans will be disbursed
Borrower is informed of their obligation to repay all loan amounts regardless if he/she completes the program.
Explanation of the difference of the Direct Loans.
Explanation of options of repayment to avoid adverse default consequences.
Students are provided information regarding NSLDS to track and access their loan data.

EXIT:

Exit Counseling must be completed by all Students who are graduating or withdrawing from the school. If a Student is unavailable to complete at the school, a packet will be mailed to the Student for completion. The counseling will provide information on:
The importance of always being in touch with the lender, and making payments on time.
Choosing repayment plan options and average anticipated monthly repayment amount.
Who to contact if you are having trouble making your payment.
Repayment options and conditions to help with deferment or forbearance.
Delinquency and default consequences.
Tax benefits available to borrower.

Cost of Attendance

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a Student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:		
	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost

Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	$5,418	$9,720
Transportation	1,107	1,251
Personal / misc.	3,258	2,997

Award Concept, Selection of Recipients and Packaging Criteria

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the Student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID. The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Federal Loans and/or Parent PLUS Loans)

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:
ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours.
The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours.
In effect, all Students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the Student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the Student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.
DEPENDENT STUDENT: She/he is an individual that does not meet the independent Student criteria. This Student is required to submit with his/her application, Student and parents' income and assets data.
DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the Student and/or spouse. If that individual is and will continue to be supported by the Student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the Student.
EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the Student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the Student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal Student aid:
U.S. Citizen
U.S. National
U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
Refugee
Asylum Granted
Parole for a minimum of one year that has not expired
T-Visa holder (T-1, T-2, T-3etc)
Cuban-Haitian entrant
Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking
IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:
F1 or F2 Student visa; J1 or J2 exchange visitor visa only; G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:
Were you born before January 1, 1996?
As of today, are you married, separated or divorced?
As of July 1, 2020 will you be a graduate or professional Student?
Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
Are you a veteran of the U.S. Armed Forces?
Do have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2021?
At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? As determined by a court in your state are you or were you an emancipated minor?
As determined by a court in your state of legal residence, are you or were you in legal guardianship?
At any time on or after July 1, 2020 did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
At any time on or after July 1, 2020 did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of 14 days of consecutive absences or date when the Student failed to return from an approved leave of absence.
RECOVERIES: Recoveries resulting from unearned Title IV funds are due from the Student and must be paid in accordance to the terms stated in the promissory note of the Student loans. If funds from the grants programs are still due from the Student, those funds are payable at the rate of 50%. Grant funds due from the Student must be repaid within 45 days from the Student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The Student will no longer be eligible for aid until informed by the U.S. Department of Education.
REFUNDS: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.
TRANSFER STUDENT: A Student who attended a Postsecondary institution before the enrollment at this institution.
VERIFICATION PROCESS: Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective Students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse PELL Grants or Campus-Based aid, nor certify Federal Loans/PLUS loan applications, until completion of verification process.
WHO MUST BE VERIFIED: The policy of this school shall be to verify those Students selected by the need analysis

(FAFSA/ISIR) system for verification.
VERIFICATION EXCLUSIONS: Applicants excluded from verification include:
•Death- Applicant dies during the award year or before the deadline for completing the verification.
•Incarceration- Applicant is incarcerated at the time the verification is to be performed.
•Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
•Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
•Completed verification- If the Student completed the verification at another institution prior to transferring to this school all the following documents are provided from that school:
Letter stating that the verification process was completed
Copy of the application data that was verified, and if the Student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
A completed Financial Aid transcript.
•Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands.
To qualify for this exclusion the parents of a dependent Student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent Student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
•No funds disbursed- The applicant will not receive federal aid funds,
REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon Student dependency status and the Title IV programs used.
Data items include:
•Total number of persons in the household.
•The number of members of household enrolled at least half-time Students in postsecondary educational institutions.
•Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
•U.S. income tax paid for the base year (2010).
•Certain untaxed income and benefits for the base year if certain conditions would apply include:
Social Security benefits.
Child support.
Untaxed payments to IRA or Keogh
Foreign income
Earned income credit Interest on tax free bonds
The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).
DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2020-2021. There are two different worksheets: One for dependent Students and one for independent Students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet.
TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 60 days from notification the FAFSA was selected for verification.
APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:
* Number of family members in the household
* Number of family members in the household now enrolled as at least half-time Students on postsecondary institutions.
* Change in dependency status.
Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
Campus-based applicants whose dependency status changes during the Award Year must have their EFC re-calculated. This process does not apply if the change occurs due to marriage.
The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.
CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S): If the Student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
The Student may continue training on a cash payment basis. The Student may withdraw and re-enroll at no additional charge. There will be no loss of credit earned, when the Student provides all proof, and verification is complete.
The applicant must repay any over-award or any award for which he/she was not eligible, discovered during verification.
INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The Student must complete verification before disbursement of any Title IV funds.
TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the $400, there is no requirement to

