



Estes Institute of Cosmetology Arts & Sciences

CATALOG

**324 East Main Street
Visalia, CA 93291
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www.estescosmetology.com**

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LYDIA ESTES, R.C.

A hair designer since 1960, Lydia Estes has been the co-owner and Business Manager of Don Estes Hair Productions for over 40 years. Her education in hair design includes both Section D'Art (Paris, France) and Vidal Sassoon (London, England).

Lydia continues to appear in numerous trade shows as a stylist and platform artist. Nationally acclaimed, she continues to be the coordinator for Estes Hair Production Fashion Shows and educational seminars.

DON ESTES, R.C., R.C.I.

Don Estes founded Don Estes Hair Productions in 1959. He served on the committee to write the California State Board of Cosmetology Examination. Additional national and international accomplishments and awards include:

- USA Youth Team Trainer for World Championships 1998
- USA Youth Team Trainer for World Championships 1996
- Appointment to the Advisory Council for the California Barbering and Cosmetology Program 1997
- Appointment to 1991 Cosmetology Business America Steering Committee for the National Cosmetology Association.
- Appointment to 1990 spring/summer design team for the National Cosmetology Association.
- Appointment to 1990 fall/winter design team for the National Cosmetology Association.
- Appointment to 1988 fall/winter design team for the National Cosmetology Association.
- Since 1970, has been affiliated with the Miss America Pageant system as an official hairstylist and make-up artist.
- Member of the World Congress Hair Colorists
- Member of Hair America
- California State Coiffure Champion
- National Coiffure Champion of the USA
- America's Cup Winner
- Member of USA Olympic Hairstyling Team

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INTRODUCTION AND FACILITIES

The Estes Institute of Cosmetology Arts & Sciences is located at 324 E. Main Street in Visalia, California. All courses are taught at this address. The school is downtown near a major shopping area with restaurants and theaters close by. Our facilities are equipped to accommodate 200 students and provide classrooms (a theory room, a freshman room, a facial room, and a student lounge) and a large clinic with modern equipment in which students can gain practical experience before graduation. A lounge, lockers, library, and private advising rooms are available for students. A large free parking area adjoins the Institute.

ACCREDITATION, APPROVALS, RECOGNITION, AND AFFILIATIONS

ACCREDITED BY:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES
3015 Colvin St.
Alexandria, VA 22314
P: 703.600.7600

APPROVED BY:

BOARD OF BARBERING & COSMETOLOGY
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Mailing Address:
PO Box 944226
Sacramento, CA 94244-2260
www.barbercosmo.ca.gov
P: 800.952.5210 / F: 916.575.7281

APPROVED BY:

Estes Institute of Cosmetology of Arts & Sciences is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution 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.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 North Market Blvd, Suite 225
Sacramento, CA 95834
www.bppe.ca.gov
Toll Free: 800.370.7589 Fax: 916.263.1897

RECOGNIZED BY:

U.S. DEPARTMENT OF EDUCATION
Washington, DC 20202

AFFILIATIONS:

- The National Cosmetology Association
- Association of Accredited Cosmetology Schools
- California Association of Student Financial Aid Administrators
- California Cosmetology Association
- Hair America
- Clairol President Hair Color Council
- Coiffure Creation Committee
- World Congress Hair Colorists
- Cosmetology Business America
- California Association of Student Financial Aid Administrators

ADMINISTRATION AND INSTRUCTORS

ADMINISTRATION

- Don Estes, R.C.I, Director and Owner
- Lydia Estes, R.C., General Manager
- Susan Estes-Winey, Fiscal Operations Director
- Scott Hedstrom, Administrative Assistant and Financial Aid Officer
- Cynthia Gutierrez, Administrative Assistant and Admissions Officer

LICENSED COSMETOLOGY INSTRUCTORS

- Cynthia Gutierrez, Instructor
Over 5 Years Cosmetology Experience
- Rosalie Powers, Supervising Instructor
Over 13 Years Cosmetology Experience
- Terri Haddock, Instructor
Over 16 Years Cosmetology Experience
- Brandon Hightman, Instructor
Over 5 Years Cosmetology Experience
- Alexis Snyder, Instructor
Over 5 Years Cosmetology Experience

HISTORY

Visalia College of Beauty was founded in 1934. Donald and Lydia Estes purchased this business in 1989. The school was relocated to the downtown shopping district of Visalia, and the name was changed to Estes Institute of Cosmetology Arts & Sciences. Estes Institute of Cosmetology was developed and designed to fill the needs of the community for quality education in the profession of Cosmetology.

