

Untouchable Academy

A Non-Accredited Institution

Catalog

Address where classes are held:

1815 West 54th Street

Los Angeles, CA 90062

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www.untouchableapprentice.com

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Approval Disclosure Statement

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

The following courses are approved:

Program	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1000	9-12	35-52	Diploma
Manicuring	400	5	10-15	Diploma
Barbering	1000	9-12	35-52	Diploma

Program Approvals Our programs are also approved by the California Board of Barbering and Cosmetology (BBC):

Program	SOC	Occupations
Cosmetology	39-5012	Hairdressers, Hairstylists and Cosmetologists
Manicuring	39-5092	Manicurists and Pedicurists
Barbering	39-5011	Barbers, Stylist and Master Barber

SOC Codes: The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at www.Bls.gov/SOC/. Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

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 1747 North Market, Suite 225, Sacramento, CA 95834, or at PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 (phone) or (916) 253-1897 (fax).

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).

As a prospective student, you are encouraged to review this School 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.

Untouchable Academy provides its Catalog to a prospective student or to the general public when requested free of charge. The Catalog is available in English language. The college researches and updates its Catalog at least once a year.

You are also encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. It is Untouchable Academy's policy to provide a prospective student a copy of Catalog, and School Performance Fact Sheet. The school catalog, a School Performance Fact Sheet for each educational program, offered by the academy, a link to the Bureau's internet web site and the academy's most recent annual report submitted to the bureau are provided at the academy's website, www.com.

Students may access the bureau's internet web site by using computers at the academy's admission office.

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

Untouchable Academy is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in a non-accredited institution is **not** eligible for Federal Student Aid.

Untouchable Academy does **not** participate in Federal or State Student Aid.
Untouchable Academy does **not** offer any Federal, State or private loan programs.

About Untouchable Academy

Welcome to Untouchable Academy!

It is pleasure to introduce you to Untouchable Academy. We are focused on career training for a student's successful professional future. We offer programs that address the occupational needs of the beauty & barber industries, utilize modern equipment, and employ a caring staff of professionals. Untouchable Academy maintains a long-term commitment to its students. The relationship between the Academy and its students begins with the introduction of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

If you have any questions or concerns about Untouchable Academy or our programs do not hesitate to contact my staff or me.

Sincerely,

Mr. Stephen Ellis
Director

Untouchable Academy is wholly owned and operated by STEPHEN ELLIS

Mission Statement

It is our mission to prepare our students to become successful members of the cosmetology, barbering and manicuring professions, and to successfully pass the State Board Examinations.

College Objective

Our primary objective at Untouchable Academy is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology or barber industry. In order to fulfill our objective, we not only teach the techniques and artistry; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give "individual" as well as "class" instruction. This combination helps serious students realize their goals.

Statement of Non-Discrimination

Untouchable Academy is firmly committed to providing educational programs to otherwise eligible students regardless of age, race, color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

Instructional Facilities

Untouchable Academy is located at 1815 West 54th Street, Los Angeles, CA 90062.

Classrooms for each program of study at Untouchable Academy contain equipment and supplies sufficient to meet the needs of the courses of study. Equipment includes 15 Styling Chairs, 5 Shampoo bowls, 6 Dryers, 6 Manicure Tables, 2 Facial Beds, an All-in-1 Facial Machine and a Towel Steamer. Untouchable Academy is located in a well-designed building that simulates the salon environment for the sole purpose of beauty and barber education; equipped with the modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

UNTOUCHABLE ACADEMY is a spacious (3000 sq. ft.) air-conditioned, modern, facility with many benefits for our staff and students and close to all public transportation. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. The building is equipped with heating and air conditioning systems, well-lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. The school's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located less than one half block away from the College, in the same shopping center and across of it.

School Calendar

Classes begin EVERY TUESDAY for all classes. An academic year is 900 clock hours and 26 weeks.

Holidays

Untouchable Academy observes the following holidays during which the school is closed:

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

A "special" holiday may be declared for emergencies or special reasons.