recalculate the Students EFC
NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the Student's submission.
REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of Student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents 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 a school 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 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 personal identifiable information 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
- Appropriate parties in connection with financial aid to a Student
- Specified officials for audit or evaluation purposes
- Authorized organizations conducting certain educational research for or on behalf of the school
- Accrediting organizations including NACCAS staff, commissioners and evaluators.
- U. S. Department of Education
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and Local specified officials for audit or evaluation purposes and within a juvenile justice system, pursuant to specific state law
- Subpoenas by court order.

Some information in the Student education records are defined as directory information under FERPA and California Beauty College does not release any information described as directory information.
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 (1-800-872-5327) (voice).
Individuals who use TDD may call 1-800-437-0833.
A Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
www.ed.gov/policy/ge/guid/fpco/ferpa/index.html

DRUG POLICY

California Beauty College (hereinafter referred to as this institution") has a policy of maintaining a Drug-Free Workplace. All Students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drug and alcohol) is prohibited in this institution's workplace. The workplace for this institution is defined in Paragraph 2 (below).
California Beauty College identifies the need to educate Students and staff with regards to drugs in the work place and the destruction it may cause to the safety of the school. California Beauty College expects its staff and Students to be held accountable to the highest standards of implementing and following the school's Drug Policy. CBC strives to maintain a safe training environment, and a work place free of alcohol and drugs.
In compliance with the Drug-Free Workplace Act of 1988, this institution's "workplace" consists of the following location:
a) the entire campus facility,

b) any location used for an off-site school function, i.e. competition, hair show, graduation, etc.
c) Students and employees must comply with the policy while off-site at any venue and as a representative of California Beauty College participating in any activities in any capacity.

Non-compliance with the terms in Paragraph 1 (above) will result in the following action being taken by this institution.

a) Mandatory counseling, rehabilitation given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation.
b) Notification to the proper law enforcement authorities,
c) Termination of enrollment/employment.

All Students and employees must read, understand and sign the following statement:

a) I understand that California Beauty College, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug-Free Workplace and as a Student/employee of California Beauty College, I must acknowledge and agree to abide by the terms of Paragraph 1.
b) I must notify the school Director of any criminal drug statute conviction of a violation occurring in the workplace not later than ten days after such conviction:

I understand that this institution has established a Drug-Free Awareness Program to inform Students and employees about:

1. The dangers of drug abuse in the workplace;
2. This institution's policy of maintaining a Drug-Free Workplace.
3. Any available drug counseling, rehabilitation and Student/employee assistance program; and
4. The penalties that may be abuse violations occurring in the workplace (see Paragraph 3 above).
5. No weapons are allowed in the school or on the school premises.

California Beauty College provides information and policies to its Students, faculty, and employees to prevent drug and alcohol abuse. The school will review its program once every two years to determine its effectiveness and to enable any updating that the law allows. This information is distributed annually; the policy is in the school catalog and employee handbook and is given to any new Students by means of the school catalog.

DRUG AND ALCOHOL PREVENTION PROGRAM NOTICE TO STUDENT AND EMPLOYEES

California Beauty College has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

PHASE ONE

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the Uses and Effects as it relates to alcohol.

PHASE TWO

THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT.

