

CALIFORNIA BEAUTY COLLEGE



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

www.calbeautycollege.edu

November 1, 2023 – October 31, 2024

Publication date: November 1, 2023

All information in this catalog is current and correct and is so certified as true by: *California Beauty College*

Table of Contents

HISTORY OF CALIFORNIA BEAUTY COLLEGE.....	4
TO PROSPECTIVE STUDENTS.....	4
CATALOG INFORMATION	5
MISSION STATEMENT.....	5
FACILITIES.....	5
INSTRUCTIONAL LANGUAGE.....	5
VISA SERVICES	5
ADMISSIONS.....	6
TRAINING AGREEMENTS	6
TRANSFER POLICY.....	6
RE-ENTRY (RE-ENROLLMENT POLICY)	6
NON-DISCRIMINATION POLICY	7
PROGRAMS.....	7
PROGRAM START DATES	7
PROGRAM SCHEDULES AND LENGTHS	8
NEW STUDENT ORIENTATION	8
DISTANCE LEARNING	9
TUITION & FEES.....	9
METHODS OF PAYMENT	9
TUITION FOR TRANSFER STUDENTS.....	9
TITLE IV PROGRAMS	10
WHO QUALIFIES FOR FEDERAL FINANCIAL AID	10
APPLYING FOR FEDERAL STUDENT AID	10
STUDENT RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID	11
LOAN REPAYMENT & FINANCIAL AID DISCLOSURES	11
RETURN OF TITLE IV R2T4 (FEDERAL STUDENT AID)	11
ATTENDANCE POLICIES	12
TARDY POLICY & EARLY OUT POLICY	12
EXCUSED AND UNEXCUSED ABSENCES	12
PERSONAL DAYS.....	12
FRIDAY ATTENDANCE POLICY.....	13
SCHOOL DRESS CODE.....	13
LEAVE OF ABSENCE POLICY (LOA).....	13
EMPLOYMENT ASSISTANCE	14
CAREER OPPORTUNITIES IN THE COSMETOLOGY FIELD	14
EMPLOYMENT & LIABILITY DISCLAIMER	14
PERSONAL SERVICES POLICY.....	14
SMOKING POLICY	14
STUDENT SERVICES.....	15
PROGRAM (COURSE) OUTLINES.....	15
INDUSTRY PREREQUISITES, PHYSICAL DEMANDS & EMPLOYER REQUIREMENTS	26
SCHOOL LIBRARY AND OTHER RESOURCES	26
HOUSING	26
CONDUCT POLICY.....	27
TERMINATION AND DISMISSAL POLICY.....	27
GRIEVANCE POLICY AND STUDENT COMPLAINTS	28
STUDENT TUITION RECOVERY FUND (STRF).....	28
STUDENTS RIGHT TO CANCEL.....	29
SATISFACTORY ACADEMIC PROGRESS POLICY.....	29
EVALUATION PERIODS	29
ACADEMIC YEAR	30
TRANSFER STUDENTS.....	30
ATTENDANCE POLICY – ALL PROGRAMS.....	30
ATTENDANCE PROGRESS	30
ACADEMIC PROGRESS	30

MAXIMUM TIME FRAME	31
DETERMINATION OF PROGRESS.....	31
WARNING (SAP).....	31
PROBATION FOR SATISFACTORY ACADEMIC PROGRESS	31
REESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS	31
LEAVES OF ABSENCE AND RE-ENROLLMENTS	32
RE-ESTABLISHMENT OF PROGRESS	32
EVALUATION RESULTS (SAP REPORTS)	32
INCOMPLETES, WITHDRAWALS, OR REPETITIONS.....	32
ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS	32
TRANSFER STUDENTS AND SAP	32
MAKE UP HOURS AND MAKE UP WORK.....	32
INSTITUTIONAL REFUND POLICY	33
WITHDRAW PROCEDURES	33
CONSTITUTION DAY	33
VOTER REGISTRATION	33
FAMILY EDUCATION RIGHTS AND PRIVACY ACT - FERPA.....	34
ACCESS TO STUDENT RECORDS AND PRIVACY.....	34
RECORDS RETENTION & ACADEMIC TRANSCRIPTS	34
GRADUATION REQUIREMENTS	35
LICENSING REQUIREMENTS.....	35
ACCREDITATION.....	35
APPROVALS	35
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	35
SCHOLARSHIPS.....	36
STUDENTS WITH DISABILITIES	36
OWNERSHIP.....	36
BANKRUPTCY HISTORY.....	36
STAFF ADMINISTRATION AND INSTRUCTIONAL.....	36