SCHEDULE

The following is a general outline of student scheduling at Estes Institute of Cosmetology.

Cosmetology

Six weeks of freshman orientation begin a course of training at Estes Institute of Cosmetology Arts & Sciences. During this six-week period, students attend special freshman classes with instruction in all basic fundamentals of cosmetology. The freshman period consists of a minimum of 200 hours of instruction.

Manicuring/Nail Care

50 hours of freshman orientation begin a course of training at Estes Institute of Cosmetology Arts & Sciences. During these hours students attend special freshman classes with instruction in all basic fundamentals of manicuring.

Weekly Schedule

The weekly schedules are as follows:

Cosmetology Course:

Tuesday - Saturday

8:00 - 4:00, Theory, Class or Clinic as assigned

Manicuring/Nail care Course:

Part Time – Morning

Tuesday - Friday

8:30 - 12:30, Theory, Class or Clinic as assigned

Lunch breaks are one hour.

School is closed on Sunday and Monday.

START DATES

The following are tentative new start dates for the 2022 school year. The start dates for the Cosmetician Course will be announced when a minimum number of students have expressed an interest in this course.

COSMETOLOGY

Full Time
January 11, 2022
March 15, 2022
July 5, 2022
August 16, 2022
October 4, 2022

MANICURING/NAIL CARE

Part Time Morning
March 15, 2022
May 31, 2022
August 9, 2022
October 18, 2022

SCHOOL CALENDAR

The Estes Institute of Cosmetology Arts & Sciences operates on a year-round basis. The school is closed one week for spring break and two weeks for winter break. Estes Institute of Cosmetology is closed on the following holidays: Christmas Day, New Year's Day, Fourth of July, Labor Day, Memorial Day, and Thanksgiving.

If Estes Institute of Cosmetology must be closed unexpectedly due to extenuating circumstances, all currently enrolled students will be notified and arrangements will be made regarding their continued education. Students who have inquired about or are enrolled in future classes will be notified, and necessary arrangements will be made.

MISSION AND OBJECTIVES

The mission of Estes Institute of Cosmetology is to prepare our students for a successful career in the cosmetology field and to prepare them to pass a State Licensing Examination related to their training. The curriculum contains a unit that deals with interviewing for jobs and professionalism. The primary goals of Estes Institute of Cosmetology are teaching future Cosmetologists and Manicurists the technical skills required for success in the field and preparing all of our students to pass a State Licensing Examination.

ENGLISH

Estes Institute of Cosmetology does not offer visa services to prospective students from other countries or English language services. Estes Institute of Cosmetology does not offer English as a Second Language instruction. All instruction occurs in English. English proficiency is documented by

1. The admissions interview.
2. Passing the entrance test (Milady), with the required passing score of 70% or above.
3. Receipt of high school diploma or GED.

STATEMENT OF NON-DISCRIMINATION

The Estes Institute of Cosmetology Arts & Sciences does not discriminate on the basis of sex, age, race or color, religion, or ethnic origin in the educational programs, admissions, instruction, graduation, or other activities it offers. Estes Institute of Cosmetology is prohibited from discrimination in such manner by law. This practice and requirement of non-discrimination also extends to employment by Estes Institute of Cosmetology and to the admission of students to programs and activities by Estes Institute of Cosmetology.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Estes Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of an institution to which you may seek to transfer. If the credits 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 Estes Institute of Cosmetology to determine if your credits or certificate will transfer.

DRUG AND ALCOHOL ABUSE

Information regarding drug and alcohol abuse programs available to all students and staff may be obtained from the school's financial aid officer. The Omnibus Drug Initiative Act of 1988 (P.L. 100-690) provides that, if an individual is convicted of certain drug-related Federal or State offenses, the Court may suspend his or her eligibility for Federal benefits, including Federal student aid. The President of Estes Institute of Cosmetology has been required to certify to the U.S. Federal Government that Estes Institute of Cosmetology, as a federal sub-contractor, maintains a "Drug-Free Work Place." This means that if a student is convicted of a drug-related offense while on Estes Institute of Cosmetology property, they will be terminated from school and/or forced to enter a rehabilitation program.

ADMISSION POLICY AND PROCEDURES

Entrance is open to career-minded people who, in the opinion of the staff, would be able to learn and utilize the skills taught for employment. Candidates are thoroughly screened and tested to determine their capabilities and career potentials. Estes Institute of Cosmetology admits as regular student's persons who are at least 16 years of age and have either a high school diploma or General

Education Development (GED) certificate. The admission requirements apply to Cosmetology and Manicuring/Nail Care Courses as well as to the Cosmetician Course.