All Students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any Student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

California Beauty College 1115 15th Street Modesto, CA 95354, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

PHASE THREE

LISTING OF AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS

Please refer to **Schedule B.**

PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action being taken by this institution:

- The Student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Community service with one of the above stated agencies
- Termination of enrollment or employment

SCHDULE A

ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.
Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.
Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
Repeated use of alcohol can lead to dependence.
Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

Stan Works Drug Rehabilitation
251 East Hackett Road
Modesto, CA 95358
24/7 866 311-4545

Nirvana Drug and Alcohol
948 11th Street Suite 23
Modesto, CA 95354
209 5257423

Behavioral Health and Recovery Services
800 Scenic Drive
Modesto, CA 95350
Emergency 209 558-4600

SCHEDULE C

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROL SUBSTANCE

21 U.S.C.844 (a)

- First conviction: Up to one year imprisonment and fined at least $1000, but not more the $1000, 000 or both.
- After one prior drug conviction: At Least 15 days in prison, not to exceed two years and fined at least $2500, but not more than $250,000 or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least $5000, but not more than $250,000 or both.
- Special sentencing provision for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and find up to $250,000 or both if:
  a. 1st conviction and the amount of crack possessed exceed five grams.
  b. 2nd crack conviction and the amount of crack possessed exceed three grams.
  c. 3rd of subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853 (A)(2) and 88(A)(7) – Forfeiture of personal and real property used to possess or facilities possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 861 – (A) (4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a – Civil fine up to $10,000 (pending adoption of final regulations) 21 U.S.C. 853a – Denial of Federal benefits, such as Student loans, grants, contract, and professional and commercial licenses up to one year for the first offense up to five years for second and subsequent offenses.

18 U.S.C. 922(g) – Ineligible to receive or purchase a firearm.

Miscellaneous – Revocation of certain Federal licenses and benefits .e.g. pilot licenses, public housing tenancy. Etc., are vested within the authorities of individual Federal agencies.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL

In addition to the aforementioned federal and the following state sanction, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF CALIFORNIA PENALTIES AND SANTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE.

BLOOD ALCOHOL LEVEL .08

- 1ST OFFENSE: Jail: From 96 hours to 6 months, Fine: From $1,000 to $1,600 License Suspension: 6 months
  Must Complete a driving under the influence program, May be ordered to install Ignition Interlock Device, Insurance Required for Restricted Licensee.

- 2nd OFFENSE: Jail: 90 Days to 1 Year, Fine: From $1,000 to $1,900, License Suspension: 2 years, May apply for restricted driver's license (IID required), Must complete a driving under the influence program, Certificate required for restricted licenses.
- 3rd OFFENSE: Jail 120 days to 1 year, Fine: From $1,000 to $2,000, License suspension 3 years, You receive a designation as a habitual offender, May apply for restricted driver license after 1 year, Ignition Interlock Device Required, Must complete a driving under the influence program, Certificate required for restricted license. Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

SEXUAL HARASSMENT

Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. The key is "UNWELCOME" sexual behavior. For example, a group of employees may be telling dirty jokes that are unwelcome to some employees.

There are five types of sexual harassment:

- Suggesting or insinuating that employment, higher grades or future promotions will be given in exchange for sexual favors.
- Demeaning language focused on gender: sexual comments about a person's body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow Student's sex life, asking or telling about sexual fantasies, preferences or history.
- Staring at a person's body; sexual gestures focused on body parts; giving personal, unwanted gifts; following a person; sending suggestive letters, notes, illustrations or photographs.
- Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
- A sexual-poisoned work or school environment where the atmosphere makes it difficult for an employee or Student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustration, to telling suggestive stories and jokes or using sexual gestures.

LEGAL GUIDELINES – HOW TO AVOID SEXUAL HARASSMENT

1. Assume that none of your co-workers or fellow Students likes sexual comments or gestures, and don't say or do them at all.
2. A company's sexual harassment policies extend to all off campus functions, as well as in the office or classroom.
3. Your co-workers" and fellow Students" personal lives and homes are private. Don't intrude.
4. Statements or stories that demean people based on gender or sexual preference are illegal.
5. Generalizations based on gender or sexual persuasions are unacceptable.
6. Don't talk to co-workers or other Student about your dating, sexual or marital life.
7. Compliment people only on the quality of their work, not their appearance.
8. Address your co-workers, teachers or fellow Students respectfully and by their correct names only.
9. Sexual storytelling and joking in the work place are unacceptable.
10. Speak to a person's eyes, not any other part of the body.
11. Be respectful of the privacy of a co-worker or fellow Student's work space.
12. Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.
13. Demeaning and degrading language and behavior based on gender or sexual persuasion is illegal.
14. A handshake is an acceptable gesture. Any other touch may be sexual harassment and illegal.
15. Involvement between non-married co-workers is discouraged.