History of California Beauty College

California Beauty College was founded by Mr. William Mineni. His vision of creating a beauty college among the best in the beauty industry came to life when he founded California Beauty College in 1961. That commitment has been carried on with the Mineni family members until 2023. In October of 2023, Rhonda Arnold, Carl Gibbs and Hernan Lopez purchased California Beauty College from the Mineni family and plan to carry on their legacy for years to come. With our over 60 years of combined industry experience, it will allow us to continue to offer a supportive and professional learning opportunity of 'real-life' hands-on salon experiences, individual classroom instruction, current technical and practical training, and industry centered communication and business classes. Our use of the Milady curriculum and talented and specialized Educators provide a progressive education that gives you the opportunity to develop the technical skill training needed in the industry.

To Prospective Students

Thank you for considering our school for your educational needs on your path to becoming licensed in the beauty industry in the state of California. We believe you will find the beauty industry provides you excellent opportunities for a successful career. Our school emphasize is on how to be successful in the beauty industry and how to achieve your professional goals. This involves hard work, dedication and preparation on your part. We are happy to have you visit our school for a tour during business hours, where staff will be pleased to answer all your questions.

Most Sincerely,

California Beauty College

Catalog Information

California Beauty College catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request. **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. California Beauty College catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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:

Physical Address: 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

A student or any member of the public may file a complaint about the 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.

Mission Statement

California Beauty College's mission is to provide professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.

Facilities

California Beauty College is located at 1115 15th Street, Modesto, CA 95354 with a facility occupancy level accommodating approximately 150 students at any one time. The facility is approximately 8,000 square feet with an adjacent parking area, 3 restrooms and 2 classrooms. The facility also includes a student salon floor, reception area, a manicure room, 2 esthetics treatment rooms, 30 hair stations, 8 shampoo bowls, 2 business offices, student break room, a staff break room, and training centers. The Institution is wheelchair accessible and has handicap restrooms.

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Admissions

California Beauty College is accepting students for admission once the following criteria have been met:

- All regular enrolled students must be 17 years of age or older.
- School application and pay \$50 application fee.
- Provide their Social Security number or TIN.
- Applicant must provide a valid, current, government-issued picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of homeschooling at the secondary level as defined by state law 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.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- **Ability to Benefit Exam (ATB):** California Beauty College does not accept Ability to Benefit exams at this time.
- Provide a government issued valid (current) picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- This institution does not award credit for experimental learning.
- This institution has **not** entered into an **articulation or transfer agreement** with any other institution.

Training Agreements

California Beauty College is a provider of Cosmetology training under contract with the Stanislaus County Regional Occupational Program, Modesto City Schools. This training is provided to qualifying high school students under the terms of the agreement. Potential students interested in this program need to be referred to California Beauty College by the program and then the school will reach out to each referral to have them complete the school's application for the process. Students will be accepted on a first come first serve basis from completed applications, as the school has limited space for students in this program.

Transfer Policy

The transferability of hours previously earned at another institution are determined at the sole discretion of California Beauty College's administration. All transfer hours must be determined **prior** to enrollment and included in your enrollment agreement. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment.

Re-entry (Re-Enrollment Policy)

A student who withdraws from California Beauty College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if re-entry occurs within 180 days of last

day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of hours, they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. A new registration fee of \$150 must be paid to re- enroll.

Non-Discrimination Policy

California Beauty College does not discriminate on the basis of race, color, religion, sex, national (ethnic) origin, veteran's status, marital status, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

Programs

California Beauty College currently offers training leading to licensure for the following programs:

Cosmetology (1,000 hours), **Esthetician** (600 hours), **Manicuring/Nail Care** (400 hours) and **Manicuring/Nail Care - 102** (600 hours).