Hours of Operation

Tuesday through Saturday: 9:00 a.m. to 5:30 p.m.

Pre-Enrollment Information and General Rules

Each prospective student receives a copy of school catalog and School Performance Fact Sheet before enrollment. The School Performance Fact Sheet contains the recent Completion rates, Placement rates, License examination passage rates and salary or wage information. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, refund policy etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

Bankruptcy

Untouchable Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never 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.).

Health Considerations

Generally, the professional in the barber and beauty fields must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of fields there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

Programs of Study – ALL Taught in English

Cosmetology - 1000 Clock Hours

The course of study for students enrolled in Cosmetology course shall consist of one thousand (1000) clock hours of the state mandated instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Cosmetology course of study is designed to prepare students to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons (SOC Code 39-5012).

Manicuring - 400 Clock Hours

The course of study for students enrolled in the Manicurist course shall consist of the four hundred (400) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or specialists (SOC Code 39-5092).

Barbering - 1000 Clock Hours

The course of study for students enrolled in the barbering course shall consist of the one thousand (1000) clock hours of the state mandated instruction in hair cutting and styling, shaving, shampooing, chemical applications, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Barbering course of study is designed to prepare students to cut, trim, and style scalp and facial hair; apply cosmetic preparations; perform shaves; massage the head and extremities; and prepare for practice as licensed barbers in specialized shop or full-service salons (CIP code 12.0413, SOC Code 39-5011).

License Requirements for the State of California

The programs of study at Untouchable Academy prepare students to take and pass the required examinations to obtain licenses to charge for services as a cosmetologist, barber, esthetician, nail technician or manicurist. Each test has written and practical tests that must be passed to obtain a license.

To receive a license after you graduate from a program, you must complete the appropriate Application and submit your Proof of Training and the application fee to the Board of Barbering and Cosmetology. There will be a background check so if you have been convicted of a criminal offense or offered a plea in a criminal case, this can delay your application process and may cause a delay in receiving your test date. If you believe that you might have an issue with the background check, please discuss your concern with the admissions administrator. Failure to report a plea/conviction is considered falsification of the application and may result in the denial or revocation of licensure.

Organizational Chart

Chief Executive Officer/Director/Chief Academic Officer
Mr. Stephen Ellis

Chief Operations Officer
Mrs. Scean Ellis

Instructor	Course	Instructor Qualifications
Jacquelyn Glover	Cosmetology Barbering Manicuring	Licensed Cosmetologist Licensed Barber Has 28 years of experience as a licensed Cosmetologist Has 24 years of experience in teaching the subjects
Marta Duarte de Gonzalez	Cosmetology Manicuring	Licensed Cosmetologist Has 10 years of experience as a licensed Cosmetologist Has 4years of experience in teaching the subjects
Stephen Ellis	Cosmetology Barbering Manicuring	Licensed Cosmetologist Licensed Barber Has 30 years of experience as a licensed Cosmetologist Has 25years of experience in teaching the subjects

Admission Policy

Admission Requirements

Enrollees are admitted as regular students once one of the following criteria has been met.

A) Applicant must provide his/her High School or College/University Diploma or transcripts, GED or its equivalent, a government issued picture ID, social security card or ITIN. Untouchable Academy will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide official high school/college transcripts showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability-to-Benefit (ATB) exam prior to admission. Students admitted under this criterion, will be required to pass one of the Ability-to-Benefit tests administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is accepting the CELSA Ability-to-Benefit. **The minimum accepted score of CELSA test is 97.** The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

C) Acceptable minimum documentation of proficiency for a non-US high school graduate is a High School diploma or its equivalent from another country. All foreign credentials must be translated and evaluated by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. OR Passage of the ATB test.

D) In addition to all of the requirements listed above, for a licensed cosmetologist seeking a barber license, a valid California Cosmetologist license is required. For a licensed barber seeking a cosmetologist license, a valid California Barber license is required.

