

ELITE COSMETOLOGY SCHOOL

Integrity● Diligence● Success

2023-2024 Elite Cosmetology School Catalog

72-840 Hwy 111, V417
Palm Desert, CA 92260
760-365-8222
www.eliteschools.edu

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This Catalog is written in English. All courses offered at Elite Cosmetology School are taught only in English.
I certify that all contents of this catalog are current, true, and correct to the best of my knowledge.

Maurice DiVirgilio

CEO/Owner/School Director

Description of Facilities

Instruction is provided within a 5025 sq. foot second story facility located inside of “The Shops at Palm Desert” shopping mall, with an occupancy level accommodating 61 people at any one time. The facility contains all Board of Barbering and Cosmetology required equipment and is available to all students in order to facilitate the completion of the course requirements. The Institution utilizes a separate 691 sq foot office space within in the same shopping mall as the Administration office. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements along with completing an Admissions Interview with the Admissions Representative.



ELITE COSMETOLOGY SCHOOL does NOT recruit students already attending or admitted to another school offering a similar program of study. Elite Cosmetology School is a private institution.

Approval Disclosure Statement

Elite Cosmetology School is approved to offer the following certificate courses.

- Cosmetology | 1000 Clock Hours
- Cosmetology | 1000 Clock Hours 50% Distance Education (HYBRID) Course *Also referred to as Cosmetology DE
- Barbering | 1000 Clock Hours
- Barbering | 1000 Clock Hours 50% Distance Education (HYBRID) Course * Also referred to as Barbering DE
- Esthetician | 600 Clock Hours
- Esthetician | 600 Clock Hours 50% Distance Education (HYBRID) Course * Also referred to as Esthetician DE
- Barbering Crossover | 300 Clock Hours *Not eligible for Federal Student Aid

** Distance Education Courses as indicated above are identified as and referred to as DE throughout the catalog, Enrolment Agreement, and Institution materials.

Approval Agencies

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

- ❖ **The State of California Department Consumer Affairs – Bureau of Barbering and Cosmetology-Lic.#08005**
PO Box 944226 | Sacramento, CA 94244-2260 | (800) 952-5210

Provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination.

- ❖ **Bureau for Private Postsecondary Education – School Code #88680715**

Elite Cosmetology School is a private Institution and is approved to operate since initially approved on 10.27.2010 *Approval to operate means compliance with state standards as set forth in CEC and 5, CCR.*

- ❖ **Elite Cosmetology School is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS)**

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to their satisfaction with the student’s immediate instructor; the student is to make their grievance known to the Institution’s Owner or Director at the school’s administration office. It is strongly recommended that all grievances be presented in writing. Elite will also accept oral grievances; and students are encouraged to request an in-person conference to discuss their concerns with the School Owners/Director; the school will provide a corresponding oral or written response to all grievances within 10 business days. However, if the issue still is unresolved, students may present their grievance to the **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

PO Box 980818 | West Sacramento, CA 95798

Phone Number: 916- 574-8900 | Toll Free: 888-370-7589 | Fax Number: 916-263-1897

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 website www.bppe.ca.gov

NACCAS can be contacted at:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

Address: 3015 Colvin Street, Alexandria, VA 22314

Phone Number: 703-600- 7600

Bankruptcy Statement

This Institution has no pending petition for Bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy, nor has the institution 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.).

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.

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:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 OR P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: 916- 574-8900 / Toll Free: 888-370-7589 / Fax Number: 916-263-1897

www.bppe.ca.gov

Organizational Chart

Administration

Maurice DiVirgilio	CEO/ Owner/ School Director
Jodi Hussey	CFO/Owner/Business Office
Melissa Ramirez	Director of Financial Aid & Compliance: 2010 & 2014 Fundamentals of Title IV Administration. Military SCO & Military Liaison (remote).

Faculty Title and Qualifications

Christina Sharland (Fellows)	BBC Cosmetology License #539632
Dax Hussey	BBC Cosmetology License #617100 Barbering License #108871
Sally Fraijo	BBC Esthetician License #107331
Desirae Vasquez	BBC Esthetician License # 114147
Jesse Campos	BBC Cosmetology License #570133
Daisy Castaneda Cano	BBC Cosmetology #623111
Digna Hernandez	BBC Barbering License #93659
Emma Guzman	BBC Cosmetology License #455999
Samantha Porter	Admissions
Meagan McKenney	Financial Aid Specialist & Military Liaison (onsite)
Jazbel Torres	Office Assistant / Registrar

Administration Business Hours

The school administrative offices are open by appointment Monday through Friday from 9:00 a.m. to 4:00 p.m. For issues and questions related to admissions, academics, financial aid, accounting, and placement, please make an appointment, or visit the offices within their business hours. Additionally, students may contact the Financial Aid Specialist or the Director for Financial Aid for Assistance in obtaining Institutional, Financial Aid Information an/or Consumer Information. **They may be reached at (760) 365-8222 meagan@eliteschools.edu or 760-774-3688 melissa@eliteschools.edu**

The **Military Liaison**/Financial Aid office is in the Administration office. The Institutions Military Liaison can assist those Service members seeking information on the TA Program, Title IV funding, and VA education benefits. In addition, the Military Liaison can assist Service members with information on academic/ financial aid counseling and advising, along with access to information relating to disability counseling, completion of course and job search support (placement).

Statement of Non-Discrimination

Elite Cosmetology School does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area/ethnic origin, and/or residence in its admissions, staffing, instruction, and/or graduation policies.

Housing Statement

The institution does not have dormitory facilities, on campus or off campus under its control. The institution does not have any responsibility to find or assist students in finding housing.

Rental properties are available throughout the City of Palm Desert and surrounding communities.

As of April 2023, average rent for an apartment in Palm Desert, CA is \$1,636 which is an 8% increase from last year.

<rentcafe.com>

Library

The Institutions Library is located on the clinic floor as well as online in the CIMA platform and is available to all students during normal school hours.

Letter from our School Owners

Dear Student:

It is our pleasure to welcome you to Elite Cosmetology School. It is our goal to provide you with superior academic and practical achievements which will prepare you to be successful in the Cosmetology Industry as well as an accomplished business professional. As the practice of Cosmetology, Barbering and Esthetics has shifted, we strive to develop innovations to advance fundamental learning opportunities for progressive training are available at all levels of education.

We emphasize the importance that business plays in our Beauty Industry. As a Wella partner school, we incorporate product knowledge into fundamental learning as well as a salon business program developed specifically for Elite students. Guest Educators will be visiting our campus as well as providing digital classes on a regular basis to provide cutting edge color, cutting and skincare classes as to our students in all our programs. Additionally, Elite will periodically be hosting post graduate technical and business classes that will be available to all licensed professionals.

This is an exciting time in our Beauty Industry. As an Elite Cosmetology School Student, you will have the competitive edge when entering the workforce. Our team actively participates in assisting you with job placement, although we cannot guarantee employment and we will continue to monitor and assist you in your gainful employment efforts long after you graduate. Upon successfully completion of our program, you will be prepared for the fundamentals of our Beauty Industry and you will have the tools necessary to build yourself as a career driven individual.

I would like to thank you for considering Elite Cosmetology School to further your education. Our team looks forward to serving you in a professional and courteous manner. It is our privilege to prepare you for a promising career in Cosmetology. Please let us know if I can provide you with further information about our student program.

Maurice DiVirgilio & Jodi Hussey
Elite Cosmetology School Owners

Mission Statement

Our mission at Elite Cosmetology School is to promote excellence through effective educators, a diversified curriculum, strategic industry business training, highest quality products, and hands-on learning approach. Elite Cosmetology School's focus is to empower all our students to develop integrity, creativity, leadership, the knowledge to attain success in all future endeavors and to create graduates who have the desire and capacity to contribute to the enhancement of the cosmetology industry we love.

Integrity, Diligence, Success

History and Ownership

Elite Cosmetology School is owned and operated by Maurice "Moe" DiVirgilio and Jodi Hussey, who decided to put their knowledge and experience in the Beauty Industry together to develop their vision of how a Cosmetology School could enhance the Cosmetology Industry by creating a better prepared graduate. Elite Cosmetology School was established in 2008.

Elite's Educational Objectives and Goals

- To assist students in acquiring the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license.
- To prepare students to become highly employable through their incorporation of skill and knowledge acquired.
- To provide a program that is continually updated so that students will acquire knowledge of the newest trends and professional techniques.
- To foster and promote the professional and educational growth of the faculty and students through basic and advanced education.
- Our successful students should be able to function effectively at an entry level in any of the many specialty areas such as: Hair Stylist, Hair Colorist, Barber, Make-up Artist or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology/Barber Teacher, School Supervisor/Director, or School Owner

Dress Code

All the options listed below must result in professionally acceptable attire. Please use your best judgment:

COSMETOLOGY & BARBERING STUDENTS

- **Shirts**
All Black or Black School Shirt Only. No: logos, Tank Tops, exposed midriff, Low Cut Shirts, or Spaghetti Straps.
- **Pants**
All Black *Jeans are allowed if student is also wearing Black School Shirt No Rips, Holes, and/or Tears
- **Shorts**
All black No Jean or Basketball Short Material. Shorts length must be at or below the knee. Must wear leggings or tights if length is above the knee.
- **Dresses or Skirts**
All black and if length is above the knee, leggings or tights must be worn
- **Shoes & Accessories**
Shoes must be closed toe/close heel (any color is acceptable) . Ball Caps are acceptable if there is no explicit Verbiage or Logos (ie: drug/alcohol, curse words, sexually explicit etc...) *Deeming content as explicit is at the discretion of school staff
NO BANDANAS OR SCARVES OF ANY KIND .Belts, Jewelry, socks etc. (any color is acceptable)

ESTHETICIAN STUDENTS

Shirts

All White or White School Shirt Only *scrub tops are acceptable. No: logos, exposed midriff, Tank Tops, Low Cut Shirts, or Spaghetti Straps

Pants

All White, Khaki color or black *scrub bottoms are acceptable *Jeans are allowed if student is also wearing White School Shirt . No Rips, Holes, and/or Tears

Shorts

White, Khaki or black. No Jean or Basketball Short Material, Shorts length must be at or below the knee.