California Beauty College is open from 8:00 am to 4:30 pm and holds scheduled classes from 8:30 am to 4:00 pm Monday thru Friday. The school's administration's office is open Monday – Thursday, 9:00 am - 3:00 pm for questions, tours, and enrollments.

The holidays for the catalog period that California Beauty College observes are:

Thanksgiving Day and the day after

Winter Break 2023: December 25th - January 1st

Martin Luther King Day January 15th, 2024

Presidents Day February 19th, 2024

Memorial Day May 27th, 2024

Independence Day July 4th 2024

Labor Day September 4th, 2024

A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Students will receive text messages pertaining to unexpected school closures, if they occur.

California Beauty College (CBC) understands students and their families have illnesses, vacations and at times emergencies. As such, CBC allows personal days for student to miss without any additional charge provided the student does not miss 14 consecutive calendar days in a row. The personal days allowed for each program are Cosmetology 200 personal hours, Esthetician 120 personal hours, Manicuring/Nail Care 80 personal hours and Manicuring/Nail Care - 102 allows 120 personal hours.

Program Start Dates

Cosmetology	Esthetics	Manicuring/Nail Care & Manicuring/Nail Care - 102
11/06/2023	11/06/2023	11/20/2023
12/04/2023	01/08/2024	01/22/2024
02/05/2024	03/04/2024	03/18/2024
04/01/2024	04/29/2024	05/13/2024
05/27/2024	06/24/2024	07/08/2024
07/22/2024	08/19/2024	09/02/2024
09/16/2024	10/14/2024	10/28/2024

Program Schedules and Lengths

Program	Monday	Tuesday	Wednesday	Thursday	Friday
Cosmetology* 1,000 hours** 35 hrs./week 29 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
Cosmetology*** 1,000 hours 20 hrs./week 50 weeks total	8:30am - 12:30pm	8:30am - 12:30pm	8:30am - 12:30pm	8:30am - 12:30pm	8:30am - 12:30pm
Cosmetology*** 1,000 hours 20 hrs./week 50 weeks total	12:00pm - 4:00pm	12:00pm - 4:00pm	12:00pm - 4:00pm	12:00pm - 4:00pm	12:00pm - 4:00pm
Esthetician* 600 hours** 35 hrs./week 17 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
Manicuring/Nail* Care** 400 hours 35 hrs./week 12 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
Manicuring/Nail* Care – 102** 600 hours 35 hrs./week 17 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm

*These schedules include a ½ hour lunch during which clock hours are not earned.

** These programs have two-15-minute breaks.

***These programs have one-15-minute break.

New Student Orientation

Student orientation is held on the first day of class, ***no clock hours are earned***. Orientation takes place on campus. The orientation provides information regarding the instructional program, course content, office policies, school facilities, campus security, and satisfactory progress. Students gain full awareness of their responsibilities by understanding the school policies. Orientation is required for both new students, transfer students and re-entry students.

Distance Learning

California Beauty College is not offering distance education at this time.

Tuition & Fees

Program Name	Tuition	Registration Fee*	STRF \$2.50 per \$1,000 ***	Kits and Supplies**	E books **	Total Charges for Current Program of Attendance	Estimated Total Charges for Entire Program
Cosmetology	\$11,000.00	\$150.00	\$27.50	\$2,310.00	\$720.00	\$14,207.50	\$14,207.50
Esthetician	\$6,600.00	\$150.00	\$17.50	\$2,030.00	\$720.00	\$9,517.50	\$9,517.50
Manicuring/Nail Care 102	\$6,600.00	\$150.00	\$17.50	\$1,480.00	\$720.00	\$8,967.50	\$8,967.50
Manicuring/Nail Care	\$4,400.00	\$150.00	\$10.00	\$1,480.00	\$720.00	\$6,760.00	\$6,760.00

*Non-Refundable

****Non-refundable 7 days after signing enrollment agreement once issued to student.**

***STRF \$2.50 per \$1,000 of tuition- rounded to the nearest \$1,000.00

Schedule change fee \$25.00

Application Fee: A \$50.00 application must be paid prior to registering, along with a complete application

NOTE: Transcripts are not provided to students who have ledger balances.