High School Program Completion

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, many want to obtain a high school diploma or its equivalent for personal employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:
California State University Los Angeles
Southwest Community College
Los Angeles Unified School District

Transfer Policy/Transferability of Credits Earned

Students previously enrolled in school of Cosmetology or Barbering may submit their academic records Untouchable Academy for review and possible transfer of credit.

The Academy will either:

- 1) Accept the transfer credit based upon a review of the official transcript from an approved institution provided those courses are part of the Academy's approved curriculum for that program of study, or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution. The college does not award credit for prior experiential learning.

Re-Entry

All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Untouchable Academy is at the complete discretion of an institution to which you may seek to

transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits and/or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Untouchable Academy to determine if your credit or diploma/certificate will transfer.

The college has not entered into an articulation or transfer agreement with any other college or university.

English as a Second Language

The Academy does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visas. The Academy reserves the right to refuse admission to any applicant who does not meet the Academy’s established criteria for admission. All instruction is provided in English. A student must prove his/her level of proficiency in English by successful completion of grade 10. For speakers of other languages who completed their education outside of the United States and/or in other languages, they will need documentation of English language proficiency by taking the Test of English as a Foreign Language (TOEFL). The Academy provides Catalog, School Performance Fact Sheet and Enrollment Agreement in English.

Students Admitted to Other Schools

The Academy does not recruit students who are admitted or attending other schools offering similar program of study.

Orientation Class

Orientation classes for all students are held on Tuesday and Saturday from 10am to 12pm. Students are not allowed to clock in during orientation. All new, re-enrolling or transferring students must attend orientation prior to the start of all new classes.

Freshmen Class Enrollment

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. (See Academic Programs starting on page 19.) The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology: 200 hrs.; Barbering: 150 hrs.; Manicuring: 50 hrs.** Untouchable Academy considers the freshman classes to be the foundation for your future.

Textbooks and Supplies

Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Program Charges

Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due when you sign your Enrollment Agreement. For the courses longer than four months, payment plans are available.

Program	Registration Fee*	Tuition	Books & Supplies	STRF *** Fee	Estimated Total Tuition and Fees for the Entire Program and Period of Attendance
Cosmetology	\$75	\$11,000.00	\$800.00	\$30	\$11,905.00
Manicuring	\$75	\$2,700.00	\$400.00	\$7.50	\$3,182.50
Barbering	\$75	\$11,000.00	\$800.00	\$30	\$11,905.00

*Registration Fee: Non-Refundable

***STRF is the Student Tuition Recovery Fund fee: Non-Refundable

Books/Supplies: These charges include all applicable sales tax. Once used, books and supplies are not refundable due to sanitary considerations.

Collection of Tuition

Students are expected to contribute from their own family resources toward the student’s cost of attendance. At the student's option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is

disclosed on the enrollment agreement for Manicurist course.

For students enrolled in Cosmetology, Esthetician, Barbering and Nail Technician courses, the college charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

*****STRF is the STUDENT TUITION RECOVERY FUND FEE – NON- REFUNDABLE**

The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 and economic loss. Unless relieved of the obligation to do so, you must pay the state imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, Phone (888) 370-7589 or (916) 431-6959.

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 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 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.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).

For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Toll Free (888) 370-7589, Fax (916) 263-1897**

The Methods of Payment

The school accepts cash, debit/credit card, money order and check as payment of monies owed to the school.

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 applying any 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.

Extra Instruction Charges

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student's scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$10.00 per Hour for all programs.

Brush-Up

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

The College reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who enrolled before the change.

Right to withhold Transcripts and Grades for Non-Payment of Tuition

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC, Section 94828.** UNTOUCHABLE ACADEMY does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.

The college does not sell or discount promissory notes or contracts to third parties.

Scholarships

The Academy awards institutional scholarships periodically.

Pre-Application for Licensing Exam

Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

Withdrawal and Refund Policy

STUDENT'S RIGHT TO CANCEL– NOTICE OF CANCELLATION

A student (or legal guardian) has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$75.00 Non-refundable registration fee through attendance at the first day of class session (first day of class), or the seventh day after enrollment (seven days from the date the enrollment agreement was signed), whichever is later.