All applicants for enrollment are screened by:

1. An interview to determine background and accomplishments
2. An entrance test (Milady), with required passing score of 70% or above.
3. Receipt of high school diploma or GED.

ABILITY-TO-BENEFIT FROM TRAINING

The Estes Institute of Cosmetology does not accept Ability-to-Benefit students. All students must have their high school diploma, GED, or equivalent.

CREDIT EVALUATION

All prior training and education will be evaluated. Estes Institute of Cosmetology will give credit for up to 900 hours based on the results of the evaluation. In certain circumstances, Estes Institute of Cosmetology may determine that no credit will be allowed. Students transferring from another school of cosmetology will be admitted only after contact is made with their former school. To ensure that the student does not lose hours and operations, the withdrawal form from the previous school is necessary to transfer information. Any credit allowed will shorten the length of the course, and the student will be notified of such changes. For Veterans receiving course credit, the Veterans administration will also be notified of any course length changes. Estes Institute of Cosmetology has not entered into an articulation or transfer agreement with any other college or university.

Estes Institute of Cosmetology does not grant credit through challenge examinations, achievement tests or experiential learning.

Students re-entering the institution will re-enter in the same payment period and receive full credit for prior hours and practical applications provided that, they are re-entering within 180 days from their last date of attendance. For students re-entering after 180 days from their last day of attendance, transcripts will be evaluated to determine allowable credits. Any credit allowed will shorten the length of the course, and the student will be notified of such changes.

REQUIREMENTS FOR STATE EXAMINATION

Eligibility requirements for the State Examination include completing a relevant course at a licensed school of cosmetology. All students will be eligible for State Board Examination upon completion of the required hours of practical and theoretical training as prescribed by the California Barbering & Cosmetology Program. The Cosmetologist, Cosmetician, and Manicurist applicant must be 17 years of age or older and must have completed the tenth grade or equivalent. Applicants to take the State Exam must have a social security number. Any applicant with a felony conviction may be prohibited to take the Exam at the discretion of the State.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain satisfactory academic progress to graduate and maintain eligibility for financial aid. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and evaluation periods are based on program of enrollment and scheduled attendance. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences and the federal regulations established by the US Department of Education.

EVALUATION PERIODS

- Cosmetology: 450 and 900 hours
 - 1st Evaluation Period Ends: 450 Clock Hours and 13 Weeks
 - 2nd Evaluation Period Ends: 900 Clock Hours and 26 Weeks
 - 3rd Evaluation Period Ends: 1000 Clock Hours and 29 Weeks
- Manicuring/Nail Care: 200 actual hours
 - Full Time
 - 1st Evaluation Period Ends: 200 Clock Hours and 5 Weeks
 - 2nd Evaluation Period Ends: 400 Clock Hours and 10 Weeks
 - Part Time
 - 1st Evaluation Period Ends: 200 Clock Hours and 12.5 Weeks
 - 2nd Evaluation Period Ends: 400 Clock Hours and 25 Weeks
- Cosmetician: 300 actual hours
 - 1st Evaluation Period Ends: 300 Clock Hours and 7.5 Weeks
 - 2nd Evaluation Period Ends: 600 Clock Hours and 15 Weeks

An academic year is 900 hours and 26 weeks.

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

All evaluations are completed within seven (7) school business days following the evaluation period. If a student at the conclusion of the last evaluation period has completed the program the evaluation will not be provided. Students who are meeting the minimum requirements for satisfactory progress are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not making progress will meet with a school official

Students will be notified in writing of each evaluation result. If a student would like to review an evaluation outside of the first written notification the request can be made to the Director.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining quantitative satisfactory academic progress. The attendance percentage is determined by dividing the total hours actually attended by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate with in the maximum time frame allowed. Students will be notified of their current attendance percentage at the end of each month.

Students are given a seven-minute grace period in which to clock in. Students arriving after the grace period will not be allowed to clock in for that day. There are no excused absences. In order to earn credit for attendance, the student must actually be in attendance. If a student is not in attendance for three consecutive weeks, the student will be automatically withdrawn unless he or she has a signed and approved, as applicable, Leave of Absence recorded in the Financial Aid Office. A student approved for a leave of absence will have his/her contract period and maximum time frame extended by the same number of days taken in the leave of absence.

ATTENDANCE POLICY FOR VETERANS ONLY

Estes Institute of Cosmetology permits any covered student to attend class during the period between the date the student provides their certificate of eligibility for entitlement to educational assistance and 90 days after Estes Institute of Cosmetology certifies for tuition and fees without any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary.