Dresses or Skirts

Not permitted for this Program

Shoes & Accessories

Shoes must be closed toe/close heel (any color is acceptable) . Ball Caps are acceptable if there is no explicit Verbiage or Logos (ie: drug/alcohol, curse words, sexually explicit etc...) *Deeming content as explicit is at the discretion of school staff. NO BANDANAS OR SCARVES OF ANY KIND . Belts, Jewelry, socks etc. (any color is acceptable)

ALL STUDENTS:

LANYARDS AND NAME TAGS ARE A REQUIRED PART OF THE UNIFORM AND MUST BE WORN AT ALL TIMES
STUDENTS THAT ARRIVE TO SCHOOL OUT OF DRESS CODE WILL BE ASKED TO REPLACE OR REMOVE THE ARTICLE OF CLOTHING/ACCESSORY THAT IS NOT ACCEPTABLE. FAILURE OR REFUSAL TO DO SO, WILL RESULT IN DISMISSAL FROM SCHOOL FOR THE REMAINDER OF THE DAY.

Courses of Study Language

All courses offered by Elite Cosmetology School are taught in English only. **The institution does not provide English as a second language course.** Elite Cosmetology School utilizes the English Version Milady text manuals as its main reference and instructional guides. The English language proficiency for the courses offered at Elite Cosmetology School is High School Graduate; this is documented by any of the following:

- ❖ High School Diploma (or Equivalent) or a GED; or
- ❖ Have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Ability to Benefit- Students lacking a High School Diploma, its equivalency, GED or were homeschooled may still be enrolled only after it has been determined that the student has the ability to benefit from the course. The Accuplacer exam must be taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252. A passing set of scores must be achieved reading Comprehension (55) Sentence Skills (60) Arithmetic (34) prior to enrollment. .

Currently, ATB students at Elite Cosmetology School are not eligible for Title IV funding.

Statement of Non-Discrimination

Elite Cosmetology School does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, disability, religion, sexual orientation, gender identification, veterans, economic status, disability, or national origin nor be subjected to discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation.

Student with Disabilities

Elite Cosmetology School prohibits unlawful discrimination against prospective and current students who require reasonable accommodation and/or academic modifications based on disability relative to the required practices of program curriculum with regards to becoming a licensed professional and able to perform employment requirements. Elite Cosmetology School promotes the acceptance of students with physical limitations or disabilities to comply with Section 504 of the Federal Rehabilitation Disabilities Act, and California Disability Laws that prohibit discrimination on the basis of disabilities. The school does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and functions. An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. Students (their parents or physician) will be fully informed with related beauty industry employment expectations.

Safety and Health Requirements

Within the fields of Cosmetology, Barbering, Esthetics there is exposure to certain product ingredients, sharp implements, and equipment that if used improperly, because of caustic reaction, sharpness, or extreme temperatures, may be considered a safety or health hazard. All programs provide instruction for the proper handling usage and disposal of chemicals and use of mechanical and electronic equipment. Elite Cosmetology School complies with the state OSHA Standards.

Health and Physical Demand Considerations of the Profession

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with

patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. Cosmetologist, Barbering and Estheticians occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrists and hands, upper back, and neck. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Prospective Students should be aware of the physical demands of the cosmetologist, esthetician, and the potential for certain individuals to have allergies and sensitivity to chemical products used in the profession.

Licensure Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Attendance Is the Main Factor for Success

In our opinion, a high rate of attendance is the single largest contributor to success in our school and the profession. Therefore, we utilize reasonable attendance standards that reflect employment expectations. Prospective students who apply for admission and meet our enrollment criteria and are accepted for registration need only to complete the enrollment process. After enrollment, students earn continued enrollment by making satisfactory progress as established by school policy. Satisfactory progress is maintaining minimum academic and practical grades and meeting the attendance standards of the school. See the section, regarding Satisfactory Progress, for minimum standards. **Before enrolling in school, it is extremely important for each prospective student to understand and prepare for the expectations of progress they will face while enrolled in school.** These are a few questions you need to review, and seriously consider your answers before enrolling in school. We ask you to go through this exercise, so you can address the main reasons students drop out of school. If you can manage these issues while enrolled, you will have a better chance of completing training and becoming successful in our profession.

- ❖ How will you meet your living expenses while enrolled in school?
- ❖ Do you have a budget? Can you stick to a budget?
- ❖ Who will be watching your children while enrolled in school? Family? Licensed day care? Do you have a backup? How about 2 or 3 backups?
- ❖ Are you planning to expand your family?
- ❖ Do you have any educational, skin, physical or emotional problems that would complicate your enrollment?
- ❖ Do you have the support of your family and friends about your training?

Admission Requirements

Prospective enrollees **are required** to visit the facilities of the school and to discuss personal, educational, and occupational goals with school administrative personnel before enrolling, attending class or signing enrollment. The school is accepting applicants for admissions into any of our programs as regular students once the following criteria have been met:

- ❖ Applicants must be 17 years of age.
- ❖ Applicants must submit an enrollment application and an interview with school personnel.
- ❖ Applicant must complete a Financial Aid appointment, with the Financial Aid Specialist, to discuss eligibility of Title IV and /or Military funds, as well as additional methods of payment. A Financial Aid Shopping sheet is provided at the conclusion of the appointment. (subject to change based on verification and actual eligibility)
- ❖ All Active-Duty military applicants are directed to receive approval from their ESO, military counselor or Service.
- ❖ Applicants must provide a copy of High School Diploma (or Equivalent) or a GED; or
- ❖ Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school

- diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Ability to Benefit- Students lacking a High School Diploma, its equivalency, GED or were homeschooled may still be enrolled only after it has been determined that the student has the ability to benefit from the course. The Accuplacer exam must be taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252. A passing set of scores must be achieved reading Comprehension (55) Sentence Skills (60) Arithmetic (34) prior to enrollment. **Currently, ATB students at Elite Cosmetology School are not eligible for Title IV funding.**
- ❖ Admissions Exam must be taken and passed. All Students no matter their previous education must take the Admissions Exam at Elite Cosmetology School and must meet the Elite Cosmetology School required scores (70%). Placement Exams taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252 will be accepted in lieu of the Placement Exam given at Elite. Students must take and pass the test, with a passing score of 70% prior to signing the enrollment agreement and before being admitted to the first day of class and/or starting school.
- ❖ **Students enrolling into Distance Education (HYBRID) Courses must have access to the following technologies to successfully complete the course: Internet access, email address, Computer/Laptop or tablet with camera, video and microphone capabilities, Word Processing program such as Microsoft office OR Google Suite.**

Re-Entry Policy

All students who withdraw in good standing may re-enter, with a fee of \$250, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institutions before returning to Elite Cosmetology School those hours and operations earned at that institution would be reviewed and the student evaluated to determine the number of hours eligible to be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Elite Cosmetology School reserves the right to reject students that had withdrawn from Elite Cosmetology School previously. * Students that withdrew due to Military service requirements are considered to have withdrawn in “good standing” and Elite Cosmetology School will promptly readmit a service member with the same academic status as he had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service

Distance Education Policy

Elite Cosmetology School is approved to offer the Cosmetology, Barbering and Esthetician Courses via Distance Education. Students enrolled in Distance Education may not complete more than 50% of their course required hours or curriculum online. Please review additional Distance Education Requirements located in this School Catalog.

The following are applicable to all courses offered via Distance Education:

- a. Distance Education will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical application on a live model or client.
- b. The interaction with the instructor must be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
- c. A Distance Education Assessment of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. Students that are absent on the scheduled assessment date, must makeup the on-campus assessment before returning to “online” class.
- d. Upon completion of all curriculum requirements, Distance Education Students must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the state licensure agency prior to graduation from the program. Students will not be issued a diploma or transcripts without this passing this exam.
- e. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component; and
- f. Prior to enrollment, students are provided with a disclaimer that states; Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

In accordance with Item 2 of the NACCAS Policy on Distance Education, the institution has developed practices and procedures which allow for the interaction with the instructor to be validated by measurable participation. For clock hour programs, this means that the institution has a means of ensuring that the student has, in fact, participated for the requisite amount of time in the distance education element of the program to be awarded each Clock Hour (which NACCAS defines as a minimum of 50 minutes of instruction within a 60-minute period).

The institution utilizes a purely synchronous learning environment between students and instructors in which students begin and end training at specified times, as would occur if the students were on-site (e.g., video conferencing, phone conferencing, group chat applications and/or email). Student must both attend and be engaged actively in the Video Classroom as well as complete the assignments for the day. Students that are not participating in the Video Classroom will result no hours earned for that period (day or hours) of instruction, and assignments will not be accepted for that period of instruction. A Daily Roll Call log is maintained by each educator. This document includes both the hours awarded for each student (based on actual hours of participation and content completion), as well as the curriculum for the day. This log is sent in daily to the Registrar office for manual input of student hours. Educators are responsible for input of Theory and Practical hours/procedures.