REFUND POLICY – Applies to all terminations for any reason, by either party.

Student wishing to withdraw from the institution will provide a notice of withdrawal in writing and submitted to the School's Registrar. Student is officially withdrawn on date of notification from student, date terminated by the institution, 14th date of consecutive absence. For applicant who cancels enrollment or student who withdraws from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within seven business days of signing the enrollment agreement or after the first day of class, or whichever is later. The written notification must be delivered to the Academy Director in person, or by mail or by email. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student notifies the institution of his/her cancellation or withdrawal in written notice at the following address: Untouchable Academy, 1815 West 54th. Street, Los Angeles CA 90062. This can be done by hand delivery, Postal mail or by email.
4. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days)
6. If a program is cancelled or the school is closed, the student will receive a refund of tuition for hours that have not been completed at Untouchable Academy unless the student agrees to complete his/her program at an institution that has agreed to complete the program for Untouchable Academy students.

For students who enroll and begin classes but withdraw prior to course completion the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 60.00%	Pro rata refund calculation based on Scheduled hours X hourly rate equals the school's retained portion
60.01% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g. extra kit materials, books, products, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balanced owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

***Untouchable Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

Untouchable Academy's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision or course or program cancellation. The college's withdrawal and refund policy comply with all federal and state regulatory agencies.

Rejected Enrollment:

All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment

Course Cancellation:

If a course is canceled subsequent to a student's enrollment 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, the school shall at its option

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.

Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, using **scheduled hours** (including absences), assuming you paid following (registration, STRF fees and used kit, books are non-refundable):

Total Tuition	Less Registration fee		Less Kit & Books	Less STRF fee		Tuition Cost
\$5,192.50	\$75.00 (Non-Refundable)		\$395.00 (if used)	\$0.00 (Non-Refundable)		\$4,720.00
Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$4,720.00	1600 Hours	\$ 2.95/ Hour	\$4,720.00	600 Hours	\$1,770.00	\$2,950.00

Satisfactory Academic Progress (SAP) Policy

Untouchable Academy expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. All prospective students receive the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20).
Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in this catalog on pages 14-16.

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20 week-long Manicuring program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods

SAP evaluation periods are based on scheduled contracted hours at this school. Student's compliance with the Satisfactory Academic Progress is assessed as follows (all hours are **scheduled hours completed** and based on contracted hours at the college):

Cosmetology and Barbering: When a student is scheduled to complete 400, 800 and 1200 hours
Manicuring: When a student is scheduled to complete 200 hours

The first evaluation must occur no later than the mid-point of the academic course, or for transfer students, the mid-point of the hours needing to be completed at Untouchable Academy.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

Academic Grading	Point Grades for Practical Work
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 00% D..... Fail	(GPA 1) 1 POINTS = D - Not Passing
	(GPA 0) 0 POINTS = F - Not Passing

Attendance Status

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time. **An academic year is 900 clock hours and 26 weeks.**

Maximum Timeframe for Attendance	Maximum time allowed	
Program	Weeks	Hours
Cosmetology (Full time, 40 hrs/wk) - 1600 Hours	60 Weeks	2400
Cosmetology (Part time, 20 hrs/wk) - 1600 Hours	120 Weeks	2400
Barbering (Full time, 40 hrs/wk) - 1500 Hours	56.25 Weeks	2250
Barbering (Part time, 20 hrs/wk) - 1500 Hours	112.5 Weeks	2250
Manicuring (Full time, 40 hrs/wk) - 400 Hours	15 Weeks	600
Manicuring (Part time, 20 hrs/wk) - 400 Hours	30 Weeks	600

If the maximum timeframe is exhausted by a student, that student must meet with the Director and instructor to determine if successful completion by the student is possible as an advanced cash paying student within a narrow, specified time period.