If a Student or employee has been the victim of any sexual offense, including sexual harassment on campus or during a school related activity, and wishes to report the offense, it is the school's policy that the offense be reported at once to the school director or administrator in charge. They must contact the Administration staff immediately so that an investigation can begin as soon as possible.

CAMPUS SECURITY

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by Student organizations recognized by this institution.

Students must remember that personal safety is of utmost importance and it begins with being pro-active with regards to your surroundings at all times.

Always be aware of who and what is around you when walking on campus. Never walk alone, a staff member is available as an escort. Never carry or display large amounts of cash. Remove all articles and any valuables from your automobile such as purses, backpacks, etc. Keep your automobile locked at all times. Do not leave personal items unattended in the training center or salon.

Any person witnessing a form of criminal action, suspicious activity or any emergency should contact the Supervisor. It is the school's policy to investigate any reported complaints from Students or staff regarding on campus criminal activity, sexual offense and or sexual harassment and such incidents will be investigated and if necessary correct authorities will be notified.
CBC does not recognize any off-campus Student associations, clubs or organizations. There is no on-campus private security. Any criminal actions or incidents are reported to the Modesto Police Department.
A Campus Crime Survey Report is updated annually and a complete report is available upon request to Students, employees and applicants. In compliance with that law, the following is this institution's crime statistics for the period between 01/01/2013 and 12/31/2015.

Report Distribution Date: October 1, 2020 **Occurrences within the 2016, 2017, and 2018 Calendar Years**

Crimes Reported	2017	2018	2019	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	C	
Negligent manslaughter	0	0	0	C	
Sex offenses (forcible & non-forcible)	0	0	0	C	
Robberies	0	0	0	C	
Aggravated assaults	0	0	0	C	
Burglaries	0	0	0	C	
Motor Vehicle Thefts (on Campus)	0	0	1	C	
Arson	0	0	0	C	
Hate Crime Reporting--The HEOA expands hate crime statistics reported to the Department to include;					
Larceny-theft	0	0	0		
Simple assault	0	0	0		
Intimidation	0	0	0		
Vandalism	0	0	0		

Number of arrests made for the following crimes	2016	2017	2018	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	
Drug laws	0	0	0	
Weapons Possession	0	0	0	

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

INSTITUTIONAL CODE OF CONDUCT REGARDING LENDER RELATIONSHIPS & LOANS

The Higher Education Opportunity act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA 487 (a) (25)]. All Student financial information regarding need, resources, loans and other aid shall be kept confidential and, without written Student authorization, not share with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies. The following provisions bring California Beauty College into compliance with the federal law [HEOA 487 (e)]:

I. ETHICAL PRINCIPLES

All decisions and actions made or taken by any of the Institution's financial aid office employees or any other officers and employees who have contact with guaranty agencies or lenders (for federal or private loans) shall be consistent with the following principles:

1. STUDENT CHOICE: Students must be given a genuine, fair and equal opportunity to choose among and between all lenders and loans, federal and private, which choice shall not limited to those made lenders or loans made available or recommended by the Institution.
2. STUDENT INTERESTS: The Institution must seek to establish relationships with those lenders which offer the best benefits for Students – interest rates and fees, payment terms and services.
3. AVOIDANCE OF CONFLICTS: No director, officer or employee of the Institution should have any relationship – as director or employee or representative – with any lender or guaranty agency nor accept anything of value, other than taken marketing items and nominal conference refreshments, from any lender.
4. The Institution should not accept any service or thing of value from any lender or guaranty agency, other that training for financial aid staff relevant to loan processing, loan processing materials and financial literacy materials, emergency

staffing services, entrance and exit counseling services conducted under the supervision of a financial aid officer of the Institution, and reimbursement of reasonable costs for domestic travel to training conferences hosted by lenders and/or guaranty agencies.