Credit Evaluation and Transfer Students

School officials may grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student's acceptance by the school will depend entirely on the credit evaluation bases on the California State Barbering and Cosmetology Board standards. Before enrolling in Elite Cosmetology School, it is the student's responsibility to obtain the state's evaluation from the prior school. **FRESHMAN CLASS:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teachers introduce the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Board examination. From this initial introduction, the student will learn all the fundamental basics for his/her future career. The hours spent in the freshman class are not less than 10% as determined by the instructor's evaluation of each individual student of the cosmetology course, barbering and esthetics course. Elite Cosmetology School considers the freshman classes to be the foundation for the students' learning process. **Elite Cosmetology School only accepts transfer students into the Cosmetology and Barbering programs**. Official proof of training from a Licensed Cosmetology School for prior training is required but not guaranteed it will be accepted. If accepted, credit would be added to the requirements needed for graduation. Previous education and training will be evaluated by the school's personnel and the respective program's advisor to determine how much credit may be awarded, if any. **This must be completed prior to enrollment**. The institution will maintain written record of previous education and training of veterans and eligible persons, and the record will clearly indicate that credit has been granted, if appropriate, and the training period shortened proportionally, and the student notified accordingly, per 21.4253 (d)(3). **No more than 50 percent of the total hours / curriculum may consist of transferred credits.**

Notice Concerning Transferability of Credits and Credentials Earned at our Institution.

The transferability of credits you earn at Elite Cosmetology School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (credits, diploma, or certificate) you earn in your enrolled program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Elite Cosmetology School to determine if your (credits or degree, diploma, or certificate) will transfer. ***Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.**

Scholarships & Discounts

Our school does not have an official institutional scholarship program. However, during various times of the year, the Institution will offer Registration fee Waivers and/or Holiday Tuition Discounts. *Applied to all new enrolling students regardless of payment method and may be based on enrollment date, start date and/or course of enrollment.* **Tuition discounts and fee waivers are not cash transferable, and nonrefundable if the student chooses not to start as scheduled.**

Payment in Full Tuition Discount

For all new enrolling students that pay out of pocket for their entire contracted costs in one payment on or before the first day of attendance, the Institution will apply a 5% tuition discount, at time of payment. This discount applies to all new enrolling students regardless of course or start date. Payment types accepted for this discount are certified check, cash or money order. **Tuition discounts and fee waivers are not cash transferable, and nonrefundable if the student chooses not to start as scheduled.**

Method of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available by Elite Cosmetology School on a case-by-case basis. **Federal student financial aid is available for those who qualify. We participate in the Federal Pell Grant, FESOG and the Direct Loan programs.** It is the policy of this institution to request from the student, to contribute toward their school charges by making monthly or weekly installments as agreed upon. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All school charges must be paid in full before graduation, including Additional Instruction Charges, which may be assessed and collected. Accepted methods of payment for monies owed to the Institution are as follow: cash, check, credit card, money order, outside scholarships, Title IV funds, MyCAA (Military Spouse) Grants, GI Bill®, Active-Duty Military Tuition Assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

Student Payment Plans

Elite Cosmetology School offers Student payment plans for contracted course costs as well as over contract fees. For students that choose to utilize a school payment plan, course costs must be paid monthly or weekly as scheduled and all contracted course costs must be paid in full prior to graduation as part of the Institution's graduation requirements. A \$25.00 late fee will be assessed per late or missed payment unless alternate payment arrangements are made prior to the due date. Schedule changes & Financial Aid eligibility changes may result in changes to the payment amounts, due dates, and final payment due date. Students will be notified of any changes within 5 days of the effective change.

Student responsibility for repayment of Student Loans

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

If a 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.

Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books, and supplies (if purchased from the Institution) may be assessed and posted in the student's tuition account within the first payment period. **There is no additional fee associated with the verification of student identity for distance-education students at each session of instruction.**

Kit, Books & CIMA Access

The Milady Text and workbooks, CIMA Access (required) and a student kit are available for purchase at time of enrollment and will be issued no later than 7 days following the first date of attendance. **Students may choose to "Opt Out" of purchasing the Kit and books but not the CIMA access. Students that "Opt Out" of purchasing the Institution kit and books MUST have the same (or comparable) items no later than 7 days following their first date of attendance and will be charged for CIMA access only.** All needed (consumable) supplies and equipment during the freshman training will be available in the freshman classroom. At the end of the freshman training, each student will be expected to use their supplies in the clinic lab and throughout the remainder of their course. The Institution kit contains the equipment necessary for the successful completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. Due to sanitary reasons, the kit/books once issued and accepted by the student is not returnable to the school. The equipment, therefore, becomes the property and responsibility of the student. Therefore, once you have received any

beauty equipment, its cost is charged to your account. The documented school cost of the CIMA student academic platform is nonrefundable after an account has been made by the student and the student has logged in.

COSMETOLOGY KIT	BARBERING KIT	ESTHETICIAN KIT	BARBER CROSSOVER KIT
Milady Standard-Cosmetology	Milady-Standard Barbering	Milady-Standard Esthetics	Milady – Standard Barbering
ISBN: 978-1-2857-6941-7	ISBN: 978-1-305-10055-8	ISBN: 13-978-1-111-30691-5	ISBN: 978-1-305-10055-8
CIMA Access (Online Educational platform)	CIMA Access (Online Educational platform)	CIMA Access (Online Educational platform)	CIMA Access (Online Educational platform)
Milady Book Bundle	Milady Book Bundle	Milady Book Bundle	Milady Book Bundle
Cosmetology Student Kit	Barbering Student kit	Esthetician Student Kit	Barbering student kit

Tuition and Fee Schedule:

All charges may be assessed and billed before starting classes. (Subject to change without notice)

Cosmetology Course	\$16,000.00	Tuition 1000 hours @ \$16.00 per hour
Military Course Code C1000	\$1,914.00	Books & Kit (non-returnable/non-refundable once opened)
	\$167.48	Sales Tax (8.75% -non-refundable)
	\$100.00	Registration Fee (non-refundable)
	\$0.00	(STRF if applicable)
Total Charges for the period of attendance (Total Course Cost)	\$18,181.48	

Estimated total charges for the Entire Educational Program \$18,181.48

Barbering Course	\$16,000.00	Tuition 1000 hours @ \$16.00 per hour
Military Course Code B1000	\$1,601.00	Books & Kit (non-returnable/non-refundable once opened)
	\$140.09	Sales Tax (8.75% -non-refundable)
	\$100.00	Registration Fee (non-refundable)
	\$0.00	(STRF if applicable)
Total Charges for the period of attendance (Total Course Cost)	\$17,841.09	

Estimated total charges for the Entire Educational Program \$17,841.09

Esthetician Course	\$9,600.00	Tuition 600 hours @ \$16.00 per hour
Military Course Code E600	\$1,091.00	Books & Kit (non-returnable/non-refundable once opened)
	\$95.46	Sales Tax (8.75% -non-refundable)
	\$100.00	Registration Fee (non-refundable)
	\$0.00	(STRF if applicable)
Total Charges for the period of attendance (Total Course Cost)	\$10,886.46	

Estimated total charges for the Entire Educational Program \$10,886.46

Barbering Crossover Course	\$4,800.00	Tuition 300 hours @ \$16.00 per hour
Military Course Code BC300	\$1,601.00	Books & Kit (non-returnable/non-refundable once opened)
	\$140.09	Sales Tax (8.75% -non-refundable)
	\$100.00	Registration Fee (non-refundable)
	\$0.00	(STRF if applicable)
Total Charges for the period of attendance (Total Course Cost)	\$6,641.09	

Contracted hours & Excessive hours Instruction Charges

- ❖ **Esthetician and Esthetician DE:** The State of California requires the **Esthetician** student to complete 600 clocked hours. The Esthetician course for students attending 35 hours per week is 17 weeks. However, any student not completing the course by their contracted graduation date will be charged \$16.00 per hour for the additional education hours needed to complete the 600 required clocked hours and/or course requirements.
- ❖ **Cosmetology and Cosmetology DE:** The State of California requires the **Cosmetology** student to complete 1000 clocked hours. The Cosmetology course for students attending 35 hours per week is 7 months. However, any student not completing the course by their contracted graduation date will be charged \$16.00 per hour for the additional education hours needed to complete the 1000 required clocked hours and/or course requirements.
- ❖ **Barbering and Barbering DE:** The State of California requires the **Barbering** student to complete 1000 clocked hours. The Barbering course for students attending 35 hours per week is 7 months. However, any student not completing the course by their contracted graduation date will be charged \$16.00 per hour for the additional education hours needed to complete the 1000 required clocked hours and/or course requirements.
- ❖ **Barbering Crossover:** The State of California requires the **Barbering Crossover** student to complete 300 clocked hours. The Barbering course for students attending 35 hours per week is 9 weeks. However, any student not completing the course by their contracted graduation date will be charged \$16.00 per hour for the additional education hours needed to complete the 300 required clocked hours and/or course requirements.

Please note any absences (including UN-scheduled School holidays) utilized by the student may extend their original contract date by a like number of hours. Extra Instruction hours may be assessed and charges for students who attend beyond their contract end-date and charges must be paid prior to graduation.

Information for Financial Aid Applicants

Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

*You can view the complete list of student eligibility requirements on the Department of Education's website www.studentaid.ed.gov

- ❖ Show financial need
- ❖ Enroll in an eligible program
- ❖ Be a U.S. citizen or eligible non-citizen
- ❖ Have a valid social security number
- ❖ Maintain Satisfactory Academic Progress
- ❖ Comply with requirements of the Anti-Drug Abuse Act
- ❖ Not be in default on a Federal Perkins Loan, Federal Direct Student Loan, Federal Stafford Loan or Federal PLUS Loan
- ❖ Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- ❖ Agree to use any Federal student aid received solely for educational purposes
- ❖ Sign a Statement of Educational Purpose/Certification on refunds and default
- ❖ Sign a Statement of Registration Status if required to register with the Selective Service
- ❖ Be enrolled at least half-time (for most programs)
- ❖ Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
 - ❖ Have a High School Diploma or general Education Development (GED) Certificate.
 - ❖ Meet other standards the state establishes that the US Dept. Education has approved.
 - ❖ Complete a high school education in a home school setting approved under state law.