In case of emergency, the student will be granted a leave of absence, at which time the Veteran's Administration will be advised. Upon three unexcused absences during one month, the student will be called for a consultation with the administrator.

Administrative consultation regarding any excessive tardiness or class cuts is required. A student is allowed one month's probation to establish signs of improvement. A student who cuts class must lose hours for that day. Rotation course operations are repeated weekly. Make-up work is permitted and effort is all that is necessary.

A student will be granted probation status. However, if signs of improvement are not shown in the following month, the student will be dismissed. Once dismissed, the student will not be readmitted. The student will have the right to appeal. The policy regarding interruption for unsatisfactory attendance is as follows:

- Three weeks consecutive unexcused absences shall be grounds for interruption.

- The student and the Veteran's Administration will be notified.

MAXIMUM TIME FRAME

The maximum time frame (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (35hrs/wk)	44 weeks	1500
Manicuring/Nail Care (40hrs/wk)	15 weeks	600
Manicuring/Nail Care (16hrs/wk)	25 weeks	600
Cosmetician (40hrs/wk)	23 weeks	900

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours, as transfer hours are counted as both attempted and completed hours for the purpose of determining maximum time frame.

Students who exceed the maximum time frame will be terminated from the program. The student may re-enroll on a cash pay basis in accordance with the institutions admissions policy.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance is not rated satisfactory, it is not counted and must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70%. Students must make up failed or missed exams and incomplete assignments. Numerical grades are considered according to the following scale:

90-100%	= A
80- 89%	= B
70- 79%	= C
60- 69%	= D
Below 60%	= F

Students will be notified of their current cumulative grades at the end of every month.

WARNING AND PROBATION STATUSES

If a student has not met the criteria for satisfactory progress listed above, consultation with a school official will be scheduled to discuss the warning status. If applicable, the student will remain eligible for Title IV assistance for one evaluation (payment) period while on warning status. If the student does not meet the Satisfactory Academic Progress at the end of the warning period, the student will be ineligible for Title IV assistance. The student may appeal loss of eligibility for Title IV assistance and may receive a probation status based on the outcome of the appeal.

APPEAL PROCEDURE

Students who wish to appeal the determination that they are no longer eligible for Title IV assistance must submit a letter to the School Director within one week of the determination of negative progress. The elements to be included in the appeal are:

- How the student will obtain satisfactory progress;
- The basis for the appeal:
 1. Death of a relative
 2. Injury or illness of the student; or
 3. Other special circumstances;
- Information as to why the student failed to meet satisfactory progress and what has changed in the student's situation that will allow the student to meet satisfactory progress at the next evaluation.

All appeal documentation is maintained in the student's file.

The student will be notified of the appeal's acceptance or rejection within one week. If the appeal is granted, the student will be placed on probation with an academic plan and eligibility for Title IV assistance will be reinstated for one evaluation (payment) period. Probation status will only be granted once. Additionally, only students who have the ability to meet the attendance and academic standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period to reestablish satisfactory academic progress and reinstate Title IV assistance, if applicable. If a student does not meet his/her terms of probation he/she will be withdrawn from the program.

COURSE REPETITIONS, COURSE INCOMPLETE AND NON-CREDIT REMEDIAL COURSES

Students are allowed to repeat theory one time and still be considered to be meeting satisfactory progress. Students are permitted to take any failed exam over once with the second-grade

substituting for the first, even if it is lower. Repeated coursework replaces the previous grade and is counted in the cumulative grade point average.

Estes Institute of Cosmetology does not offer noncredit remedial courses, or a grade identified as incomplete, therefore these designations are not counted in a student's cumulative grade point average.

A course withdrawal does not count in a student's cumulative grade point average.

DISMISSAL AND READMISSION

Students who have been withdrawn from their program of study by the institute may apply for readmission after a waiting period of three months from the date of withdrawal. Students re-entering the institute will not be evaluated as new students and re-enter in the same progress status at the time of previous withdrawal. Readmission will never be granted more than once.

Reentering students will be charged at the current tuition rates for newly entering students.

MAKE-UP POLICY

All tests and projects must be completed. If the student is absent on the day of the test, he or she must make arrangements with the instructor to make it up. It is the student's responsibility to obtain class notes and/or handouts for missed classes.