Academic Probation

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

A student who fails to meet SAP standards during a given evaluation period will be placed on satisfactory academic progress probation for the next evaluation period, if the student prevails upon appeal of a negative progress determination prior to being placed on probation. Probation is granted if the student appeals the negative progress determination, and if the college determines that SAP can be met by the end of the subsequent evaluation period. For the students under SAP probation, they are considered making satisfactory academic progress until the next scheduled evaluation period.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP. Probationary students who fail to meet SAP at the conclusion of the probationary period will be deemed not to be making satisfactory academic progress and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

SAP Appeal Process

A student who has been informed that he/she is not making SAP at the conclusion of an evaluation period must appeal the decision to continue his/her program. An appeal may be granted if the student submits an appeal request in writing to the Director within seven (7) calendar days of receiving the SAP evaluation that determined that the student is not achieving SAP.

A SAP Probation Appeal may only be granted if the student can substantiate a death of a relative, an injury or illness of the student, or an extraordinary event that contributed to the lack of academic progress during the past evaluation period. The student must also include in the appeal what has changed in his/her life that will allow the student to achieve SAP by the conclusion of the next evaluation period. Probation will only be granted once the Director determines that the student can achieve SAP by the conclusion of the next evaluation period. Appeal decisions are final, and the decisions will be in writing and given or mailed to the student. A copy of the decision will be placed in the student's file.

Transfer Hours

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Re-entering Students

Students, who are re-entering after a period of withdrawal, re-enter in the same academic progress status as when they left.

Leaves of Absences

A student granted an authorized LOA is not considered to have withdrawn and no refund calculation is required. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status s/he held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement (contract) extended by the same number of calendar days taken in the leave of absence.

Contract addendum will be prepared to reflect the changes, which should be initialed and signed by both the student and a school officer. Students who fail to return from a LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the academic progress is the status on the last day of attendance at Untouchable Academy.

Course Incompleteness

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus, course incompletes, repetition and non-credit remedial courses have no effect upon the college's SAP standards.

***Untouchable Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

School Rules and Regulations

Diplomas

Upon satisfactory completion of the required course hours and operations, and the student has paid all charges and fees, a diploma will be given to the graduate. Also, a Proof of Training will be issued. This record will then become part of the application for examination for your State of California License.

Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.

Attendance, Tardy and Make-up Policies

- Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.
An absence may be excused by calling-in the same day prior to the beginning of class.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

Student Clock Hour Policy

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your timecard for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily.

Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.

Timecards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be maintained in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

Timecard Credit

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the timecard concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour.** Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent waves per day.

Student Conduct

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

Other Rules and Regulations

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the Academy and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the Academy telephones for personal use. If a student receives a call at Untouchable Academy, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason, students are not allowed to leave the building or go to the break/lunchroom, in their lunch break, unless they are clocked out on their timecards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Untouchable Barber College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the Academy, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Untouchable Academy is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Timecards are a matter of strict State regulations and must be accurate. Students are to record on their timecard, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking timecards, other than their own, or falsifying timecards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or registration fees are to be made by the first day of attendance unless other arrangements have been made on the date of enrollment. The school does not permit a student attend classes who is delinquent in tuition or registration fees. Students should get validated receipts for all monies paid to the school for tuitions.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records may be prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

Grounds for Disciplinary Action

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

Disciplinary Procedure and Dismissal

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

Student Services/Consumer Information

Job Placement

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The college assists students in placements as often as needed; however, **the Academy does not guarantee employment to any student.**

Student Records

The Academy maintains a file for each student who enrolls in Untouchable Academy for a period of 6 years from the student's date of completion or withdrawal except for the transcripts, which will be retained indefinitely. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room.

Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (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 and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) 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; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) 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 the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student.

All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The Academy observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE and BBC may inspect, review and copy the student's records without the student consent.

The Family Educational Rights and Privacy Act (FERPA) affords students and parents or guardians of dependent minors certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access. A student or parents or guardians of dependent minors should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student and/or parents or guardians of dependent minors of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student and/or parents or guardians of dependent minors of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student and/or parents or guardians of dependent minors who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and, specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student and/or parents or guardians of dependent minors in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the appeal may be presented to the Director for consideration.