The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$10.00 fee

Extra school aprons are \$25.00 (one included with supplies)

Overtime Charges: Will be charged at \$15.00/ hour when a student exceeds their contract end date. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

Non-Institutional Fees: State exam fee is the responsibility of the student. The current fees are \$75.00 for the test. Non-institutional license fee is \$50.00 The total is \$125.00.

Methods of Payment

Acceptable methods of payments: Title IV funds, Cash, Cashier's Check, Money Order, Personal check and California Beauty College's *Payment Plan*. Please be advised that graduation certificate and transcript documents will be withheld until all monies owed the school have been paid in full.

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any E books required*, will be computed on a pro rata basis of the number of the hours they are contracting at the current tuition rate.

Title IV Programs

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

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

Who qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a “regular student” - that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

Applying for Federal Student Aid

The application process used by the school to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

Student Responsibilities with the Office of Financial Aid

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying/reapplying for Financial Aid
- Providing complete and accurate information on the FAFSA and financial aid forms
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from university, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

Loan Repayment & Financial Aid Disclosures

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Return of Title IV R2T4 (Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

Attendance Policies

Tardy Policy & Early Out Policy

Students arriving more than 10 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If students need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

Excused and Unexcused Absences

An absence is an absence at California Beauty College. There is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you know you will be out for scheduling purposes. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

Personal Days

California Beauty College (CBC) understands students and their families have illnesses, vacations and at times emergencies. As such, CBC allows personal days for student to miss without any additional charge provided students do not miss 14 consecutive calendar days in a row. The personal days allowed for each program are Cosmetology 200 personal hours, Esthetician 120 personal hours, Manicuring/Nail Care 80 personal hours and Manicuring/Nail Care - 102 allows 120 personal hours.

Friday Attendance Policy

All students are requested to attend each Friday **or** request approval for the Friday off in advance. Students who do not follow this policy are subject to the school's discipline policy.

School Dress Code

Students at California Beauty College are to be in dress code at all times while on campus. Violation of the school dress code *may* result in a student being sent home for the day or to change, which will also result in a loss of hours. The dress code is as follows:

- School apron must be worn at all times. unless an approved school shirt is being worn. One (1) California Beauty College logo shirt & One (1) apron is provided upon enrollment. Additional items are available for purchase for \$25.00.
- Students are required to wear all black.
- Closed toe shoes must be worn at all times. Open toe shoes are not allowed (No house shoes).
- No hair nets, or bandanas.
- No inappropriate graphics on shirts.
- No revealing clothing.
- No pajamas

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. California Beauty College will review requests for a Leave of Absences (LOA) for ***all*** students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's admission office, by email: cgibbs.cbc@gmail.com. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow California Beauty College's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. California Beauty College may grant a LOA to a student who did not provide a 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 event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties on the original

enrollment agreement or on an addendum to the enrollment agreement which must be signed by all parties.

- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Employment Assistance

While enrolled at California Beauty College, students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.

Employment assistance is provided, but job placement is not guaranteed.

Career Opportunities in the Cosmetology Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) for the school's programs are as follows:

Program	CIP CODE
Cosmetology 1,000 hours	12.0401
Esthetician 600 hours	12.0409
Manicuring/Nail Care 400 hours	12.0410
Manicuring/Nail Care - 102 600 hours	12.0410

Employment & Liability Disclaimer

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at California Beauty College to charge a fee or receive a commission for performing a service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

Personal Services Policy

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

No personal services allowed on Fridays.

Smoking Policy

This is a no-smoking facility. All smoking shall be done in the designated area in back of the building away from the entrance. Smoking is only allowed during breaks and lunch.

Student Services

Available student services at California Beauty College include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with any practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Monday through Thursday 9:00 am - 3:00. By appointment email cgibbs.cbc@gmail.com to schedule student counseling.