*You can view the complete list of student eligibility requirements on the Department of Education's website www.studentaid.ed.gov

Title IV Application Procedure

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov **The Federal School Code for Elite Cosmetology School is 041754.**

Additionally, the student (or parent if applicable) may need to complete any one or all the following:

- ❖ Loan entrance counseling
- ❖ Authorization form
- ❖ Promissory note
- ❖ Verification worksheet

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs

of the program, enrollment status, length of enrollment, and funds available at the Institution will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentloans.gov

Veterans Administration Education Benefits

Elite Cosmetology School is committed to helping service members, veterans, spouses, and other family members have the information they need to make informed decisions concerning their well-earned Federal military and veteran's education benefits. To comply with Public Law 115-407 Sections 103 and 104, our policy permits any covered individual to attend or participate in the course of education for which the individual provides notification of eligibility. Elite Cosmetology School will not impose any penalty due to the delayed disbursement funding from VA under Chapters 31 or 33.

Veterans receiving education benefits while attending Elite Cosmetology School are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

For more information, please contact the Department of Veterans Affairs at 1-888-442-4551 or www.va.gov. If you need more information, please contact Elite Cosmetology School Financial Aid Office at 760-365-8222 ext. 11.

Military Tuition Assistance Program

The Military Tuition Assistance program is available to active duty, National Guard and Reserve Component service members. Your service branch pays your tuition directly to the school. Service members need to first check with an education counselor for the specifics involving TA by visiting their local installation education office or by going online to a virtual education center. To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied. After the completion of a course, a Service member using TA must fulfill a service obligation that runs parallel with - not in addition to - any existing service obligation. Each military branch has its own TA application form and procedures. To find out how to get started, visit your local installation education center, go online to a virtual education center. Prior to your course enrollment, you may be required to develop an education plan or complete TA orientation. **Prospective students utilizing TA must receive approval from their ESO, military counselor or Service prior to enrollment in a course.**

Cancellation and Refund Policy

Students Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of classes**), or the 7th day after enrollment, whichever is later. **The notice of cancellation** shall be in writing and submitted directly to the school, a withdrawal maybe initiated by the student's written notice or by the institution due to student's academics or conduct, Including, but not necessarily limited to, a student's lack of attendance.

Cancellation

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, **Elite Cosmetology School** shall provide a full refund of all money paid, less registration fee. **School Closure:** If the school closes after a student's enrollment and before instruction in the course has begun, Elite Cosmetology School shall provide a full refund of all money paid.

Institutional Refund Policy

California has a state mandated refund policy. Elite Cosmetology School complies with this policy as indicated below. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A refund of 100 percent of the amount paid for institutional charges, less the registration fee (\$100), will be processed if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. After the cancellation period, **Elite Cosmetology School** will perform a Refund Calculation and will provide a timely pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (**including absences**); there will be no refund to the student. ****** For students utilizing Military TA funds, the Institution complies with the following DOD imposed refund requirements:

- (a) Elite will return any TA program funds directly to the Military service, not to the Service member
- (b) Up to the start date, return all (100 percent) TA funds to the appropriate Military Service when the Service member does not:
 - (i) Begin attendance at the institution; or
 - (ii) Start a course, regardless of whether the student starts other courses.

(c) Return any TA funds paid for a course that is cancelled by the institution.

(d) **Elite Cosmetology School** will provide a pro rata refund of **TA** funds paid for tuition charges to service members who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (**including absences**); there will be no refund to the student. In instances when a Service member stops attending due to a military service obligation, the institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

Hypothetical Refund Example; in Accordance to the Institutional Policy

Assume that a student, upon enrollment in a 1,600-hour course, pays \$14,773.50 for tuition, \$100.00 for registration, and \$2,260.13, for equipment (and taxes) \$180.81 as specified in the enrollment agreement and withdraws at 600 scheduled hours without returning (due to sanitary reasons) the equipment he/she obtained. The refund to the student would be \$8,372.00 based on the calculation stated below. If the student returns the-equipment (if it were returnable) in un-open condition at the time of his/her withdrawal, the school would refund the charge for the equipment returned.

Example of Refund Calculations

Students Scheduled hours: Less than 60% of scheduled course hours = 600 hours (multiplied by) Tuition cost per hour: \$9.233 = \$5,539.80 of tuition utilized by the student - See paragraph above

Amount paid by the student upon enrollment: \$17,314.44

(\$14,773.5.00 Tuition, \$2,260.13 Kit/books, Registration Fee \$100.00, \$180.81 tax on Kit/books)

Total amount earned by the school would be: \$7,289.50

(\$5,539.80 Tuition, \$2,260.13 kit/books, \$100.00 Registration fee.)

Student refund would be: \$9,233.70

Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, (which is after the first-class session (**first day of classes**), or the 7th day after enrollment, whichever is later) the school will remit a refund less the non-refundable registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. **Due to sanitary reasons, the kit/books once issued and accepted by the student is not returnable to the school upon withdrawal from the course of enrollment.** The equipment, therefore, becomes the property and responsibility of the student. Therefore, once you have received any beauty equipment, its cost is charged to your account. **The documented school cost of the CIMA student academic platform is non refundable after an account has been made by the student and the student has logged in to the platform.** If the amount that you have paid is more than the amount that you owe for the time that you were scheduled to attend, then a refund will be made within 30 days of the date it was determined that you withdrew. If the amount that you owe is more than the amount that you paid then you will be required to arrange to pay the balance. OFFICIAL WITHDRAWAL DATE IS ON THE STUDENT'S NOTIFICATION OR SCHOOL'S DETERMINATION. Mitigating circumstances, which can be documented; may be considered on a case-by-case bases.

Determination of Withdrawal from School

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

- ❖ The date you notify the School/Financial Aid Director of your intent to withdraw. Only the School/Financial Aid Director would be authorized to accept a notification of your intent to withdraw.
- ❖ The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- ❖ Unofficial withdrawals will be determined by the institution based on the date you fail to attend classes consecutively for a 14-calendar day period and fail to inform the school that you are not withdrawing.
- ❖ The date you informed the school that you would not be returning from an approved leave of absence. The determination date would be the earlier of the scheduled date of the return of leave of absence or the date the student notifies the school that the student will not be returning.

School Closure or Course Cancellation Policy

- ❖ In the case whereas the school closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution or institutions which offer

similar educational programs. Included in said plan a list of all students will be provided to NACCAS who are enrolled at the time which will indicate the arrangements made for each student to complete his or her education.

- ❖ In such a case, a teach-out will be performed by this school, in the same geographic area as this school's location. The teach-out would not cost you more than the original fees entitled to by this school under your enrollment contract for any remaining balance the student would still owe and had not paid.
- ❖ This school would provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.
- ❖ If this school could not develop a teach-out plan, students shall receive a refund in accordance to a pro-rata refund of tuition.

Return of Title IV Policy and Treatment of Title IV Aid When a Student Withdraws

The law specifies how Elite Cosmetology School must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq, and Afghanistan Service Grants; TEACH Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return Title IV program funds as soon as possible but no later than 45 days after the date the school determined the student withdrew, in the following order:

- ❖ Unsubsidized Direct Loans (other than Direct PLUS Loans)
- ❖ Subsidized Direct Loans
- ❖ Direct PLUS Loans
- ❖ Federal Pell Grants for which a return of Title IV funds is required
- ❖ FSEOG for which a return of Title IV funds is required

If your school is not required to return all the excess funds, you must return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you do not already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, please contact the Elite Cosmetology School Financial Aid office at 760-365-8222.

Student Account Collection Policy

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The school has no responsibility for any personal property (including but not limited to; kit, and/or books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of, the school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed. The Business Office will work with the student to arrange a monthly payment arrangement plan in order to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to Elite Cosmetology School. Also, once assigned to an outside collection agency, the account will be reported to a national credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency. Elite Cosmetology School uses the following collection agency: **Vocational Recovery Solutions**.

Student Tuition Recovery Fund Statement (STRF)

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

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 the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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."

Satisfactory Academic Progress (SAP) Policy

All students receive the Satisfactory Academic Progress (SAP) Policy, which is located in the school catalog to ensure that all students receive a copy prior to enrollment. This policy applies to every student enrolled in a NACCAS -approved program regardless of the course or schedule enrolled and will be evaluated using the criteria of the SAP to receive an academic **(Qualitative)** and attendance **(Quantitative)** evaluation based on their course hours, schedule of attendance, along with theory and practical requirements per the Board of Barbering and Cosmetology. This policy is established and maintained for all Title IV and private pay students attending this school. *Students who receive funds from the Federal Title IV Financial Aid program must maintain SAP in order to continue eligibility for funding. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

- 1.) Maintain a cumulative academic average of "C" (70%) or better at the end of each evaluation period on all tests, work projects (operations) and other required course work. Test grades, along with practical assessments will be combined to obtain a combined GPA for the qualitative element of the SAP policy.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic progress status. The grading system detailed below is the system utilized in the school. If applicable, practical operations from another institution that are accepted for transfer will be applied toward the course at Elite Cosmetology School and are counted as completed for the course work requirements. These practical operations do not affect the student's GPA or satisfactory academic progress status.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100 % = Satisfactory

0- 60 % =Unsatisfactory

- 2.) Maintain a cumulative average attendance level of at least 67% of the scheduled hours in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total actual hours accrued 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 the maximum time frame (150% of the course length) allowed. If it is determined that it is not possible for the student to graduate within the maximum time frame (150% of the course length) allowed, the student will be deemed ineligible to receive Title IV funds. Students who exceed the maximum time frame (150% of the course length) will be deemed ineligible to receive Title IV funds and will be terminated from the program. If a student was terminated from the program due to exceeding the max time frame, they may be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the Institutions re-enrollment policy. Transfer hours from another institution that are accepted and applied toward the course at Elite Cosmetology School are counted as completed for the purpose of determining maximum time frame, SAP evaluation periods are based on actual contracted hours at the Institution.

