Monarch BEAUTY ACADEMY

Catalog Updated April 28, 2025

23754 Valencia Blvd, Valencia, CA 91355

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www.monarchbeautyacademy.com

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Catalog Updates

BPPE Catalog Checklist # 6 (5,CCR §71810 (b)(1))

BPPE Catalog Checklist #3 (CEC §94909 (a)(1))

This catalog is updated annually at the end of each year stated on the cover sheet, but can have updates as regulations require. Effective 01/01/2025 End 12/31/2025

All prospective students and interested parties may access the catalog on the school website, www.monarchbeautyacademy.com or upon request from the campus administrative offices.

Upon approval, the institution will also provide new links to the bureau's internet web site where applicable.

Letter from the Owner

Dear Future Beauty Professionals,

I am absolutely thrilled to welcome you to Monarch Beauty Academy, where your journey towards a successful and fulfilling career in the beauty industry begins! With 30 years of experience and a deep passion for this incredible field, I am beyond excited to share my knowledge, skills, and enthusiasm with each of you.

At Monarch Beauty Academy, we believe that beauty is not just about appearances but also about building confidence and nurturing creativity. Our mission is to provide you with an outstanding education that combines technical expertise with artistic flair, all while fostering a supportive and inspiring learning environment.

Here, you will find a curriculum designed to equip you with the latest industry techniques, trends, and technologies. Our hands-on approach ensures that you gain practical experience alongside theoretical knowledge, preparing you to excel in every aspect of the beauty profession. Whether you are just starting out or looking to enhance your existing skills, our dedicated team and state-of-the-art facilities are here to help you succeed.

I am genuinely excited to embark on this journey with you and to witness your growth and achievements. Your success is our success, and we are committed to providing you with the tools and support needed to shine in the beauty industry.

Thank you for choosing Monarch Beauty Academy. I look forward to getting to know each of you and celebrating the many milestones we will achieve together. Here's to a bright and beautiful future!

Warmest regards,

Mary
Director, Monarch Beauty Academy

School Information

Name And Location

BPPE Catalog Checklist # 4 (CEC §94909 (a)(1))

Monarch Beauty Academy mailing address and location at 23754 Valencia, Blvd, Valencia, CA 91355. Our Day & Night telephone number is (661) 799-4995, Emergency Phone #: (661) 478-9337, Fax number (661) 799-4994 For more information you can email **mary@monarchbeautyacademy.com**, **website: www.monarchbeautyacademy.com**.

BPPE Catalog Checklist #5 (CEC §94909 (a)(1))

23754 Valencia, Blvd, Valencia, CA 91355 is the administrative office and the location where all classes are taught. The school administrative offices are open to business Monday through Friday 9:00 a.m. to 5:00 p.m. For issues related to admissions, academics, financial matters, accounting and placement, please make an appointment or visit the office within the business hours. Customer Service Hours 10:00 am to 7:00 pm Monday to Friday. The administrative office may be reached at (661) 799-4995.

School's Licensing, Approvals, and Memberships

Monarch Beauty Academy **offers courses that are** regulated by the state of California, **Bureau for Private Postsecondary Education**. The **Bureau is a part of Consumer Affairs,** located at1747 North Market Blvd, Suite 225, Sacramento, CA 95834 P.O. Box 980818 W. Sacramento, CA 95798-0818, Phone #: (916) 574-772 Toll Free #: (888) 370-7589

Monarch Beauty Academy is also regulated by the state of California, **Board of Barbering and Cosmetology,** also a part of Consumer Affairs, **which sets regulations for schools and students helping them to complete the procedure and training requirements** to be eligible for the licensing examination by the Bureau. The mailing address is 2420 Del Paso Road, CA 95834, Phone #: 1-(800) 952-5210 or (916) 574-7570 Fax#: (916) 575-7280.

Ownership and History of the School

BPPE Catalog Checklist # 7, (CEC §94909(a)(2)

Monarch Beauty Academy is a private, for-profit school and 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. **Monarch Beauty Academy is a non-accredited institution.** The school opened its doors in 2025. Ownership: Monarch Beauty Academy is owned by Mary Koontz.

Bankruptcy Status

BPPE Catalog Checklist # 8 (CEC §94909(a)(12))

Monarch Beauty Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

BPPE Required Statements

BPPE Catalog Checklist # 9 (CEC §94909(a)(3)(B))
A) Bureau & Monarch Beauty Academy encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. The catalog and fact sheet are available on our website, www.monarchbeautyacademy.com or upon request from the Administration. 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.