Program (Course) Outlines

Program Name	Cosmetology 1,000 Hours
Program/ Course Description	A 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. ,The course provides for both classroom instruction and supervised practice of job-related skills on diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study the subjects of, bacteriology, anatomy, chemistry, health, etc. A total of 400 services are required to complete the program in addition to the hours, per the lessons outline.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher. All tuition and fees must be paid in full prior to graduation and receiving a certificate and transcripts from the school.
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions. A

	student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i> . The grading scale is listed below.												
Grading System	<p>A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below:</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	<p>Milady Standard Cosmetology, 13th Edition, 2016 ISBN-13: #978-1285769417 Milady's Standard Esthetics Fundamentals, 11th Edition, 2013 ISBN-13: #978-1111306892. Milady's Standard Nail Technology, 7th Edition, 2015 ISBN-13: #978-1285080475 Milady Standard Cosmetology Mindtap – 2017 – ISBN: 978-1-305-63202-8 Milady Online Licensing Preparation – 2017 – ISBN: 978-1-285-76979-0 Milady Standard Haircutting System – 2017 – ISBN: 978-1-337-27432-6 Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf</p>												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Skills and competencies to be acquired by the student	<p>By the conclusion of the program, students should acquire:</p> <ul style="list-style-type: none">○ knowledge of laws and rules regulating the established California Cosmetology practices.○ knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.○ knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis.○ practical procedure skills to pass the licensing examination.○ business management techniques common to Cosmetology.												

Lessons	Lesson Descriptions Cosmetology	Theory Hours	Practical Hours
Lesson Hairstyling	In this module the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow dry styling. A minimum of 50 requisite styling services are required.	25	50
Lesson	In this module the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving,	25	75

Permanent Waving and Chemical Straightening	chemical straightening including the use of sodium hydroxide and other base solutions. A minimum of 50 requisite waving and straightening services are required.		
Lesson Hair Coloring and Bleaching	In this module the student will learn the following techniques and procedures (also including, the use of permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. A minimum of 50 requisite coloring and bleaching services are required.	50	100
Lesson Hair Cutting	In this module the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting. A minimum of 50 requisite Hair Cutting services are required.	20	80
Lesson Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	25	0
Lesson Health and Safety Considerations	In this module the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	25	0
Lesson Disinfection and Sanitation	In this module the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. A minimum of 50 requisite safety and sanitation services are required.	25	75
Lesson Anatomy and Physiology	In this module the student will learn about Human Anatomy, Human Physiology.	25	N/A
Lesson Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. A minimum of 75 requisite skin care services are required.	25	50
Lesson Eyebrow Beautification and Make up	In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection	50	50
		25	50

	Agency. A minimum of 25 Hair Removal, Lash and Brow Beautification, services are required.		
Lesson Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage. A minimum of 50 manicure and pedicure services are required.	25	25
Lesson Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	25
Lesson Additional Training, Professionalism	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25	25
	Total Hours	395	605

Esthetician	Esthetician 600 hours
Program/ Course Description	This program is designed to prepare its students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. A total of 250 services are required to complete the Esthetician Program in addition to the program hours.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher. All tuition and fees must be paid in full prior to graduation and receiving a certificate and transcripts from the school.
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete

	assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.												
Grading System	<p>A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013 ISBN-13: #978-1111306892 Milady Standard Fundamentals Esthetician – 12th Edition, 2020 ISBN-13: #978-1 09502 Milday Standard Online Licensing Preparation – 2017 – ISBN: 978-1-111-307104-2 Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire <ul style="list-style-type: none">○ knowledge of laws and rules regulating the established California Esthetician practices.○ knowledge of sanitation and disinfection as related to all phases of skin care.○ knowledge of general theory relative to Esthetician including anatomy, physiology, chemistry, health and safety, sanitation, and skin analysis.○ practical procedure skills to pass the licensing examination.○ business management techniques common to Esthetician.												