LEAVE OF ABSENCE

Estes Institute of Cosmetology Arts & Sciences must be notified in writing of a request for leave of absence prior to the start of the Leave of Absence unless unforeseen circumstances prevent the student from doing so. Leave of absence requests must include the reason for the LOA as well as the student's signature. If a student is granted a leave due to an unforeseen circumstance documentation of the request will be collected from the student at a later date and the beginning date of the approved LOA would be determined by the first date the student was unable to attend because of the unforeseen circumstance. The institution will document the reasons for acceptance of a late request. Leave of Absence requests may be granted to students at the discretion of the school's Director provided there is a reasonable expectation that the student will return. To obtain approval of an LOA the student must follow the institutions policy. Acceptable reasons to request an LOA include but are not limited to Medical, Family Medical, Family Emergency, or Financial. Leave of Absences will not be granted for vacations. Periods during which a student has formally requested and received a leave of absence will not be considered in calculating the attendance rates and the student is not considered withdrawn, therefore no refund calculation would result. Students will remain at the same level of satisfactory progress when they return from leave of absence. The student's contract period and maximum time frame will be extended by the same number of calendar days taken in the leave of absence and no additional charges will be assessed. Such changes to the contract will be documented by signatures of all parties on an enrollment agreement

addendum. A leave of absence or combination of additional leave of absences may not exceed a total of 180 days in any 12-month period. If a student is granted a leave of absence and does not return on the date documented on the approved leave or the student takes an unapproved leave, he/she will be considered withdrawn from the program and a refund calculation will be based on the last date of attendance. This school adheres to all federal regulations regarding leave of absence policies.

GRADUATION REQUIREMENTS

All students must complete the required number of hours for their programs, complete the required number of theory hours and practical operations, and maintain a 70% or above GPA. In addition, all tuition and fees must be paid in full or otherwise accounted for.

- Cosmetology 1000 Hours
- Manicuring/nail Care 400 Hours
- Cosmetician 600 Hours

CERTIFICATE

Upon graduation, each student will receive a certificate of completion in the student's chosen course.

CURRENT FEES AND TUITION

	Cosmetology	Manicuring/Nail Care	Cosmetician
Student Tuition Recovery Fund <i>Non-Refundable</i>	\$40.00	\$10.00	\$5.00
Tuition	\$13,000.00	\$3295.00	\$1,700.00
Application Fee <i>Non-Refundable</i>	\$100.00	\$100.00	\$100.00
Textbooks	\$651.00	\$162.37	\$100.00
Master Kit	\$1,844.50	\$488.63	\$200.00
*TOTAL COST	\$15,635.50	\$4,056.00	\$2105.00

*Estimated charges for the period of attendance and the entire program.

ADDITIONAL CHARGES

- Return Check Fee: \$25.00
- Estes Institute of Cosmetology Shirts: \$16.00

If additional instruction is needed for completion of any course offered at Estes Institute of Cosmetology beyond the normal completion time (see curriculum), at the owner's discretion the enrollment agreement may be extended at the hourly rate of \$5.00 per hour.

COST OF STATE EXAMINATION

The present cost of the State Examination for Cosmetology is \$125.00 per student. Manicurist cost is \$110.00 per student. Cosmetician cost is \$115.00 per student. Passing this examination entitles the student to issuance of a license in the appropriate field.

STUDENT TUITION RECOVERY FUND

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.

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 North Market Blvd, Suite 225, Sacramento, CA 95834, (800) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

FINANCIAL AID

Financial aid is available to qualified students. Estes Institute of Cosmetology participates in the Title IV Federal Financial Aid Program. The U.S. Department of Education, Office of Post-secondary Education, and the Office of Student Financial Assistance authorizes this participation.

Eligible students at Estes Institute of Cosmetology may apply for financial aid to assist in meeting their educational expenses. Programs include Pell Grant, Federal Direct Student Loan Program, and Supplemental Educational Opportunity Grants. Estes Institute of Cosmetology makes no representation that a student will receive any financial assistance. Individual need determines program eligibility. This need determination will comply with all Title IV Federal Financial Aid regulations.

Federal Pell Grants do not have to be repaid. Federal Direct Student Loans must be repaid. 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. Repayment begins six months after the student graduates or is terminated from the program, whichever occurs first. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

OTHER PAYMENT PLAN

Private pay students will be required to make a down payment. Thereafter, payments will be divided into the number of months in school. The account must be paid in full at the time of graduation.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, 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.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Estes Institute of Cosmetology Arts & Sciences, 324 E. Main Street, Visalia, California This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in new and unused condition, within 45 days after the notice of cancellation is received.
6. If the institution closes or a program is cancelled subsequent to a student's enrollment, Estes Institute of Cosmetology Arts & Sciences will refund all monies paid by the student.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in new and unused condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. Withdrawal may occur when the student

provides a written notice of cancellation at the following address: Estes Institute of Cosmetology Arts & Sciences, 324 E. Main Street, Visalia, California. This can be done by mail or hand delivery.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three weeks.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three weeks.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid 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 student financial aid program funds.