BPPE Catalog Checklist #13 (CEC §94909(a)(3)(C))
(B) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225,
Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Web site address: www.bppe.ca.gov
Telephone and Fax#'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

BPPE Catalog Checklist #14 (CEC §94909(a)(3)(C))
(C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site address BPPE.CA.GOV.

(D) The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling
Toll-free telephone # (888)370-7589 Web site address: www. osar.bppe.ca.gov

(E) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site BPPE.CA.GOV,

Language:

5 CCR §71230. Instruction in Languages Other Than English
All instruction at Monarch is in English. The institution does not offer instruction in any other language.

Campus Facilities

BPPE Catalog Checklist # 11 (5, CCR §71735 and §71810(b)(9))
Monarch Beauty Academy administrative office is located at 23754 Valencia Blvd, the total facility square footage is 4500 equipped with air-conditioned handicapped accessible facility with many benefits for our staff and students with three clinic areas and two classroom, reception area, three administrative offices, with two handicapped accessible restrooms, storage room, specially designed as a business school. The first class room, with a capacity of 48

students, the second classroom with a capacity of 12 students, clinic area of 60 students, there is also a Library and Lunchroom on the premises.

Equipment for Schools of Cosmetology

BPPE Catalog Checklist # 11 (5, CCR §71735 and §71810(b)(9))

Compliance with 5, CCR §71735, the minimum equipment for a school of cosmetology shall be as follows:

- Sufficient electrical equipment and dermal lights – for giving instruction in skin care and electrical facials (at least one red, blue and white light) - CCR 940(a)
- 10 Mannequins (with full head of hair) - CCR 940(b)
- 1 Time clock - CCR 940(c)
- 5 Shampoo bowls – (when the average daily attendance exceeds 50 students, additional shampoo bowls shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(d)
- 12 Dryers – (when the average daily attendance exceeds 50 students, additional dryers shall be added at the ratio of one for each 10 students in average daily attendance in excess of 50) – CCR 940(e)
- 4 Facial chairs or facial couches – (when the average daily attendance exceeds 50 students, additional facial chairs or facial couches shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(f)
- 6 Manicure stations – (when the average daily attendance exceeds 50 students, additional manicure tables shall be added at the ratio of one for each 10 students in average daily attendance in excess of 50) – CCR 940(g)
- 1 Electrical cap – (when the average daily attendance exceeds 50 students, additional electrical caps shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(h)
- Thermal Hair Straightness – CCR section 940(i)
- 1 Electric comb – CCR 940(i)(1)
- 3 Non-electric combs – CCR 940(i)(2)
- 1Stove (for non-electric combs) – CCR 940(i)(3)
- 1 Electric curling iron– CCR 940(i)(4)
- 3 Non-electric curling irons (at least two sizes) – CCR 940(i)(5)
- 1 Stove (for non- electric curling irons) – CCR 940(i)(6)
- 2 Barber Chairs

Our Mission Statement

BPPE Catalog Checklist #10 (5, CCR §70000(q) and (r) and §71810(b)(2))

At Monarch Beauty Academy, our mission and prime objective is to offer our students the training to assist them to acquire the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology Examination required for a state license (Board of Barbering & Cosmetology). Our prime vocational objective is to train and produce knowledgeable graduates and enable them to seek and find entry - level employment in Cosmetology, Esthetician, Manicuring, Barbering, Barber Crossover or Cosmetology Instructor fields (depending on area of study).

NOTE: Although there are no guarantees, our successful students should be able to function effectively at an entry- level position in one of the many specialty areas such as: Hair Stylist, Barber, Hair Colorist, Manicurist, Esthetician, and Make-up Artist, or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Barber Shop Owner, and Cosmetology Teacher, School Supervisor/Director, or School Owner.

Our Educational Objectives for Certificate Programs

BPPE Catalog Checklist #10 (5, CCR §70000(q) and (r) and §71810(b)(2))

Monarch Beauty Academy's primary educational objective is to prepare students for entrance or advancement in one or more occupations requiring technical or career-oriented competencies and skills.