<u>Course</u>		<u>*Maximum Time Frame to Complete Course (150%)</u>
Cosmetology	(1000 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.) {Academic Year 1: 0-900 hours / Academic Year 2: 901-1000 hours}	1000 Hours
Barbering	(1000 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.) {Academic Year 1: 0-900 hours / Academic Year 2: 901-1000 hours}	1000 Hours
Barbering Crossover	(300 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.) {Academic Year 1: 0-300 hours}	472.5 Hours
Esthetician	(600 Hours/ FT 35 Hrs. wk.) {Academic Year 1: 0-600 hours}	900 Hours

*The Maximum Time Frame as it applies to Title IV students is based on weeks and is determined by using the following calculation: Weeks scheduled to attend (multiplied by) 150% = Maximum Time frame.

Example calculation based on F/T Cosmetology Student scheduled to attend 35 hours per week: 29 weeks x 150% = Maximum Time frame of 43.5 Weeks. Quantitative measure (tied to maximum time frame) 29 weeks / 43.5 weeks = 66.6% (rounded to 67%)

Students must complete 67% of clock hours and weeks each evaluation period to complete program in maximum time frame. Leave of absences extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Determination of Progress Evaluations

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy (sent via DocuSign) of their Progress Report and Satisfactory Academic Progress Determination at the time of each of the evaluations and will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable. All evaluations must be completed within (7) school business days following the established evaluation periods below.

<u>Course</u>	<u>Required Hours</u>	<u>Evaluation Points: (Completed when student reaches the following actual hours and Academic weeks)</u>
Cosmetology (FT)	1000 Hours	450hours and 13 weeks/900hours and 26 weeks
Cosmetology (PT)	1000 Hours	450hours and 28 weeks / 900hours and 56 weeks
Barbering (FT)	1000 Hours	450hours and 13 weeks/900hours and 26 weeks
Barbering (PT)	1000 Hours	450hours and 28 weeks / 900hours and 56 weeks
Barber Crossover (FT)	300 Hours	150 hours and 4 weeks/ 300 hours and 9 weeks
Barber Crossover (PT)	300 Hours	150hours and 9 weeks / 300 hours and 19 weeks
Esthetician (FT)	600 Hours	300hours and 9 weeks/600 hours and 17 weeks
Esthetician (PT)	600 Hours	300hours and 19 weeks

*For transfer or re-enrolled students, the evaluation period will be the midpoint of the contracted hours or the established evaluations periods, whichever comes first.

Satisfactory

Students with a minimum required grade average of 70% in theory and practical and clinic performance, and minimum 67% attendance at each evaluation point of scheduled attendance, will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Unsatisfactory

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on Warning until the next scheduled evaluation. At the end of the Warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, they will be determined to be making satisfactory academic progress. If the student has failed to achieve minimum requirements for satisfactory academic progress standards at the end of the Warning period, they will be deemed ineligible to receive Title IV funds and will be terminated from the program .

❖ Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and are considered to be making satisfactory academic progress while during the Warning period. Students on Warning may continue to receive Title IV funding, if applicable for one evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation point. If at the end of the Warning period, the student has still not met both the attendance and academic SAP requirements, they will be deemed ineligible to receive Title IV funds and will be terminated from the program.

Re-Establishing Eligibility

The student whose financial aid has been terminated for unsatisfactory progress and reenrolls in school as a cash paying student can re-establish financial aid eligibility by completing the hours previously paid for and must have a 70% grade point average and be able to complete the program within the maximum time frame.

Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Course Incompleteness, Repetitions and Non-credit Remedial Course

Course incompleteness, repetitions, and non-credit remedial course (or course repetitions) are not applicable to this institution's courses of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards. This institution has not entered into an articulation or transfer agreement with any other college or university.

Attendance, Tardy and Make-Up Policies

To help students prepare for the workplace, the school uses policies and rules common to the salon industry. The attendance Policy of the salon is the most important policy to be able to comply with. Late arrivals, absences, leaving early and other interruptions in the salon are unacceptable and the most common reason for termination from employment. Likewise, in training, these events have a significant impact on scholastic and practical achievement. All students are expected to be in attendance as specified in the enrollment agreement.

- Make-up hours will be permitted to be made up during the designated make-up schedule with approval from educational staff. Students are informed of their class schedule as per their enrollment agreement (contract) and it is their responsibility to follow these guidelines. Any time missed due to suspension is not eligible to be made up and will result in the student graduating past their scheduled contract end date. This will result in over-contract charges as listed in the school catalog and Enrollment Agreement.
- The student must complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Excused/Unexcused Absences

Absences caused by non-routine medical, legal, or military necessity will be excused if acceptable documentation, i.e., date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is promptly provided to the education staff. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc.; are ***not excusable and should be scheduled for non-school days.***

- ❖ **Unusual Circumstances:** may cause a student to be late, absent or require them to leave early. For incidents of absence

to be determined “Unusual”, they must be fully explained in writing and presented to the school’s administrative staff for consideration to be EXCUSED. To be accepted for Excusal, the documentation must describe conditions that the average salon employer would be willing to accept, i.e., accidents, flu, hospitalization, auto breakdown, going to court, military obligations etc.... Once a condition has been accepted as “Unusual”, the employer, and therefore the school, accepts and expects this condition will not occur again during the student’s enrollment, because the student has taken adequate steps to manage such conditions away. Excessive incidents of absence are an indicator that the lifestyle management of the student and the expectations of a salon employer are not compatible. Excessive absences – *no matter the reason*- would lead to the average salon employee being terminated from work and could lead to an administrative withdrawal from school.

- ❖ **Special Occasions:** such as weddings, family trips or family reunions may be excused at the discretion of the School’s Director and must be presented in writing BEFORE the special occasion is to take place, providing the student is making satisfactory academic progress at the time of the requested absences.

Please note: any absences (whether excused or unexcused; including UN-scheduled School holidays) utilized by the individual student will extend their original contract date by a like number of hours.

- ❖ Students are required to make-up for the lessons and exams, if missed, Students are to see their Instructor for makeup tests, exams, and work assignments. Any operational and exam made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for five (5) consecutive scheduled days without contacting the school, the school may withdraw him/her.
- ❖ The Director will review excessive tardiness or absences (defined as more than one absence or tardy per week) with the student to determine possible corrective action to the issue on hand. Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
- ❖ Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest one fourth hour.

Attendance Status (Title IV)

The Department of Education requires that Full-time students be required to be enrolled to attend a minimum of 24+ clock hours per week; Elite’s weekly full-time schedule is 35 clock hours. Part-time enrollment is defined as more than 12+ clock hours per week. Elite offers two part time schedules: 16 Hours per week and 23 hours per week) A 24-clock hour per week is defined as a half-time enrollment status.

Schedule Changes

Students can change their attendance schedule three times during their enrollment. A schedule change request form must be submitted to the Administration office prior to the requested effective date. All schedule change requests are subject to approval by the school Director and may be based on the current class size into which the student is requesting to transfer. Schedule Changes may change any remaining scheduled midpoint dates, by a like number of hours and may impact your Final Financial Aid Package.

Course Modality Changes

Students can change their course modality (Distance Ed/On Campus) twice during their enrollment. A course modality change request form must be submitted to the Administration office prior to the requested effective date. All course modalities change requests are subject to approval by the School Director and the students attendance and academic progress must be reviewed and approved by their educator and determined to be eligible to change modality.

Leave of Absence (L.O.A) Policy

Occasionally, students may experience extended personal, military obligations, medical, or other situations, which make it difficult to attend classes. The request for Leave of Absence must be submitted to the Administration Office in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend. The LOA request must be in writing and include the starting and ending date of the leave of absence and must include the reason for the student’s request and include the student’s signature. Leaves of Absence may be granted for up to 180 days in a 12-Month period. Do not request a Leave of Absence unless you absolutely need to be off school. No charges

will be assessed as the result of a Leave of Absence. All credit for clock hours and work projects completed will remain as they did prior to the LOA and the student will return to the academic progress status they held. There must be a reasonable expectation that the student will return from the Leave of Absence. A student granted a LOA that meets these criteria is not considered to have withdrawn; and no refund calculation is required at that time. Student's returning from a Leave of Absence will have their contract period and maximum time frame extended by the number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students that take an "unapproved LOA" or who fail to return from an approved LOA will be considered withdrawn as of the last class day of attendance; and the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Students are not permitted on Campus for any reason, while on a Leave of Absence, without written permission from the Office Manager or School Director. All students are required to follow this Policy when requesting a Leave of Absence.

Attendance Procedures

Students record their attendance by clocking IN at the start of the day, OUT/IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. **The student is considered late after 8:00 am or after 5:00 pm.** Students will receive credit for operations completed after each operation or project verified by an instructor, at which time the student will be graded. The daily hours and operations earned are recorded on a Biometric Time Clock/ or computerized RGM system. The student and the instructor must initial the weekly applied effort record daily. At the end of the week, a new weekly record card is prepared from last week's record card. **Record cards must always remain in the school.**

***Distance Education Attendance Procedures**

The institution utilizes a synchronous learning environment between students and instructors in which students begin and end training at specified times, as would occur if the students were on-site. Students and Educator log on to their Video Zoom class at the beginning of the scheduled class time. Student must both attend and be engaged actively in the Video Classroom as well as complete the assignments for the day. Students that are not participating in the Video Classroom will result no hours earned for that period (day or hours) of instruction, and assignments will not be accepted for that period of instruction. A Daily Roll Call log is maintained by each educator. This document includes both the hours awarded for each student (based on actual hours of participation and content completion). This log is sent in daily to the Registrar office for manual input of student hours. Educators are responsible for input of Theory and Practical hours/procedures.

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and Attendance percentage of **67% or better** and has paid in full all contracted tuition and fees, the student receives a Diploma certifying their graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Upon completion of all curriculum requirements, ***Distance Education Students** must pass an on campus comprehensive Academic and Practical final exam to include any applicable competencies required by the state licensure agency prior to graduation from the program.