Lessons	Lessons Descriptions Esthetician Program	Hours Theory	Hours Practical
Lesson Preparation	The subject of Preparation shall include, but not be limited to the following issues: client consultations, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15	0
Lesson Facials	This part of the program covers manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care	70	235

	purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. A minimum of 150 practical operations are required in facials are required to complete the program.		
Lesson Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	0
Lesson Health and Safety considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	0
Lesson Disinfection, Safety and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. A total of 50 Disinfection and Safety operations are required to complete the program.	10	50
Lesson Anatomy and 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	0
Lesson Eyebrow Beautification	The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories. A minimum of 50 practical eyebrow beautification operations are required to be completed by all students.	25	65
Lesson Make up	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	30

Lesson Professional Development, Employment	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, renters, independent contractors, employees, and employers.	15	0
TOTAL (600 hours)		220	380

Manicuring / Nail Care	Manicuring / Nail Care 400 Hours
Program/ Course Description	The Manicuring/Nail Care course of study consist of is a 400 clock hours program covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and help its students obtain the knowledge and skills needed for an entry level position in the beauty field. A total of 150 services are required to complete the program.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher. All tuition and fees must be paid in full prior to graduation and receiving a certificate and transcripts from the school.
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.
Grading System	A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid

	eligibility, <i>if applicable</i> . The grading scale is listed below. <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	Milady's Standard Nail Technology, 7th Edition, 2015 ISBN-13: #978-1285080475 Milady Standard Nail Technology Mindtap – 2017 - ISBN: 978-1-337-28774-6 Milady Student Online Licensing Preparation – 2017 – ISBN: 978-1-285-08061-1 Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Skills and competencies to be acquired by the student.	By the conclusion of the program, students should acquire <ul style="list-style-type: none">○ Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.○ Understand sterilization procedures.○ Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.○ Acquire business management techniques common to Manicuring/Nail Care.												

Lesson	Description Manicuring / Nail Care Lessons 400 Hours	Hours Theory	Hours Practical
Lesson Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis. A total of 25 Manicures, 25 Pedicure and 50artificial nails/ wrap services/operations are required to to complete the Manicuring / Nail Care program.	20	240
Lesson Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	0
Lesson Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances,	25	0

	including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.		
Lesson Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3. A total of 50 Disinfection and Sanitation operations/services are required to complete the program.	20	50
Lesson Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10	0
Lesson Professional development & Job Search skills	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25	0
	Total	110	290

Manicuring / Nail Care 102	Manicuring / Nail Care 102 600 Hours
Program/ Course Description	This program is designed to prepare its students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. A total of 300 services/ operations are required to complete this program.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher. All tuition and fees must be paid in full prior to graduation and receiving a certificate and transcripts from the school.

Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.												
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.												
Grading System	<p>A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below.</p> <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013 ISBN-13: #978-1111306892. Milady Standard Nail Technology Mindtap – 2017 - ISBN: 978-1-337-28774-6 Milady Student Online Licensing Preparation – 2017 – ISBN: 978-1-285-08061-1 Board of Barbering and Cosmetology Act and Regulation 2003 found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Skills and competencies to be acquired by the student.	By the conclusion of the program, students should acquire <ul style="list-style-type: none">o knowledge of laws and rules regulating the established California Esthetician practices.o knowledge of sanitation and disinfection as related to all phases of skin care.o knowledge of general theory relative to Esthetician including anatomy, physiology, chemistry, health and safety, sanitation, and skin analysis.o practical procedure skills to pass the licensing examination.o business management techniques common to Esthetician.												

Lesson	Description Manicuring / Nail Care Lessons 600 Hours	Hours Theory	Hours Practical
Lesson Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis. A total of 50 Manicures and 50 Pedicure operations/ Services are required to complete the Manicuring / Nail Care 102 Program as well as 150 artificial Nails and wraps	20	440
Lesson Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	0
Lesson Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	0
Lesson Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3. A total of 50 Disinfection and Sanitation operations/services are required to complete the program.	20	50
Lesson Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10	0
Lesson Professional development & Job Search skills	In this module, additional training or practical application hours will be provided to the student to assure competence. In addition, the student will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25	0
TOTAL		110	490

Industry Prerequisites, Physical Demands & Employer Requirements

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, prospective students should be aware of the **physical requirements** in the cosmetology industry. Occupations in the cosmetology industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed Cosmetologist, Ethician or Nail Technician. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, professionals in the cosmetology field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. 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. Additionally, professionals in the cosmetology field must **meet requirements set forth by employers** such as following direction from supervisors, the ability to read and follow directions on chemicals used in a salon and ability to maintain a professional schedule.