5. INSTITUTIONAL DISCLOSURE: If the Institution develops and uses a preferred lender list, the selection process and criteria must be disclosed in writing to Students. If any lender or guaranty agency offers to make philanthropic contributions to the Institution for institutional aid or Student financial assistance, there can be no promise of preferred status or other commitments given in exchange for or because of such contributions.
6. STUDENT PRIVACY: All Student financial information – about need, resources, loans and other aid – must be kept confidential and, without written Student authorization, not shared with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

II. CODE OF CONDUCT: All directors, officers, employees and other representatives of the Institution ("Institutional Representatives") are required to comply with each of the following rules in this Code of Conduct for Lender Relationships & Loans (Code") and to also promptly inform either the Institution's ethics officer, legal counsel or president (as directed by the Institution in writing) if they become aware of facts indicating that there may have been a violation of the Code:

1. PROHIBITED RELATIONSHIPS:
   a) No Institutional Representative shall act as an officer, employee, consultant or sales representative for any guaranty agency or lender , no financial aid officer or employee of the Institution (including any officer of the Institution with responsibility for overseeing the financial aid office and/or the Institution's relationships with lenders) shall serve on the board of directors of a lender, and no other employee, officer and director of the Institution shall serve as an uncompensated member of the board of directors of any lender, unless such individual has confirmed in writing that he/she will abide by the Institution's published conflict of interest policy and has obtained written permission from the ethics officer, legal counsel or president of the Institution.
   b) No financial aid officer or employee of the Institution shall serve on any advisory board for any guaranty agency or lender, nor shall any other Institutional Representative serve on such a board, unless such service has been approved in writing by the ethics officer, legal counsel or president for the Institution.
2. PROHIBITED INVESTMENTS
   No Institutional Representative purchase or accept any stock bond or other equitable or legal interest in any guaranty agency or lender, nor any option to acquire such an interest, but this prohibition shall not preclude ownership in units in a mutual fund holding such stocks or bonds.
3. PROHIBITED BENEFITS TO INDIVIDUALS
   No Institutional Representative shall accept any prize, gift, compensation, entertainment (including concert and sporting event tickets), meals, travel cost reimbursement or other benefit from any guaranty agency or lender (: Prohibited Benefits"), but this does not include promotional items of nominal value, conference meals and refreshments open to all attendees, and reimbursement of reasonable costs for domestic travel to attend conferences or seminars providing training on the administration of leans or to attend advisory board meetings focused on best practices. If any lender or guaranty agency attempts to offer any Institutional Representative any Prohibited Benefit, he or she shall promptly report this to the Institution's ethics officer, legal counsel or president (WHERE REQUIRED: and to the state department of education for any state in which the Institution maintain a campus.).
4. PROHIBITED BENEFITS OR INDUCEMENTS TO INSTITUTION
   The Institution shall not accept any payment or benefit of any kind from any guaranty agency or lender, including without limitation any rebate or share of revenue and any computer software or hardware (at no charge or at below market rates), as consideration for entering into a contractual relationship or for placing a lender on a preferred lender list. The Institution shall not accept from any lender any "opportunity pool," revenue sharing arrangements or similar funding arrangements offered for use in making private loans to higher risk Students in exchange for promises or concessions by the Institution. The Institution may accept philanthropic contributions from a lender or guaranty agency, only if such contributions are made without any expectation or promise of any preferred status, advantage, recommendation, business volume, or other benefit.
5. PROHIBITED PROMOTIONS:
   The Institution shall not allow its name, logo, emblem or mascot, or any other words, symbols or photographs readily associated with the Institution to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender.
   The Institution shall assure that all materials provided to Students about federal or private educational loans shall prominently identify the name of the lender.
6. PROHIBITED REPRESENTATIONS & SERVICES
   The Institution shall not allow any employee, agent or representative of any lender or guaranty agency to represent himself or herself to the public, or to otherwise act, as an agent or representative of the Institution. No Institutional Representative shall represent him or herself to the public, or otherwise act, as an agent or representative of any lender or guaranty agency. The Institution generally shall not accept any assistance from a lender or guaranty agency for financial aid office or call center staffing, but may accept: staffing assistance n a short term basis in the event of a disaster creating emergency needs; entrance and exit counseling services when supervised by a financial aid officer of the Institution; and financial literacy materials not promoting any lender or guaranty agency.