- To provide hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experience.
- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the newest professional techniques.
- (California Education Code (CEC)
- Title 5. California Code of Regulations (5 CCR)
- Division 7.5. Private Postsecondary Education

Text and Reference Books for Students

Each student shall possess the following: – CCR 961(b)
At least one (1) of the textbooks approved by the board. – CCR 961(b)(1)
The Barbering and Cosmetology Act and the Rules and Regulations. – CCR 961(b)(3)
There shall be available for the use of students in the school: – CCR 961(c)
A list of the text and reference books approved by the board. – CCR 961(c)(1)
Any two approved texts other than the one text possessed by the student. – CCR 961(c)(2)

STUDENT Library and other resources

BPPE Catalog Checklist #12 (5, CCR §71740 and §71810(b)(10))

Compliance with 5, CCR §71740,

Monarch Beauty Academy is contracted with Milady's CIMA online education for students to access their textbooks, workbooks, testing material and library collection; including videos and chapter reviews. Each student will receive an access code to login online to read or play their textbook audio and test themselves. In addition, the institution has been in partnership programs with Redken Pro, Dermalogica Skin Care, MUD Makeup & Tammy Taylor Nail Care Products.

CIMA Esthetician Library: https://www.miladycima.com/learner_portfolio/list/679063
CIMA Cosmetology Library: https://www.miladycima.com/learner_portfolio/list/679063

All library materials are available by requesting them through the Instructor of the course. There are additional school computers available for students to use while on campus to access all listed materials. Students are permitted to use their phones during class as a means to access these items. If hard copy materials are needed, students may request these from their Instructor, who will provide them.

Copyright Laws Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a).

Non- Recruitment

The school does not recruit students that are already attending or have been admitted to another school offering similar programs of study.

School's Rules & Regulations

Drug Free School Policy

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. All students and employees of the School are required to comply with the requirements of the School's Drug and Alcohol Abuse policy.

Under no circumstances will alcoholic beverages, controlled substances/illicit drugs, or persons under the influence of alcohol or controlled substances/illicit drugs be permitted on school premises. Drug and alcohol abuse counseling is available from the following agency: Public Health Department: 1-(323) 890 - 7801 Alcohol & Drug Abuse Hotline: 1- (800)-237-6237 Compliance with the requirements of this policy is mandatory.

Substance Abuse

Drug and Alcohol Abuse Prevention

In accordance with the Drug- Free Workplace Act of 1988 (P.L. 100 – 690), The Drug- Free Schools and Communities Act of 1989(P.L. 101-226), an 34 code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug- free workplace and a drug - free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, such as: low birth weight, birth defects, infant mortality in expectant mothers and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and /or employment, to abide by this policy.

In the event of my enrollment and/ or employment all students or employees in this institution must comply with all rules and regulations of this school. You understand that this institution reserve the right to require you as a student or employee to submit to a test for the present of Drug or Alcohol in your system at any time during school while you are attending this school and/or as an employee prior to your employment or during your work, to the extent permitted by law.

A student's locker or other storage area may be subject to a search by a school administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle search by Law Enforcement. However, any personal property brought on school grounds may be inspected for drugs, or other prohibited substances. Personal property that may be inspected includes, but is not limited to: lockers and cars parked on school parking lot. Reasonable suspicion of improper conduct is not required to use drug-sniffing to inspect personal property.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students or employees for violating these standards for conduct. These actions may include: suspension, expulsion, and termination of school or employment. Referral for prosecution and/ or required completion of a drug or alcohol rehabilitation or similar program would be required. Consistent with these same regulations, employees, as a condition of employment are required to provide a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 5 days after that conviction.

Public Health Department: 1-(323) 890 - 7801 Alcohol & Drug Abuse Hotline: 1-(800)-237-6237

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

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include: the loss of eligibility for federal financial aid, fines, imprisonments, and the seizure of drug related assets. Drug awareness programs, counseling treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of the institution through: Alcohol & Drug Abuse Hotline: 800-237-6237

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Monarch Beauty Academy is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Monarch Beauty Academy shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

No Weapons Policy

Under no circumstances will it be permissible for a student, faculty or staff to have a weapon of any type on the campus whether or not the person is licensed to carry the weapon or not. Compliance with the requirements of this policy is mandatory.

Any violation of this policy will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies. State law mandates that no weapons of any kind can be brought on to the school premises. Anyone who brings a weapon to school or to a school event is subject to expulsion from school.

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This law applies at all times and in all facilities of the institution. No weapons are to be stored in lockers, styling stations or book bags at any time. Projectile devices, including but not limited to bb guns, pellet (hard and soft) guns, and paintball guns are not allowed. Electric weapons or devices including, but not limited to stun guns and taser guns or Flare guns are likewise prohibited.