Career Counseling/Academic Advising

The school counsels the students individually as often as necessary. A list is available of a variety of counseling services that may be necessary for personal situations, housing and drug and alcohol abuse. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment. Salon owners and stylists and educators are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administrators. Students requesting Academic Counseling are encouraged to make an appointment with the school Director.

Placement Assistance

Elite Cosmetology School does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded electronically as an Alumni profile in the RGM recordkeeping system for the follow-up process. Results from the California State Barbering and Cosmetology Board license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Elite Cosmetology School for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students

who request Placement Assistance are referred to the Salons seeking employees and the employment information is recorded in the Alumni Profile. Enrolled students as well as graduates are encouraged to request assistance with resume writing/ updates as well as portfolio assembly. Students interested in job search assistance or the above-mentioned placement services should contact the Registrar in the Administration office to schedule an appointment. The school may show prospective students the information format as listed in the RGM recordkeeping system.

Orientation Class

Orientation classes are held on the first day of class. Prior to enrollment the student would have physically visited the school facilities and reviewed and answered any questions regarding their student rights, their disclosure statements and have signed an enrollment contract for the course of study with the institution.

2024 Course Start Dates (Additional start dates may be added at the discretion of the School Director)

01/08/2024	02/05/2024	03/04/2024	04/01/2024
04/29/2024	05/28/2024	06/24/2024	07/22/2024
08/19/2024	09/16/2024	10/14/2024	11/12/2024
12/09/2024			

Class Schedule (Example) for 2024

Example of Day Schedule:

8:00-9:00am: Theory or (a Tues, Weds or Thurs 8:00-11:30) / 9:00-9:15am: Break

9:15-11:30am: Theory | 11:30-12:00pm: Lunch

12:00-1:00pm: Demonstration & Practice / 1:00-1:30pm: Sterilization/Sanitation

1:30-2:30pm: Hair Color Application / 2:30-2:45pm: Break

2:45-3:30pm: Health & Safety / 3:30-4:00pm: Salon Management

*Class schedules depend on the student's capability to attend school. Day class is scheduled Tuesdays through Saturdays from 8:00 am until 4:00 pm / Evening Class is scheduled Monday through Thursday from 5:00 pm to 9:00 pm.

*** All classes are held on the Elite Cosmetology School Campus located at 72-840 Hwy 111, V417 | Palm Desert, CA 92260**

Calendar/Holidays 2024

The school is closed on New Year's Day • Martin Luther King Day • President's Day • Memorial Day • Juneteenth • Fourth of July • Labor Day • Veterans Day • Closed for Thanksgiving break Thursday, November 28, 2024 – Sunday, November 30, 2024

*Students are expected to return to classes as scheduled: Monday/Tuesday, December 2nd & 3rd, 2024

The 24/25 Winter Holiday break begins **Sunday, December 22, 2024 - Wednesday, January 1, 2025** ***Students are expected to return to classes as scheduled: Thursday, January 2, 2025.**

A "special" holiday may be declared for emergencies or special reasons. **Unscheduled Holidays will cause your contracted completion date to change. Excused absences for observance of all religious holidays are respected and allowed.**

Access to Files and Retention of Student Records

Adult students and/or parents of dependent minor students have the right to inspect, review, and challenge information contained in the institution's student records. ELITE COSMETOLOGY SCHOOL would require written consent from the student and / or parents before educational records may be disclosed to any third party with the exception of accrediting commissions or governmental agencies so authorized by law. Before publishing directory information such as name, address, phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school and allow the student or guardian to deny authority to publish one or more of these items. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and are maintained by the institution.

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. The students are not entitled to inspect the financial records of their parents.

Request for such an inquiry is to be address to:

**Owner or Director, Elite Cosmetology School
72-840 Hwy 111, V417 | Palm Desert, CA 92260**

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. These rights include:

- ❖ The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. A student 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 Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- ❖ 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 who wishes to ask the Institute to amend a record should write the Institute 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 Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- ❖ The right to provide written consent before the Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ❖ The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute 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 Institute has contracted as its agent to provide a service instead of using Institute 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 Institute.
- ❖ The Institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute 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

Course Descriptions and Outlines

Cosmetology and Cosmetology DE Course: (1,000 Clock Hours)

SOC Code – 39.5012 Hairdressers, Hairstylists and Cosmetologists

The cosmetology course of study consists of 1000 clocked hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. **Passing the State Board exam is a requisite to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.**

Attendance Schedules Offered for this course:

Full time: 35 hours per week | 29 weeks total

Part time: 16 hours per week | 62 weeks total

Part time PLUS: 23 hours per week | 43 weeks total

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Distance Education Format

The institution utilizes a synchronous learning environment between students and instructors in which students begin and end training at specified times, as would occur if the students were on-site. Students and Educator log on to their Video Zoom class at the beginning of the scheduled class time. The above-mentioned course format is conducted via live video classroom. Theory assignments are assigned and submitted via CIMA platform and practical demonstrations, and assignments are completed via live video class time. **Students enrolled in the Distance Education Course (HYBRID) may not complete more than 50% of their course required hours or curriculum online. Please review additional Distance Education Requirements located in this School Catalog.**

Performance Objective

1. Acquire knowledge of laws and rules regulating the established California's cosmetology 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

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

Course Contents

The curriculum for the cosmetology course consists of 1000 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. Such technical instruction and practical operations shall include:

Cosmetology Minimum Hours of Technical (Theory)	Total Hours
Rules and Regs. The Barbering and Cosmetology Act and the Department's Rules & Regulations;	5
Cosmo Chemistry: : (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	25
Health and Safety: Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B	100
Electricity: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5
Disinfection and Sanitation: (It shall include procedures to protect the Health and Safety of the consumer as well as the technician. The ten required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	70

Anatomy and Physiology: Shall include but is not limited to the following issues: Human Anatomy, Human Physiology.	5
Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	10
Thermal Hairstyling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling	5
b. Press and Curl	5
Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20
Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20
Hair Cutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20
Hair Coloring: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring;	25
b. Bleaching;	25
Scalp and Hair treatment: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	5
Facials- Manual: Manual: (shall include cleansing, scientific manipulations, packs, and masks);	20
Facials-Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face;	20
Facials-Chemical: (shall include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);	20
Tweezing and Waxing: Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair);	25
Makeup/ Eyebrows: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	5
Water and Oil Manicure: Water and Oil Manicure, including nail analysis, and hand and arm massage;	10
Complete Pedicure: Complete Pedicure, including nail analysis, and foot and ankle massage;	10
Acrylics/Artificial Nails: Acrylic Liquid and Powder Brush-on	10
Nail Tips	5
Nail Wraps and repairs	5
Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on the student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets, or windows.	50
Cosmetology Minimum Hours of Practical Operations	Total Hours
Disinfection and Sanitation	30
Wet Hair Styling	100
Thermal Hairstyling	10
Press and Curl	10
Permanent Waving	50
Chemical Straightening	20

Hair Cutting	40
Hair Coloring	20
Lightening	20
Scalp and Hair treatment	5
Facials- Manual	25
Facials-Electrical	20
Facials-Chemical	20
Tweezing and Waxing	25
Makeup/ Eyebrows	5
Water and Oil Manicure	10
Complete Pedicure	10
Acrylics	20
Nail Tips	20
Nail Wraps	15
	TOTAL HOURS
	1000 Hrs.
	100%
PERCENTAGE OF COURSE	

Grading Criteria Procedures

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. **Distance Education Grading System** and Criteria does not differ from on campus grading. Tests and written assignments are completed by students during Live video classroom and submitted via CIMA platform. Educators utilize answer keys and other curriculum materials to grade submissions. Test Grades are logged in the student’s grade book and test grades/graded assignments are entered into the RGM tracking system.

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

Theory (tests) Grading Scale:

90% - 100% A.....Excellent
80% - 89% B.....Good
70% - 79% C.....Satisfactory
0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory
0- 60% =Unsatisfactory

Distance Practical grading criteria

Does not differ from on campus grading. Practical procedures are completed by students during live video classroom (ZOOM), or video upload via CIMA platform. Educators utilize curriculum materials and practical grading rubrics to grade or issue credit for practical operations. Practical Operations and Grades are logged onto the student’s timecard and entered into the RGM tracking system.

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and Attendance percentage of **67% or better** and has paid in full all contracted tuition and fees, the student receives a Diploma certifying their graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Upon completion of all curriculum requirements, ***Distance Education Students** must pass an on campus comprehensive Academic and Practical final exam to include any applicable competencies required by the state licensure agency prior to graduation from the program.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Barbering and Barbering DE Course: (1,000 Clock Hours)

SOC Code – 39-5011 - Barbers

The Barbering course of study consist of 1000 clocked hours covering all phases of Barbering as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. **Passing the State Board exam is a requisite to obtain a Barber License. The license is a requirement to operate as a Barber in the State of California.**

Attendance Schedules Offered for this course:

Full time: 35 hours per week | 29 weeks total

Part time: 16 hours per week | 62 weeks total

Part time PLUS: 23 hours per week | 43 weeks total

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Distance Education Format

The institution utilizes a synchronous learning environment between students and instructors in which students begin and end training at specified times, as would occur if the students were on-site. Students and Educator log on to their Video Zoom class at the beginning of the scheduled class time. The above-mentioned course format is conducted via live video classroom. Theory assignments are assigned and submitted via CIMA platform and practical demonstrations, and assignments are completed via live video class time. **Students enrolled in the Distance Education Course (HYBRID) may not complete more than 50% of their course required hours or curriculum online. Please review additional Distance Education Requirements located in this School Catalog.**

Performance Objective

1. Acquire knowledge of laws and rules' regulating the established California's barbering 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 barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

Skills to Be Developed

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure of manicuring to include water and oil manicure.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Course Contents

The curriculum for the Barbering course consists of 1000 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. Such technical instruction and practical operations shall include:

Barber Minimum Hours of Technical	Total Hours
Rules and Regs. Includes Barbering & Cosmetology Act/Rules & Regulations	10
Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	10
Health and Safety: Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B	100
Electricity (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5
Disinfection and Sanitation : : Includes but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	70
Anatomy and Physiology : : Includes, but is not limited to: Human anatomy, human physiology.	10
Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	15
Thermal Hairstyling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling	10
b. Press and Curl	5
Permanent Waving: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	20
Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	20
Hair Cutting : : Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	50
Hair Coloring (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring;	25
b. Lightening	25
Scalp and Hair treatment: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	10
Facials- Manual: (shall include cleansing, scientific manipulations, packs, and masks);	20
Shaving- Preparation and Performance Includes but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	75

Additional Training: Additional Instruction and Training Incorporated throughout the program: Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers Review, practice, and testing.	50
Barber Minimum Hours of Practical	Total Hours
Disinfection and Sanitation	30
Wet Hair Styling	110
Thermal Hairstyling	15
Press and Curl	10
Permanent Waving	50
Chemical Straightening	20
Hair Cutting	70
Hair Coloring	20
Lightening	20
Scalp and Hair treatment	15
Facials- Manual	20
Shaving	90
	1000 Hrs.
	100%
PERCENTAGE OF COURSE	TOTAL

Grading Criteria Procedures

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. **Distance Education Grading System and Criteria** does not differ from on campus grading. Tests and written assignments are completed by students during Live video classroom and submitted via CIMA platform. Educators utilize answer keys and other curriculum materials to grade submissions. Test Grades are logged in the student’s grade book and test grades/graded assignments are entered into the RGM tracking system.