7. PROHIBITED INDUCEMENTS BY INSTITUTION
   Institution shall not offer or provide to any guaranty agency or lender any inducement to secure any business relationship, any particular kind of loans or scholarships, services or other benefits. This prohibition includes, but is not limited to, any promise of loan volume, preferred status, or any other advantage or benefit.
8. PREFERRED LENDER LISTS
   a. The Institution shall comply with the following requirements for any list of preferred federal or private Student loan lenders ("Lender List") given to Students and parents:
   b. The Lender List shall include a prominent reminder that Students may choose to use a lender not on the list and that the Institution is required to process loan documents for any eligible lender selected by Students; the Institution shall include on the financial aid webpage of its website a prominent reminder that Students are not required to use any federal or private lender recommended by the Institution, can select any other lender;
   c. The Lender List shall clearly disclose the Institution's selection process and selection criteria
   d. Criteria for selecting preferred lenders shall emphasize Student interests and benefits – competitive rates and high quality service, along with business reputation, financial strength and processing capabilities of the lender;
   e. Terms offered by preferred lenders must be equally available to all of the Institution's eligible Students;
   f. The Institution's financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months & make changes when appropriate;
   g. The Lender List shall include comparative information for listed lenders, including interest rates, origination fees & repayment terms, including all information required by the DOE's Model Disclosure Form for presentation of information required by the federal Truth in Lending Act (TILA);
   h. The Lender List shall include information on the maximum amount of federal grant and loan aid available to Students;
   i. The Lender List shall disclose all types of financial aid that may be available from the Institution;
   j. At least three unaffiliated lenders for federal loans and tow unaffiliated lenders for private loans shall be listed (periodic reviews of the DOE lender affiliation webpage shall be conducted in order to determine affiliation status of all listed lenders); if one or more lenders withdraw and fewer than three unaffiliated lenders remain, then the Institution shall cease to use a preferred lender list and instead shall only offer contact information for all lenders willing to make loans;
   k. If any lender listed is affiliated to another lender on the list, such affiliation shall be disclosed on the list;
   l. No lender will be included which has offered any payments or other benefits to the Institution to seek preferred status; No lender will be included which is known to sell its loans to another lender but has not disclosed such relationship;
   m. No lender shall be included which offers prizes or other benefits to Students for applying for loans; and
   n. No lender shall be included which makes unsolicited mailings of loan applications to Students.
9. LOAN PROCESSING ARRANGEMENTS
   The Institution shall not use any software or processing system or practices that create a 'default' arrangement through which a Student borrower is automatically referred to any one or more federal or private Student lenders, whether or not any such lenders have been designated by the Institution as 'preferred lenders."
   The Institution shall not use any financial aid processing or packaging practices that delay certification of borrowers choosing federal or private Student loan lenders not on the Institution's Lender List.
10. FEDERAL AND PRIVATE COMPARISONS:
    If the Institution provides Students with information on loans from private lenders, it shall provide each CBC Student with a separate written reminder of the potential availability of federal Student loans and a written comparison of the principal terms of such loans to the principal terms of federal Student loans, including eligibility conditions, interest rates, origination fees, and repayment options & terms.
11. LIMITATIONS ON STUDENT INFORMATION DISCLOSURES: In the absence of a signed authorization from specific Students or parents (in the case of minors) or documentation showing that the specific Students or parents have filed an application with a specific lender, the Institution shall not disclose any information about the financial needs, resources and loan options or considerations of its Students to any prospective lender or to any other person or entity, excluding those entities and persons to which disclosure is authorized under FERPA regulatory provisions.
12. PREFERRED LENDER LIST DISCLOSURES
    The Institution shall annually give written disclosure to the U.S. Secretary of Education and to Students about all lenders selected for inclusion on any Preferred Lender List published by the Institution, explaining the reasons why the lenders were selected, identifying the Student benefits they provide, and providing the Model Disclosure Form information and (If required by state law) shall provide the same written report to any state education department with oversight of the Institution.
13. PUBLICATION OF CODE
    A copy of this Code shall be provided at least annually to all employees of the Institution, each of who shall be required to sign a written certification confirming that they have received and read the Code. This Code shall be posted on the Institution's website and, upon request; a paper copy of the Code shall be given to all Students either in written mailings or email notices.