(3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's or parents'/guardians' prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests and to its accrediting agency. A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-5901**

Housing

The College does **not** have dormitory facilities under its control. There are apartments or rooms available within 10-mile radius from the academy. The cost of renting a room near the college starts from approximately \$500.00 a month. UNTOUCHABLE ACADEMY does **not** find or assist a student in finding housing.

Career Counseling and Personal Attention

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

Referral Services

Students are referred to community professionals for personal, non-academic counseling.

Voter Registration

You may register to vote by completing the online voter registration form at www.sos.ca.gov/nvrc/fedform/ and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: www.sos.ca.gov/elections/elections_vr.htm.

Visa Services – Untouchable Academy does not offer any Visa services for international students.

Grievance Policy/Student Complaint Procedure

Untouchable Academy is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the academy's complaint policy is as follows:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Director:
STEPHEN ELLIS OR at 1815 West 54th Street, Los Angeles, CA 90062.
All grievances regardless of the nature will be turned over to the Director and reviewed.
4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours. **Records of complaints and their resolution, as applicable, are retained in the Director's office.**
5. Any student has the right to forward the complaint to the following agency:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798
Toll Free (888)370-7589, Fax (916)263-1897
Web site: www.bppv.ca.gov E-mail: bppe@ca.gov**

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant

mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

**Los Angeles County Public Health
Substance Abuse Service Hotline
844-804-7500**

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Academic Programs

Instructors, Textbook and Reference Books

As in all phases of any profession each individual has within his/her training and acquired skills. Every attempt is made by the college to best utilize the special skills of each instructor to provide the best education available. All of the instructors at the academy are licensed by BBC and have more than 3 years of experience required by BPPE.

Distance Learning

The instructor will implement Distance Learning, using online instruction and technologies as approved by the Director. Usually, all hours will be completed in person but there can be times where distance learning will be implemented to accommodate student learning. A computer, laptop, tablet or smartphone will be needed to complete distance education lessons. A student can request to complete selected theory lessons if special circumstances apply but that arrangement must be approved by Director of Untouchable Academy. Weekly assessments will be required to be completed and turned in. Currently, Milady *Mindtap* is used for online learning and Zoom is utilized for instruction.

At the beginning of the first day of a course, each instructor should provide a course outline to every new student.

Every student should have a required textbook. It is included in the supply which can be purchased at the college. Students have an option to purchase the textbook on their own. In addition to a required textbook, the college maintains a library of text and reference books for faculty and students' use. You need to contact Registrar office to check out and return resources from the library.

The academy library has following BBC approved text and reference books.

The Academy library has following BBC approved text and reference books.

Milady's Standard Cosmetology 2016 & 2011, Salon Fundamentals Cosmetology 2011, Cosmetology Fundamentals, A Designer's Approach to Career Success 2009, Milady's Standard Professional Barbering 2017 & 2011, Milady's Standard Textbook of Professional Barber-Styling 1999, Milady's Standard Professional Barbering 2006, Milady's Standard Esthetics Fundamentals 2013 & 2009, Salon Fundamentals, A Resource for Your Skin Care Career 2007, Modern Esthetics, A Scientific Source for Estheticians 1992, Milady's Standard Nail Technology 2015 & 2011, Milady's Standard Nail Technology 2007, Salon Fundamentals, A Resource for Your Nail Career 2007, Cosmetology Performance Criteria, Barbering and Cosmetology Act and Regulations, Understanding Toxic Substances

Curriculum for Cosmetology Program (1,000 Clock Hours)

The curriculum for students enrolled in a cosmetology program shall consist of one thousand (1,000) 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 means 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. Such technical instruction and practical operations shall include:

Subject: HAIR DRESSING 1100 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Hairstyling	115	365	200
Permanent Waving & Chemical Bleaching	90	250	200
Hair Coloring & Bleaching	100	200	200
Hair Cutting	70	200	125
HEALTH & SAFETY 200 HOURS REQUIRED			
Laws and Regulations	30	----	----
Health & Safety Considerations	40	----	----
Disinfection and Sanitation	30	100	10
Anatomy and Physiology	35	----	----
BBC Health & Safety Course	30	60	25
ESTHETICS 200 HOURS REQUIRED			
Manual, Electrical, Chemical Facials	50	140	50
Eyebrow Beautification and Makeup	50	125	50
MANICURING & PEDICURING 100 HOURS REQUIRED			
Manicuring & Pedicuring	25	50	25
Artificial Nails & Wraps	25	250	25