UNIFORMS, MATERIALS, AND EQUIPMENT

Each student is required to purchase a Master Kit from Estes Institute of Cosmetology. The uniform and materials you will need to start your training in Cosmetology include the following:

Uniforms - Female Students

1. Black blouse with black slacks or skirt
2. Black leather shoes

Uniforms - Male Students

1. Black shirt
2. Black slacks
3. Black leather shoes

A smock to be worn over shirt or blouse will be provided in each Master Kit. Institution shirts are available for purchase.

The Master Kit the cosmetology student is required to purchase from Estes Institute of Cosmetology includes the following:

- Roll-a-bout
- Two Headforms
- Four Snap Caps - mannequin hair
- Mannequin holder
- Shark Fin Shears set
- Medium Duffel on wheels
- Backpack
- Comb-out cape
- Shampoo cape
- Straight blades 5 pack
- Manicure brush
- 72ct Smooth small cone roller set
- Small Cushion Brush
- Large Cushion Brush
- Plastic Teaser/Lift Comb
- 5 pc Brush Set: Paddle, Cushion, Medium, Large, XL Round Brush
- Essentials Kit
- 5pc Electrical Kit: Blow Dryer, Marcel & Flat Irons, Clipper & Peanut Clipper
- Text books
- Apron
- Rules and Regulations Cosmetology Act Book

The Master Kit the manicuring/nail care student is required to purchase from Estes Institute of Cosmetology includes the following:

- Text book & Study Guide
- Pedi file
- Buffer block
- Dampen dish
- Bottles
- Practice Hand
- Nail brush
- Nail art brushes
- Toenail clipper
- Acrylic brush
- Pusher

- Cuticle Nipper
- Acrylic Nipper
- Nail file
- Finger bowl
- Orangewood sticks
- Abrasive board
- Emery boards
- Toe separators
- Two sterilizer jars
- Nail tips
- Acrylic kit
- Scissors
- Curved tweezers
- Trolley
- UV light
- Nail Drill

The Master Kit the cosmetician student is required to purchase from Estes Institute of Cosmetology includes the following:

- Textbook
- Eye cream
- Lip liner
- Smock
- Facial masque
- Eyeliner
- Case
- Cover stick
- Tweezer
- Cleansing gel
- Foundation
- Make-up compact
- Gentle toner
- Powder
- Cosmetic wedges
- Exfoliant
- Mascara
- Make-up cape
- Dry skin lotion
- Make-up brushes
- Aveda products

STUDENT RIGHTS

Students (or parent/guardian if the student is a dependent minor) have a right to gain access to their cumulative records under the supervision and interpretation of an instructor. Arrangements to view records will be made upon request from the student. All records must remain on school property. It is the policy of Estes Institute of Cosmetology to receive requests for copies of cumulative records from students in writing. Request forms are available from the Admission Office. The Estes Institute of Cosmetology policy for releasing information about an individual student to pertinent agencies or prospective employers requires written authorization from the student (or parent/guardian if the student is a dependent minor) before such information can be released. Exceptions will be made for legal, audit, and accreditation purposes.

GRIEVANCE POLICY

Estes Institute of Cosmetology wants you to have a pleasant and successful experience during your education. Should you have any academic, personal, or faculty problems affecting your progress, you should see the instructor in charge of your class. Should advising be necessary, the instructor will direct you to the appropriate person. In the event that you wish to file a formal grievance, it must be filed in writing on the form provided by the school within 30 days of the act that is the subject of the grievance.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

REQUIRED CURRICULUM FOR COSMETOLOGIST

The required Cosmetology course shall have 1000 clock hours of practical training and technical instruction covering all practices constituting the art of cosmetology for entry-level employment. The 1000 hours may be completed in approximately seven months.

Program Mission:

To prepare students for a successful entry-level career as a Cosmetologist.