California Beauty College shall not allow its name, logo, emblem, or any other words or photographs readily associated with the Institution to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender.

The Institution shall assure that all materials provided to Students about federal or private educational loans shall prominently identify the name of the lender.

The Institution does not publish nor provide Students or parents a Preferred Lender List. This code of conduct is provided annually to all employees of the Institution, each of whom shall be required to sign a written certification confirming that they have received and read the code.

This code shall be posted on the Institution's website and, upon request; a paper copy of the code shall be given to all Students either in written mailings or e-mail notices.

VOTER REGISTRATION POLICY

California Beauty School is located in the State of California and the Department of Motor Vehicles in this state has enacted the motor vehicle/voter registration provisions of the National Voter Registration Act. In addition, a non-registered voter may apply and complete the National Voter Registration Card information online at **www.sos.ca.gov/nvrc/fedform/** and then mail it to the address on the form. The application to register to vote is available at the county clerk's office

Stanislaus County Elections Office
1021 "I" Street, Suite 101
Modesto, California3

Business, Consumer Services and Housing Agency– Governor Gavin Newsom

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov

STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

Catalog Checklist

Name of Institution: CALIFORNIA BEAUTY COLLEGE	Application #:
Reviewer Name:	Institution Code: 5000071

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under "Catalog Page No." write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

		Review #1	Review #2
		DATE	DATE
Item No.	**Catalog Minimum Requirements** **The Catalog shall contain CEC §94909** **(§ references the section of the CEC and 5, CCR)**	**Catalog Page No.**	**Catalog Page No.**
1	Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X	X

2	Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Provide a separate statement confirming your catalog is updated annually. (5, CCR §71810(a))		
3	Provide a separate statement indicating how you provide your institution's school catalog to a prospective student and any interested person. (CEC §94909(a) and §94909(c))		
4	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (CEC §94909(a)(1))	Cover Page	
5	The catalog shall specify the address or addresses where class sessions will be held. (CEC §94909(a)(4))	5	
6	The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog. (5, CCR §71810(b)(1))	Cover Page	
7	The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))	5	
8	The catalog shall contain a statement specifying whether or not the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))	6	

9	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B)) "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."	5	
10	The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5, CCR §70000(q) and (r) and §71810(b)(2))	5	
11	The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction that demonstrates compliance with 5, CCR §71735. (5, CCR §71735 and §71810(b)(9))	7	
12	The catalog shall contain a description of library and other learning resources and the procedures for student access to those resources that demonstrates compliance with 5, CCR §71740. (5, CCR §71740 and §71810(b)(10))	8	
13	The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A)) "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 ***(insert address *)*** , ***(insert web site address*)*** , ***(insert telephone and fax numbers*)*** ." ****The following may be used for inserts:*** *Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834* *P.O. Box 980818, West Sacramento, CA 95798-0818* *Web site Address: www.bppe.ca.gov* *Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897* *(916) 574-8900 or by fax (916) 263-1897*	5	

14	The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C)) "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling ***(insert toll-free telephone number)*** or by completing a complaint form, which can be obtained on the bureau's internet Web site ***(insert internet Web site address)*** ." ****The following may be used for inserts:*** *Toll-free telephone #: (888) 370-7589* *Web site Address: www.bppe.ca.gov*	5	
15	The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15)) "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR "The transferability of credits you earn at ***(insert name of institution)*** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the ***(insert degree, diploma, or certificate)*** you earn in ***(insert name of educational program*)*** is also at the complete discretion of the institution to which you may seek to transfer. If the ***(insert credits or degree, diploma, or certificate)*** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ***(insert name of institution)*** to determine if your ***(insert credits or degree, diploma or certificate)*** will transfer." ****If institution offers more than one educational program, "the educational program" may be inserted.***	7	
16	If the institution has received a provisional approval and is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775(a) for the full text of the law for required language.* (5, CCR §71775(c)(1)) If an approved unaccredited institution is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775.5(a) for the full text of the law for required language.* (5, CCR §71775.5(c)(1))	n/a	