AT NO TIME is it lawful for any student to possess or bring a weapon of any kind on to a school. Federal and state laws require all schools to notify legal agencies, through the code of student conduct. Any student determined to have brought a weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paintball guns, any electrical weapon or device, any stun gun, any teaser guns, or Flare guns or any weapon of any kind to school or to any school function, or on any school-sponsored transportation will be recommended for expulsion, with or without continuing educational services, from the student’s regular school for a period of not less than one full year and referred for criminal prosecution. Possession of any weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paintball guns, any electrical weapon or device, any stun gun, any teaser guns, or Flare guns or any weapon of any kind shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing these types of weapons or devices on school property, school-sponsored transportation, or to a school-sponsored activity on campus.

Workplace Harassment Policy

Monarch Beauty Academy does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment and discriminatory harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on or related to an individual's sex and/or membership in a protected classification, and:

1. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
3. The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

1. Kidding or joking about sex;
2. Hugs, pats and similar physical contact;
3. Assault, impeding or blocking movement, or any physical interference with normal work or movement;
4. Cartoons, posters and other materials referring to sex;
5. Threats intended to induce sexual favors;
6. Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
7. Degrading words or offensive terms of a sexual nature;
8. Prolonged staring or leering at a person;

Examples of what may constitute prohibited discriminatory harassment include the similar conduct referenced in this section directed at an individual on the basis of race, color, national origin, ancestry, sex, sexual orientation, age (over 40), physical or mental disability, medical condition, citizenship status, military service status, or other basis protected by law, including disability, it is a violation of both federal (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972).

All employees that are aware of or in good faith believe that an employee of Monarch Beauty Academy has been subjected to harassment or discrimination prohibited by this section or any other policy or procedure of Monarch Beauty Academy, is obligated to immediately report the same to that employee's supervisor or the Director.

Monarch Beauty Academy insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Monarch Beauty Academy's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Monarch Beauty Academy's principles and standards.

Affirmative Action Statement

Monarch Beauty Academy is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition, except where a medical condition constitutes an occupational limitation.
As a learning institution, Monarch Beauty Academy must continuously address issues of diversity and multiculturalism. Every member of Monarch Beauty Academy community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our Monarch Beauty Academy.

Students with Disabilities Policy

It is the policy of Monarch Beauty Academy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Monarch Beauty Academy will not discriminate against any qualified students or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Monarch Beauty Academy does not offer a Comprehensive Transition Postsecondary Program.

Immigration Law Compliance

In accordance with the *Immigration Reform and Control Act of 1986*, Monarch Beauty Academy employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment (as distinguished from the "hire" date). Individuals to whom an offer has been made will be required to complete, and sign under oath, U.S. Citizenship and Immigration Services Form I-9. This form requires that employees attest that they are authorized to work in the job for which they have been hired and that the documents submitted to establish this right are genuine.
In addition to requiring all off-campus applicants hired for employment to comply with this law, it will also apply to on-campus applicants who are offered and accept employment in which there is a status change, i.e., temporary part-time to permanent part-time or to permanent full-time. Employees authorized to work in the U.S. for a limited period of time must maintain their legal status and will be required to update their I-9 form with appropriate documentation before the expiration of the authorized employment period. The execution and maintenance of the I-9 form are the responsibility of the contracting officers. Regardless of one's visa status. Monarch Beauty Academy does not offer visa services nor does Monarch Beauty Academy vouch for student status or any associated charges.

Dress Code

Students must wear clean and neat uniforms with black pants (No Sport Pants/Leggings) with no type of printed messages or Art work. Closed Rubber Soles shoes are to be worn at all times (No High Heels) Students should ensure their footwear will not impede their safety. None of the following are allowed; short pants above the knee skirts or shorts, halter tops, sleeveless blouses, tank tops, tube tops ,no torn clothing, sandals, no high heels, hats, Head coverings,

Scarves around neck, Bandana, sunglass or dangling jewelry . Revealing clothing or clothing that exposes the torso is not allowed (black shirt & black pants only). Examples include, but are not limited to, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tops or dresses with spaghetti straps with or without over black standard smock (long shirts), jackets, or shirts or blouses tied at the midriff, and bare midriff outfits. Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. All clothing must be hemmed; pajamas, boxer shorts, bloomers, and bustiers. Clothing, jewelry, buttons, haircuts, or other items or markings which are, *suggestive, *revealing, or*indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or for any other reason are prohibited.
Students are required to be in class for roll call at 8:30 am in clean prescribed uniform.

Conduct Policy

Students shall at all times, when on school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and respective condition. A violation of this condition is a just cause of dismissal.