Program Objectives:

- To teach future Cosmetologists the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Practical Hours	Minimum Operations
Health & Safety	100	87	0
Disinfection & Sanitation	13		260
Wet Hairdressing	10	155	20
Braiding			5
Scalp Treatments			10
Thermal Styling			20
Press & Curl	15		5
Haircutting	20		60
Permanent Waving	8	204	40
Chemical Straightening	8		10
Haircoloring	30		40
Bleaching			35
Facials – Manual, Chemical, Electric	18	127	30
Make-up	5		10
Eyebrow Arching and Hair Removal	10	40	15
Manicuring & Pedicuring	5	90	20
Artificial Nails - Acrylic Brush-ons	5		50 Nails
Artificial Nails - Nail Tips			50 Nails
Artificial Nails - Nail Wraps & Repairs			5 Nails
Professional Development	5	45	15

REQUIRED CURRICULUM FOR MANICURING/NAIL CARE

The curriculum for the Manicuring/Nail Care course shall consist of 400 hours of practical and technical instruction covering all practices constituting the art of manicuring for entry-level employment. The 400 hours may be completed in approximately two and a half months.

Program Mission:

To prepare students for a successful entry-level career as a Manicurist.

Program Objectives:

- To teach future Manicurist the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Practical Hours	Minimum Operations
Cosmetology, Acts, Rules and Regulations	10	35	0
Manicurist Chemistry	10		0
Health and Safety/Hazardous Substances	15		0
Disinfection and Sanitation	20		10

Subject	Minimum Theory Hours	Minimum Practical Hours	Minimum Operations
Bacteriology, Anatomy, Physiology	10	240	0
Water and Oil Manicures	15		40
Pedicures	10		20
Application of Artificial Nails – Acrylic Brush-ons	20		80 Nails
Application of Artificial Nails – Nail Tips	10		60 Nails
Application of Artificial Nails – Nail Wraps and Repairs	5		40 Nails

REQUIRED CURRICULUM FOR COSMETICIAN

The curriculum for students enrolled in the cosmetician course shall consist of 600 hours of instructions and training covering all practices of a cosmetician for entry-level employment. The 600 hours may be completed in approximately five months.

Program Mission:

To prepare students for a successful entry-level career as a Cosmetician.

Program Objectives:

- To teach future Cosmeticians the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Practical Hours	Minimum Operations
Cosmetology, Acts, Rules and Regulations	10	125	0
Cosmetician Chemistry	10		0
Health and Safety/Hazardous Substances	30		0
Disinfection and Sanitation	10		10
Bacteriology, Anatomy, Physiology	15		0
Preparation	15	265	0
Manual Facials	20		40
Electrical Facials	30		60
Chemical Treatments	20		40
Eyebrow Arch & Hair Removal	5	5	10
Wax and Depilatories	20		40
Make-up	20		40

SALON BUSINESS CURRICULUM

In addition to State Board requirements, the following business skills will be taught to students enrolled in the Estes Institute of Arts & Sciences courses:

- Salon Management
- Salesmanship
- Client Communication
- Resumes and Job Interviews

CAREER OPPORTUNITIES

Job classification for each program is noted by the United States Department of Labor's Standard Occupational Classification Codes.

COSMETOLOGIST - LICENSED

Hairdressers, Hairstylists, and Cosmetologists - 39-5012.00

- Cosmetologist
- Hair Dresser
- Hair Stylist
- Manager Stylist
- Master Cosmetologist
- Stylist

MANICURIST – LICENSED

Manicurists and Pedicurists - 39-5092.00

- Manicurists
- Pedicurists
- Nail Technician

COSMETICIAN - LICENSED

Skincare Specialist, Esthetician - 39-5094.00

- Cosmetician
- Esthetician
- Skincare Specialist
- Make-up Artist

RULES AND REGULATIONS

1. A detailed copy of the policies and procedures for students will be issued to students. Attendance, progress, dress code and student conduct policies are as follows:
2. All students must attend class regularly as scheduled.
3. All students are required to notify the Institution of an intended absence or tardiness.
4. All students are to be in class on time with all required texts or materials needed.
5. Students may not leave class without the permission of the instructor.
6. Female students must wear a clean, pressed white blouse with black slacks or black skirt, hose with skirt, and clean black leather shoes.
7. Male students must wear a clean, pressed white shirt, black slacks, and polished black leather shoes.
8. A uniform smock will be provided in each Master Kit. It is to be worn over the white shirt or blouse.
9. Students must conduct themselves in a courteous, respectful, and professional manner at all times.
10. All students must prepare all lessons, satisfactorily perform all assigned learning tasks, and satisfactorily pass all examinations. Make-up exams and assignments will be given when scheduled events are missed because of excused absences.
11. Repeated absence or tardiness, violation of dress code, school rules, and policies, or continued poor progress may result in termination of the student.
12. Students under the influence of or using drugs or alcohol on or around the Institute will be terminated immediately.
13. Credit for clock hours will be given only for time recorded by the time clock. Credit for practical operations will be given only after they are graded by an instructor.