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

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory

0- 60% =Unsatisfactory

Distance Practical grading criteria

Does not differ from on campus grading. Practical procedures are completed by students during live video classroom (ZOOM), or video upload via CIMA platform. Educators utilize curriculum materials and practical grading rubrics to grade or issue credit for practical operations. Practical Operations and Grades are logged onto the student’s timecard and entered into the RGM tracking system.

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and Attendance percentage of **67% or better** and has paid in full

all contracted tuition and fees, the student receives a Diploma certifying their graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Upon completion of all curriculum requirements, ***Distance Education Students** must pass an on campus comprehensive Academic and Practical final exam to include any applicable competencies required by the state licensure agency prior to graduation from the program.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Barbering Crossover Course: (300 Clock Hours) ***Must be CA Licensed Cosmetologist to enroll***

SOC Code – 39-5011 - Barbers

The Barbering Cross-Over course of study consists of 300 clocked hours covering all phases of Barbering as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The Board of Barbering and Cosmetology require only 200 hours as a requisite to test for the Barbering License. Elite Cosmetology requires an additional 100 hours in coursework and State Board preparation to ensure the student is prepared to take the barbering exam. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. **Passing the State Board exam is a requisite to obtain a Barber License. The license is a requirement to operate as a Barber in the state of California.**

Attendance Schedules Offered for this course:

Full time: 35 hours per week | 9 weeks total

Part time: 16 hours per week | 19 weeks total

Part time PLUS: 23 hours per week | 13 weeks total

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Performance Objective

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

Skills to Be Developed

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure of manicuring to include water and oil manicure.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Course Contents

The curriculum for the Barbering Crossover course consists of 300 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. Such technical instruction and practical operations shall include:

Barbering Crossover Minimum Hours of Technical Instruction	Total Hours
Barb. Cosmet. Act & Board Rules & Regulations	5
Health and Safety: Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B	10
Disinfection and Sanitation: Includes but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	5
Anatomy and Physiology: : Includes, but is not limited to: Human anatomy, human physiology.	4
Additional Training : Incorporated throughout the program: Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers Review, practice, and testing.	8
Thermal and Wet Hairstyling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs); (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling).	14
Permanent Waving and Chemical Straightening: : (shall include hair analysis, chemical and heat permanent waving); (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	9
Hair Coloring and Bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses).	13
Hair Cutting: : Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	5
Shaving: Preparation and Performance Includes but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100
Barbering Crossover Minimum hours of Practical Operations	Total Hours
Thermal and Wet Hairstyling	40
Permanent Waving and Chemical Straightening	19
Hair Coloring and Bleaching	11
Hair Cutting	17
Shaving	40
TOTAL HOURS	300
	100%
PERCENTAGE OF COURSE	TOTAL

Grading Criteria Procedures

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

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

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory

0- 60% =Unsatisfactory

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and Attendance percentage of **67% or better** and has paid in full all contracted tuition and fees, the student receives a Diploma certifying their graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Esthetician and Esthetician DE Course: (600 Clock Hours)

SOC Code - 39-5094 Skincare Specialists Esthetician

The Esthetician course of study consists of 600 clocked hours covering all phases of Esthetics as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. **Passing the State Board exam is a requisite to obtain an Esthetician License. The license is a requirement to operate as an Esthetician in the state of California.**

Attendance Schedules Offered for this course:

Full time: 35 hours per week | 17 weeks total

Part time: 16 hours per week | 38 weeks total

Part time PLUS: 23 hours per week | 26 weeks total

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Distance Education Format

The institution utilizes a synchronous learning environment between students and instructors in which students begin and end training at specified times, as would occur if the students were on-site. Students and Educator log on to their Video Zoom class at the beginning of the scheduled class time. The above-mentioned course format is conducted via live video classroom. Theory assignments are assigned and submitted via CIMA platform and practical demonstrations, and assignments are completed via live video class time. **Students enrolled in the Distance Education Course (HYBRID) may not complete more than 50% of their course required hours or curriculum online. Please review additional Distance Education Requirements located in this School Catalog.**

Esthetician Performance Objectives

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

Skills to be acquired

1. Use of proper implements relative to cosmetician.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used by Esthetician and determined for individual customer use.
4. Develop the knowledge of safety precautions in Esthetician practice.

Attitudes and appreciation to be developed

1. be able to appreciate good workmanship common to Esthetics.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Course Contents

The curriculum for the Esthetician course consists of 600 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. Such technical instruction and practical operations shall include:

Esthetician Minimum Hours of Technical Instruction	Total Hours
Barb. Cosmet. Act & Board Rules & Regulations	10
Chemistry pertaining to practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes of matter.)	10
Health & Safety/Hazardous Substance: The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	40
Electricity and Safety: shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	10
Disinfection and Sanitation: shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10
Bacteriology, Anatomy, Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15
Facials – Manual: facials shall include but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks.	20
Facials – Electrical: Electrical Facials include the use of electrical modalities, dermal lights, and electrical	30

apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.	
Chemical Skin Peel, Packs, Masks & Scrubs: include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.	20
Eyebrow Arching & Tweezers: shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, tweezing	5
Depilatories & Wax: shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, manual, or electrical depilatories.	20
Make Up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic application	20
Corrective Make Up / Applying Lashes: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20
Additional Training	30
Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon, and spa skills.	15
Esthetician Minimum hours of Practical Operations	Total Hours
Disinfection and Sanitation	20
Facials - Manual	45
Facials - Electrical	65
Chemical Skin Peel, Packs, Masks & Scrubs	45
Eyebrow Arching & Tweezers	15
Depilatories & Wax	45
Make Up	45
Corrective Make Up / Applying Lashes	45
	600
	100%
PERCENTAGE OF COURSE	TOTAL

Grading Criteria Procedures

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. **Distance Education Grading System and Criteria** does not differ from on campus grading. Tests and written assignments are completed by students during Live video classroom and submitted via CIMA platform. Educators utilize answer keys and other curriculum materials to grade submissions. Test Grades are logged in the student’s grade book and test grades/graded assignments are entered into the RGM tracking system.

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

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory

0- 60% =Unsatisfactory

Distance Practical grading criteria

Does not differ from on campus grading. Practical procedures are completed by students during live video classroom (ZOOM), or video upload via CIMA platform. Educators utilize curriculum materials and practical grading rubrics to grade or issue credit

for practical operations. Practical Operations and Grades are logged onto the student's timecard and entered into the RGM tracking system.

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and Attendance percentage of **67% or better** and has paid in full all contracted tuition and fees, the student receives a Diploma certifying their graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Upon completion of all curriculum requirements, ***Distance Education Students** must pass an on campus comprehensive Academic and Practical final exam to include any applicable competencies required by the state licensure agency prior to graduation from the program.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Conduct and Termination Policy

All students are always to conduct their behavior and language with professionalism. Students are to adhere to the federal, state and school rules and regulations at all times. Elite Cosmetology School has a student violation and counsel policy in place, excessive negative violations, counsels, probations and or suspensions may show just cause for permanent termination from school at the discretion of the Director.

Student Salon Activities

A portion of the curriculum required to complete the courses offered at Elite Cosmetology School is hands-on training and practice in a Student Salon atmosphere. The CA Board of Barbering and Cosmetology regulations (Barbering and Cosmetology Act. Section 7317) prohibits the compensation for services performed by unlicensed individuals; therefore, Elite Cosmetology School does not compensate its students for their required Student Salon training hours.

School Rules and Regulations

HOURS OF ATTENDANCE- Tuesday through Saturday for full time students and Monday through Thursday for part-time.

● Full time Students 8:00 am to 4:00 pm ● Part-time Students 5:00 pm to 9:00 pm. A student is considered late after 8:00 am for days or 5:00 pm for nights.

1. Cell phones are NOT permitted for use within the classrooms or clinic floor without permission.
2. Lunch period is limited to thirty (30) minutes, clocking out and in for lunch on the time clock is mandatory.
3. Students MUST use the timeclock for attendance.
4. A student MUST use the time clock to clock "IN" when entering and "OUT" when leaving for lunch and breaks or at the end of the day. Students that fail to do so will only receive hours noted in the system. You may NOT clock out and leave the building during your hours in school without the Directors permission. **Timecards/Operations performed sheets are to ALWAYS stay in the school when you leave the buildings premises.**
5. In case of illness or emergency, the student must call in to the attendance office before their scheduled start time to report their absence the day when the absence occurs.