17	The catalog shall contain: admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. ***If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.*** (CEC §94909(a)(8)(A), and 5, CCR §71770)	6 and 7	
18	The catalog shall contain the institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay. (5, CCR §71810(b)(7) and 5, CCR §71770(c))	6	
19	If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges. (5, CCR §71810(b)(3))	8	
	The catalog shall contain language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost. (5, CCR §71810(b)(4))	8	
	The catalog shall contain whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted. (5, CCR §71810(b)(5))	8	
20	The catalog shall contain: a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. (CEC §94909(a)(5))	10 thru 22	

21	The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. (CEC §94909(a)(6))	9	
22	The catalog shall contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education. (CEC §94909(a)(16))	5	
	If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following: (A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states. (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs. (CEC §94909(a)(16) and §94897(p))	A) n/a B) n/a C) n/a	A) B) C)
23	The catalog shall contain the schedule of total charges for a period of attendance **AND** an estimated schedule of total charges for the entire educational program. "Total charges" means the sum of institutional and noninstitutional charges. (CEC §94870 and §94909(a)(9))	22	
24	The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF. *See 5, CCR §76215 for the full text of the law for required language.* (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))	23. 24	

25	The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919). (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)	34 thru 36	
26	The catalog shall contain information regarding the faculty and their qualifications. (CEC §94909(a)(7) and 5, CCR §71720)	8	
27	The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (CEC §94909(a)(10))	36 thru 43	
28	The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11))	37	
29	The catalog shall contain the institution's policies and practices, including required disclosures, regarding **ANY** form of financial aid. (5, CCR §71810(b)(6))	36 thru 42	
30	The catalog shall contain the institution's standards for student achievement. (5, CCR §71810(b)(8))	28-29	
31	The catalog shall contain attendance policies. (CEC §94909(a)(8)(D))	30	
32	The catalog shall contain probation and dismissal policies. (CEC §94909(a)(8)(C))	33	

33	The catalog shall contain leave-of-absence policies. (CEC §94909(a)(8)(E))	32	
34	The catalog shall contain policies on student rights, including the procedure for addressing student grievances. (5, CCR §71810(b)(14))	27 26	
35	The catalog shall contain a description of all student services. (5, CCR §71810(b)(12))	25	
36	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (CEC §94909(a)(13))	25	
37	The catalog shall contain housing information to include all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph. (5, CCR §71810 (b)(13)(A)(B)(C))	A) 7 B) 7 C) 7	A) B) C)
38	The catalog shall contain policies on the retention of student records that demonstrates compliance with CEC §94900 and 5, CCR §71920. (CEC §94900, 5, CCR §71810 (b)(15) and §71920)	27-28	
39	In order to report gainful employment of its graduates, the institution must identify, in its catalog, the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))	9	
40	If the institution offers distance education, the catalog shall contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. (5, CCR §71810 (b)(11))	n/a	

41	After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on the homepage of that Internet Web site clear and conspicuous links for all of the following: (1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. (5) The institution's most recent annual report submitted to the bureau. An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913 and 5, CCR §74117) If the institution has received a provisional approval and is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775 for the full text of the law for required language.* (5, CCR §71775(c)(2)) If an approved unaccredited institution is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. *See 5, CCR §71775.5 for the full text of the law for required language.* (5, CCR §71775.5(c)(2))	Compliant? 1) ✓ 2) ✓ 3) n/a 4) ✓ 5) ✓ n/a n/a n/a	Compliant? 1) 2) 3) 4) 5)
X	Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5, CCR §74112)	Please provide your SPFS	Please provide your SPFS

To the best of my knowledge, I declare that the information submitted is true and correct.

Sue Garrick 11.3.22

Signature Date

Sue Garrick Manager/FAD

Printed Name and Title