School Library and Other Resources

Library resources are available to include videos, DVDs, styling books, additional reference books and current magazine publications. Resources are accessible on campus and in the administration office. Students may access the library Monday thru Thursday 8:30 am to 4:00 pm. There is a check in and out system for removing the resources from the library. Materials in the library include but are not limited to:

- Inspire Fashion and Make Up (Wedding Make Up)
- CEBLLA DVDS
- Salon Make up Techniques by Inspire
- Essentials of Human Anatomy & Physiology
- California Board of Barbering and Cosmetology, Candidate Information bulletin

Housing

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

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

Conduct Policy

California Beauty College requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner or not complying with all the rules and regulations of the College will cause one to be subject to the institution's Conduct Policy. California Beauty College has a *progressive Conduct Policy*, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. The following *may* be deemed violations of the conduct policy:

- Excessive tardy arrivals
- Failure to make up missed exams or assignments according to the school's make- up policy
- Refusal to accept a clinic service
- Staff or student harassment
- Failure to have books and equipment ready for class and/or clinic every day.
- Failure to maintain infection control and clean their own station
- Using cell phone during services or during school hours are prohibited. Cell phones are to be on silent and put away during a service.
- Failure to follow Personal Services Policy
- Violating smoking policy
- Eating on campus, other than in break room.
- Theft or non-accidental damage to college property.
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- Appearing to be under the influence of drugs or alcohol on campus
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Failure to comply with Dress Code
- Failure to follow Friday Attendance Policy.

Termination and Dismissal Policy

The following acts *may* result in **immediate termination** from California Beauty College:

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing of product, equipment or from other students
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

Grievance Policy and Student Complaints

Most problems or complaints that students may have with the school, or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at cgibbs.cbc@gmail.com and staff will respond within 10 school days to aggrieved student, in writing. Grievance forms are available on the school's web page or by request from any instructor. All written complaints from students are saved for 6 years for review.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. 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, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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, or the seventh day after enrollment, *whichever is later*. The institution shall refund 100% less registration fee of \$150.

Satisfactory Academic Progress Policy

California Beauty College's Satisfactory Academic Progress Policy (SAP) is consistently applied to **all** students enrolled at the school in a NACCAS approved program, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. California Beauty College's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **scheduled** hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Cosmetology 1,000 hours	1000 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks
Esthetician 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks
Manicuring/Nail Care - 102 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks
Manicuring/Nail Care 400 hours	400 clock hours	200 scheduled hours and 5.75 weeks

Academic Year

The institution operates all programs according to a schedule of 900 clock hours and 26 weeks per academic year of instruction.

Transfer Students

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. SAP evaluation periods are based on actual contracted hours at the institution.

Attendance Policy – All Programs

Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), 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 within the maximum time frame of one and one-half (1 ½) times the length of the course.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 70% to maintain satisfactory (academic) progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	70% - 79%
D-F	Fail/Unsatisfactory	69% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled hours. Students who exceed the maximum time frame shall be terminated from the program and permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Program	Maximum Weeks 150%	Maximum Scheduled Hours
Cosmetology 1,000 hours 50 weeks	75 weeks	1,500 hours
Cosmetology 29 weeks	43.50weeks	1,500 hours
Esthetician 600 hours 17weeks	25.50 weeks	900 hours
Manicuring/Nail Care 102 600 hours 17weeks	25.50 weeks	900 hours
Manicuring/Nail Care 400 hours 12 weeks	18 weeks	600 hours

Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. *Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, if applicable, unless the student is on warning.* Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning (SAP)

Students who do not meet Satisfactory Academic Progress requirements at an Evaluation Point will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Probation for Satisfactory Academic Progress

California Beauty College is not presently offering SAP Probation or appeal.

Reestablishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV or Veteran's funding, if applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

Leaves of Absence and Re-enrollments

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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. 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.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 67% and an academic cumulative grade 70% by the next evaluation period to be reestablish academic progress.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). **The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.**

Incompletes, Withdrawals, or Repetitions

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

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Transfer Students and SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. When transfer hours are accepted for training, SAP evaluation periods are based on scheduled contracted hours at the institution.