Cosmetology Performance Objectives

1. Acquire knowledge of laws and rules regulating California's Cosmetology establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

Skills to be Developed

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedure

Student’s academic performance is graded throughout the program, and SAP reports will be completed when the student is scheduled to finish 400, 800 and 1,200 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

Academic Grading	Point Grades for Practical Work
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 00% D..... Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, and has paid all charges due to Untouchable Academy s/ he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

Curriculum for Manicuring Program (400 Clock Hours)

The curriculum for students enrolled in a manicuring program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include:

Subject	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
NAIL CARE - 300 HOURS REQUIRED			
Manicures and Pedicures	60	60	200
Nail Enhancements	----	180 nails	40
HEALTH & SAFETY 100 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	10	----	----
Health & Safety Considerations	25	----	----
Disinfection & Sanitation	20	10	10
Anatomy & Physiology	10	----	----
BBC Health & Safety Course	15	10	10

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Manicurist Performance Objective

Acquire knowledge of laws and rules regulating California Nail establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

Skills to be Developed

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student’s academic performance is graded throughout the program, and a SAP report will be completed when the student is scheduled to finish 200 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale

<u>Academic Grading</u>	<u>Point Grades for Practical Work</u>
100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A - Passing
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B - Passing
79% - 70% C.....Average	(GPA 2) 2 POINTS = C - Passing
69% - 60% D..... Fail	(GPA 1) 1 POINTS = D – Not Passing
	(GPA 0) 0 POINTS = F – Not Passing

Potential Occupation after Completion

Manicurist, Nail technician, Pedicurist

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, and has paid all charges due to Untouchable Academy s/ he is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the licensing exam with an overall average of 75%.

Curriculum for Barbering Program 1,000 Clock Hours

The curriculum for students enrolled in a barbering program shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means 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. Such technical instruction and practical operations shall include:

Subject: HAIRDRESSING 1100 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Hairstyling	115	310	200
Permanent Waving & Chemical Bleaching	90	250	200
Hair Coloring & Bleaching	100	240	200
Hair Cutting	70	405	125
HEALTH & SAFETY 200 HOURS REQUIRED			
Laws and Regulations	25	----	----
Health & Safety Considerations	45	----	----
Disinfection and Sanitation	30	100	10
Anatomy and Physiology	35	----	----
BBC Health & Safety Course	30	60	25
SHAVING 200 HOURS REQUIRED			
Shaving Preparation and Performance	100	200	100

Barbering Performance Objectives

1. Acquire knowledge of laws and rules regulating California's Barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

Skills to be Developed

Learn the proper use of implements relative to all barber services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all barber services.

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Grading Procedure

Student's academic performance is graded throughout the program, and SAP reports will be completed when the student is scheduled to finish 400, 800 and 1,200 clock hours.

At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 50% toward the grade
2. Practical Operations scores count 50% toward the grade

Grading Scale:

Academic Grading

100% - 90% **A.....Excellent**
 89% - 80% **B.....Above Average**
 79% - 70% **C.....Average**
 69% - 00% **D..... Fail**

Point Grades for Practical Work

(GPA 4) **4 POINTS = A - Passing**
 (GPA 3) **3 POINTS = B - Passing**
 (GPA 2) **2 POINTS = C - Passing**
 (GPA 1) **1 POINTS = D - Not Passing**
 (GPA 0) **0 POINTS = F - Not Passing**

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

Graduation Requirements

When a student completes the required theory hours and practical operations in Barbering with a GPA of “C” (70%) or better, and has paid all charges due to Untouchable Academy s/he is awarded a diploma certifying his/her graduation.

Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.