6. Any student that fails to call in their absence prior to the scheduled time of attendance will be documented as a no call no show and shall be considered cause for suspension. Any student absent for 14 consecutive calendar days without requesting a Leave of Absence will be administratively withdrawn from the school.
7. Any time missed due to suspension is not eligible to be made up, and will result in the student graduating beyond their scheduled contract end date. Over-Contract charges for suspensions will be invoiced at the time of suspension, are charged based on the Overcontact amount listed in the school catalog and Enrollment Agreement, and are due and payable regardless of course completion.
8. **Excessive Absenteeism:** Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
9. Students are required to be in class for roll call at the start of the scheduled class in clean, prescribed attire, hair and make-up done. Students MAY NOT sit at Instructors or Front desk (unless requested to do so).
10. No disruptions, bullying or harassment, bad attitudes, unprofessional behavior, foul language, or gossip will be permitted.
11. Gum chewing, smoking, or vaping is not allowed in the school at any time. Smoking/Vaping must be at least 20 ft. from any door.
12. No food or drinks are permitted on the clinic floor. Students are not permitted to loiter around the clinic floor or front desk area.
13. No visitors are permitted in the classrooms, student lounge or clinic floor areas. Visitors are ONLY allowed in the reception area for as brief as time as needed. Students are not permitted on Campus for any reason, while on a Leave of Absence, without an appointment or permission from the Office Manager or School Director.
14. Student clean-up assignments are done on a rotation basis and posted in the facility.
15. Students MUST always keep their workstation in class and on the clinic floor clean and sanitary.
16. All students serving the public MUST be courteous and pleasant. If difficulties arise, please call for an instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while completing a chemical service, except in an emergency and, the student must be excused by an instructor.
18. Service tickets and/or client record cards are required for every service performed; it is the student's responsibility to ensure that these documents are completed correctly and on hand for each service rendered by the student. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students must return all equipment borrowed or used to its proper location prior to leaving school for the day. Your student kit and supplies should remain on the school property during the course of your studies, if you take supplies home you will be sent home to retrieve it.
20. Students must NOT gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All assignments are made by the receptionist and NO changes are to be made by students.
21. Students always have the privilege to consult the management on personal problems.
22. Students will not engage in physical or verbal threats, intimidation or acts of violence towards another student or staff member. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, causes discord, physically or verbally threatens, harasses, bullies, intimidates or is physically or verbally violent towards another student or staff member. ***Students expelled due to the above are not eligible for re-enrollment.**
23. Weapons, including but not limited to, firearms, explosives, fireworks, and knives are not permitted on any property owned or leased by Elite Cosmetology School. Violators are subject to disciplinary action and criminal charges. The school also reserves the right to remove from the possession of anyone on campus any item, which may be deemed a threat to the safety and wellbeing of others on campus. Such items include but are not limited to knives, guns, pellet guns, and other objects, which in and of themselves may not be illegal to possess.
24. The school will not tolerate the use of alcohol or drugs at any time, while on campus. No student will be admitted to class who is apparently under the influence of alcohol or drugs. The student may be required to assist in the investigation if thought to be under the influence of alcohol or drugs while in school. Drug / Alcohol use while on campus will result in disciplinary action up to expulsion.
25. Theft of any type will not be tolerated. Theft of personal or School property is grounds for immediate expulsion. ***Students expelled due to the above are not eligible for re-enrollment.**
26. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time will be audited by the school administrators, credit will be given for applied effort continuously engaged in

training and study of the branch of cosmetology the student is enrolled. All work must be checked and graded by an instructor or credit will not be given. Recording of hours and operations on the timecard sheet must be clear and readable.

27. All students will be expected to maintain an average of 75% in theory and in all practical subjects and attendance. Warning status will result in case of failure to do so.
28. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated. Students may be suspended or expelled as a direct cause of insubordination.
29. Student may work on one another as personal service only with Instructors permission; all services MUST be paid for IN ADVANCE. Students are NOT allowed to work on themselves, (makeup, tweezing, lashes, etc.) Students are NOT allowed to instruct one another.
30. Due to absences, all assignments, tests, and homework must be made up; any deviation in this policy will be posted and signed by the owner, director, or staff.
31. Notify the administrative office immediately of any name, address, or telephone number change.
32. The school assumes NO responsibility for lost, stolen or damaged personal property belonging to the students.
33. Any personal property (including kit and/or books) left on school premises for longer than 30 days following a withdrawal will be disposed of.

These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field. Failure to observe the above rules and regulations may subject the student to termination from school.

Student Rights and Responsibilities

The student has the right to ask the school

- 1 The name of its accrediting and licensing organizations.
- 2 About its programs; laboratory, and other physical facilities; and its faculty.
- 3 What the cost of attending is and the policy on refunds to students who drop out.
- 4 What financial assistance is available: including information on all federal, state, local, private, and institutional financial aid programs.
- 5 What the procedures and deadlines are for submitting application for each available financial aid program.
- 6 How it selects financial aid recipients.
- 7 How it determines financial need.
- 8 How much of your financial need, as determined by the school, has been met?
- 9 To explain each type and amount of assistance in your financial aid package.
- 10 To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- 11 How the school determines whether you are making satisfactory progress and what happens if you are not.
- 12 What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- 1 Review and consider all the information about the school program before enrolling.
- 2 Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. **Errors can delay or prevent your receiving aid.** Know and comply with all deadlines for applying and reapplying for aid.
- 3 Provide all documentation, corrections, and/or new information requested by the Financial Aid Office.
- 4 Notify the school of any information that has changed since you applied.
- 5 Read, understand, and keep copies of all forms you are asked to sign.
- 6 Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- 7 Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- 8 Understand your school's refund policy.
- 9 Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- 10 Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Drug and Alcohol Abuse Policy Statement

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 convictions for 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 at the United States Department of Education
400 Maryland Avenue SW. Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

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:

Betty Ford Center@ Eisenhower
3900 Bob Hope Drive
Rancho Mirage, CA
(760) 773-4100

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 illicit use, possession of distribution of drugs and alcohol, and has adopted the Drug and Alcohol Abuse prevention program as outlined.

Copyright Infringement and Peer to Peer file sharing Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. Peer-to-Peer (“P2P”) file sharing is a way of exchanging or transferring files over the Internet. In the file-sharing context, downloading or uploading or peer to peer sharing substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov. Elite Cosmetology School prohibits illegal distribution and peer to peer file sharing of copyrighted material. If a student is found violating copyright or peer to peer file sharing laws or School policy, or students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system, the school may impose proper sanctions. Sanctions may include, but are not limited to, limitation or revocation of computer and network access rights and/or other sanctions up to and including suspension or expulsion for students, and termination for employees.

Voter Registration

In October 2002, the Congress passed, and the President signed the Help America Vote Act of 2002 (“HAVA”). For downloadable form or more information, students may visit the Voter Registration – Elections & Voter Information – California Secretary of State at www.sos.ca.gov or call toll-free number 800-345-8683. Elite Cosmetology School electronically transmits to each student a message containing an internet address where the voter registration form can be downloaded and where a student can register to vote online. This email message is devoted exclusively to voter registration.

Vaccination Policy

Elite Cosmetology School does not require any information regarding vaccinations from potential students to enroll. For more information on vaccinations visit: <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

Medical Marijuana Policy

Questions about this policy may be directed to the School Directors Office

Medical marijuana which is prescribed for healing purposes and or consumed for recreational purposes is prohibited at Elite Cosmetology School even though there may be state laws which permit its use. Background: Elite Cosmetology School receives federal funding through Title IV in the form of student financial aid (grants, and loans). As a condition of accepting this money, Elite Cosmetology School is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Elite Cosmetology School must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

Loss of Student Eligibility for Federal Aid Due to Drug Conviction

Questions about this policy may be directed to the Office of Financial Aid

The Higher Education Amendments of 1998 include a student eligibility provision related to drug Offenses. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned. Section 484, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows:

Suspension of Eligibility for Drug-Related Offenses

In general - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table: **If convicted of an offense involving:**

The possession of a controlled substance:

Ineligibility period is:	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance:

Ineligibility period is:	First offense	2 years
	Second offense	Indefinite

Emergency/Fire Evacuation Plan

Elite Cosmetology School performs emergency evacuation drills quarterly. Please take note of posted evacuation routes posted in each room. In the event of an emergency please follow your instructor to the designated safety zone.

The Campus Security Act

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

The Annual Security Report is published and distributed annually by October 1st. The report contains data for the last three calendar years.

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

- ❖ This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911"
- ❖ All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
- ❖ Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
- ❖ Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect the floor to see that it is empty and then set the alarm and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- ❖ Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- ❖ Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- ❖ The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- ❖ Do not leave personal property in classrooms.
- ❖ Report any suspicious persons to your institutional official.
- ❖ Always try to walk in groups outside the school premises.
- ❖ If you are waiting for a ride, wait within sight of other people.
- ❖ Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room

- ❖ The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
- ❖ The school has no formal program, other than orientation, that disseminates this information. All information is available on request.

Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

- ❖ The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
- ❖ All incidents shall be recorded in Elite Cosmetology School “Daily Incident Log” at Palm Desert, CA. at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- ❖ This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- ❖ The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- ❖ Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
- ❖ Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
- ❖ Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s Administration office, but rather should contact the appropriate agency by calling (911).

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus Save Act), which amended the Clery Act. The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior.

Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Definitions:

- ❖ Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- ❖ Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate

nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:
Length of relationship - Type of relationship - Frequency of interactions between the persons involved in the relationship

- ❖ Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- ❖ Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing, or intimidating another person; in person, electronically, or by any other means.
- ❖ Consent-Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

Reporting a Crime

Elite Cosmetology School strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Elite Cosmetology School strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Victims of sexual misconduct may file a report with the local police department. An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 day a week, by calling 911.

National Crisis and Counseling Resources:

National Sexual Assault Hotline - 800-656-4673

National Domestic Violence Hotline - 800-799-7233

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person at the school.