CODE OF ETHICS

- **ESTES INSTITUTE OF COSMETOLOGY** has as its principal objective the training of qualified cosmetologists to render the best possible service to the client.
- **ESTES INSTITUTE OF COSMETOLOGY** strives continuously to improve its operation in order to keep abreast of the ever-changing developments and new techniques in cosmetology.
- **ESTES INSTITUTE OF COSMETOLOGY** observes all laws, rules and regulations issued by the California Board of Barbering and Cosmetology and the Health Department.
- **ESTES INSTITUTE OF COSMETOLOGY** encourages its instructors to learn the latest teaching methods in cosmetology by attending teachers' refresher or advanced courses, workshops, and continuing education seminars.
- **ESTES INSTITUTE OF COSMETOLOGY** takes part in education conferences and regional meetings in order to advance the cosmetology profession.
- **ESTES INSTITUTE OF COSMETOLOGY** makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, filmstrips, and other audiovisual aids) in order to provide the best possible training for its students.

- **ESTES INSTITUTE OF COSMETOLOGY** maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.
- **ESTES INSTITUTE OF COSMETOLOGY** purchases only high-grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
- **ESTES INSTITUTE OF COSMETOLOGY** refrains from any advertisement or criticism that might reflect unfavorably on other schools or upon the cosmetology profession.
- **ESTES INSTITUTE OF COSMETOLOGY** advertises truthfully and makes honest representations to its students.
- **ESTES INSTITUTE OF COSMETOLOGY** believes it is ethical to train students to obtain realistic professional skills to compete in today's market.

STUDENT SERVICES

STUDENT ADVISING

Estes Institute of Cosmetology is committed to the success of its students, both personally and academically. Students experiencing academic challenges are encouraged to speak with their instructors right away so that an action plan can be developed to assist in their success. Students with personal challenges may prefer to speak with the school director. Members of the school staff may refer students to appropriate community service agencies to assist them with needs.

LIBRARY AND RESOURCES

Estes Institute of Cosmetology has a variety of books and materials that may be checked out for student use. Resource materials are located in the instructors' office. Estes Institute of Cosmetology also has a computer lab area, in which students may have access to the internet. Student textbooks and class videos are available online.

HOUSING

Estes Institute of Cosmetology does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Visalia, CA rental properties start at approximately \$500.00 per month.

PLACEMENT ASSISTANCE

Estes Institute of Cosmetology cannot guarantee placement as an inducement to enrollment. However, one of our primary goals is to provide the specialized, intensive training that will make graduates highly employable upon licensure from the California Board of Barbering and Cosmetology.

Our instructors work closely with salon owners and employers throughout California. Estes Institute of Cosmetology lists all known vacancies on the "job placement bulletin board".

Students should make an appointment with the head instructor for assistance and advising.

HANDICAP FACILITIES

No special services are provided for handicapped students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for access by handicapped persons required at the time of their construction or installation.

RECORD RETENTION

Student records are maintained in hard copy form for a minimum of six years. Transcripts are maintained permanently and provided when all tuition and fees due are paid in full or otherwise accounted for. Records that are no longer current are stored in a secure manner electronically.

STATE OF CALIFORNIA

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

REVIEW OF DOCUMENTS

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

BANKRUPTCY

Estes Institute of Cosmetology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law. Estes Institute of Cosmetology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

DISCLOSURE – GAINFUL EMPLOYMENT

The United States Department of Education requires all schools to give certain consumer information to all students and all prospective students.

COSMETOLOGIST: CIP CODE: 120401 (COSMETOLOGY)

Other Related Occupations:

Hairdressers, Hairstylists and Cosmetologists (39-5012)

Manicurist and Pedicurists (39-5092)

Makeup Artists, Theatrical and Performance (39-5091)
 Skincare Specialists (39-5094)
 Shampooers (39-5093)
 Vocational Education Teachers, Postsecondary (25-1194)
 Receptionists (43-4171)
 Sales Representative, Whole-Sales and Manufacturing (41-4012)
 Retail Salesperson (41-2031)
 Whole-Sale and Retail buyers except farm products (13-1022)

On – Time Graduation Rate - 19%

Based upon the number of students that completed the program during the most recent award year (2020) divided by the number of students completed within normal time.

Student Outcome Statistics

Based upon the formula used by the National Accrediting Commission of Career Arts and Sciences for the year 2020.

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 below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

	Institution	Cosmetology	Manicuring/Nail Care
Graduation Rate	89%	80%	95%
Licensure Rate	88%	75%	94%
Placement Rate	*	*	*

*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 has not been published.