Make Up Hours and Make Up Work

As California Beauty College offers both full-time and part-time classes students Monday - Friday 8:30 am to 4:00 pm. students are able to make up hours by attending another scheduled class outside the one they are enrolled; advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Institutional Refund Policy

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. This Policy complies with California's state mandated policy.

1. California Beauty College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non- refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are **not refundable**. Once received by the student it will belong to the student and will represent a liability to the student.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

Withdraw Procedures

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- *May* be charged a \$100 termination fee.

Constitution Day

California Beauty College recognizes Constitution Day on each September 17th. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on day students are scheduled on campus.

Voter Registration

All students and staff are provided voter registration information on the school student bulletin board, and it can be found on the at: <https://registertovote.ca.gov>

Family Education Rights and Privacy Act - FERPA

California Beauty College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to California Beauty College's Admissions Office at 1115 15th Street, Modesto CA 95354, or via email cgbbs.cbc@gmail.com and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Access to Student Records and Privacy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Administration Office. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading.

California Beauty College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. California Beauty College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention & Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

Graduation Requirements

To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher. All tuition and fees must be paid in full prior to graduation and receiving a certificate and transcripts from the school.

Licensing Requirements

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Accreditation

California Beauty College is **accredited** by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Approvals

California Beauty College is licensed to operate as a private postsecondary institution in the State of California and is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This institution is not implying that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Bureau for Private Postsecondary Education has approved California Beauty College to offer the following courses:

Cosmetology 1,000 clock hours
Esthetician 600 clock hours
Manicuring/Nail Care 400 clock hours
Manicuring/Nail Care - 102 600 clock hours

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the graduation certificate you earn at our

Cosmetology, Manicuring/Nail Care & Manicuring/Nail Care 102 and Esthetician program(s) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or graduation 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 California Beauty College to determine if your credits or graduation certificate will transfer.

Scholarships

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

Students With Disabilities

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

Ownership

California Beauty School is owned by California school of Cosmetology, Inc.

Bankruptcy History

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

Staff Administration and Instructional

Rhonda Arnold – Director of Education

Rhonda has been in the industry since 1980. Rhonda has owned and operated over 12 salon locations and trained up to 63 employees, at one time. She trained the stylists/barbers working at her salons/barbershops on the barbering techniques needed to fulfill their duties. Rhonda is a licensed Barber.

Carl Gibbs - President

Carl has his B.A. in Business Administration and has over 15 years in the Beauty and Barber Industry. He was a Beauty and Barber sales representative for 10 years in Southern California. Carl also managed a salon during those years in Dana Point, Ca. Starting in 2017, Carl has

worked closely on approvals for the BPPE, Board of Barbering and Cosmetology, NACCAS, VA and most recently the DOE. Carl is also a licensed barber.

Hernan Lopez Gutierrez – Financial Aid Director

Hernan found his passion to become a barber at a young age. He began cutting hair 7 years ago and that's when his passion took off. Hernan's skills as a barber and knowledge of the business are tools that he passes on to the students he works with every day. He currently owns a 10-chair barbershop in Turlock, Ca. Hernan has a B.A. in Business Administration and is a licensed Barber.

Katie Bravo – Admissions Director

Katie is a licensed Cosmetologist and Esthetician and has worked in Admissions since 2015. She has also worked as a school Registrar, Esthetics Instructor and Cosmetology Instructor. Katie's strong administrative and customer service background is a huge asset to the college.

Danielle McKinney – Assistant Director of Education– Office Manager

Danielle has worked in the Cosmetology and Barber industry for over 10 years. She is a licensed Cosmetologist and Barber as well as a former salon owner. She is an alumnus of both Central Valley Barber College and California Beauty College. Her organizational skills, administrative and industry background are key skills she brings to the college.

Gema Mariscal –Lead Instructor (Licensed Cosmetologist)

Sukari Campbell – Instructor (Licensed Esthetician and Cosmetologist)

Christina Dutra –Instructor (Licensed Manicurist)

Jessica Taitague – Instructor (Licensed Esthetician)

Dionicia Camacho – Instructor (Licensed Cosmetologist)

Dalya Vargas Mariscal - Instructor (Licensed Esthetician)

Allison Moren – Front Desk