Code of Conduct

1- No gum chewing or smoking outside of designated areas
2- Observe the Student Dress Code. Acceptable nail length is no more than 1/4 inch, and appropriate personal hygiene
3- No sunglass/dark lens allowed without a doctor's note
3- No personal services without instructor's permission.
4- No food allowed on the clinic floor and no loitering around the clinic floor area.
5- Failing to clock in or out properly or failure to take a lunch break at a proper time. Failing to punch; it is not replaceable.
6- Showing discourtesy to anyone in the school.

Excused/Unexcused Absences:

Time has been built time into the contract **period is allowing 1.15% of required program published clock hours for missing days (87% Attendance Rate)** so that you have occasion to tend to personal matters (i.e, illness, child sick, car breaks down, etc.) without having to provide a reason or a note for the short absence. Once you have exceeded the allowed absence time built into the contract and the contract end date has passed, the over contract fee (Cosmetology $11.00 per hour; Barbering $10.00 Cosmetology Instructor $5.00 per hour; Esthetician $15.00 per hour; Manicuring $10 per hour, Barber Crossover $11.00 per hour) goes into effect for any additional absences regardless of the reason (unless you are on a leave of absence).
8- **No student is allowed to be absent or ask for any days off before or after for any holidays, for every absentee's day the student will be suspended for one day**. The School's Catalog lists any/all school holiday's closure dates. Any absences other than these predetermined school

closure dates will be subject to disciplinary action. Pre-meditation of absence around holidays will not be tolerated.
9- Students must understand that when any personal problem happens outside of school between 2 or more students, the school is not liable for any kind of injuries although it may disturb the peace at school and other students. All personal issues must be kept confidential and are not to be discussed with other students. These kinds of issues must be solved between students ASAP. Otherwise, the school has no other choice but to terminate all students who are involved in problems and/or physical altercations. Gossiping around or to others is interfering into other students' problems and is against school policy.
10- For the security and safety of students no visitors are permitted in the school training area, classroom, clinic, break room or gathering inside or outside of the school area.
11- Students MUST clean-up their work stations, station's drawers, roll-about and student's classroom desk, every day and all implements must be sanitized at all times.
12- Student's Lab Tech assignments should be done responsibly by checking the list (on a rotation basis).
13- All students serving the public MUST be courteous, pleasant and shows up at appointments (call to school if you are not showing up), students MUST notify an instructor to check clients before and after performing any beauty services or/and if a difficulty of performing service arises. Students must perform service to all assigned clients and appointments; refusing service to a patron is grounds for suspension.
14- No student reserves the right to refuse any client, a notice of violation and clock out or a suspension will be issue
15- No student may leave a patron while doing a chemical service, except in an emergency or he/she is excused by an instructor.
16- Students are not allowed to give services or materials other than what is called for on the service ticket, students who are violating this rule will be disciplined accordingly or suspended.
17- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron or mannequin. All appointments must be made by the receptionist and no changes are to be made by students.
18- No visitor is allowed in all training area, classroom, break room and visitors shall not gather in or around the school or the school's parking lot.
19- Students have to follow up State Board Sanitary Rules, Regulation and Customer Release Form.
20-The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs (student will be expelled).
21- Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the school administrators, credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology the student is enrolled in. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the tune record card must be clear and readable (copies are not acceptable). School is not responsible for the loss of student's time cards.

22-Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
23- Students are NOT allowed to receive or make cell phone calls in the school.
24- Students will be notified by Student Academic staff at 75% of completion of required program hours. All academics for missing (audited) theory hours, practical operations, and tests might be allowed to be retaken by a student, if the student maintains the required grade average of 70% or higher. If a student is missing a day: the student is allowed to stay extra hours on their other attending days, in the same week, to make up missing hours. All students' operation must be performed based on state board of cosmetology requirements; otherwise the credits or practical test grades will not be issued to students.
25- Notify the administrative office immediately of any name, address or telephone change.
26- Any student absent more than (3 days) three consecutive days or more without notification a violation notice will be issued. Any student who is absent for (14) consecutive calendar days without notifying the college will be terminated.
27- **Attending Saturday is mandatory at Monarch Beauty Academy; students who do not come in or complete their scheduled hours on Saturday will be suspended for a day upcoming week.**
28- If the student arrives any time after 9:40 a.m., then he or she is NOT permitted to clock in, but they may sit at the clinic to study. He or she will have to wait until after theory hours conclude, in this case they clock in at 10:00 am. The director will review excessive tardiness or absences with the student to determine possible corrective action. Extra Full time students have two 15 minutes and 1/2 hour lunch break, Full time students two 15 and Part time one 15 minutes breaks, (1/2 hour break records in SMART School Management System) with two 15 minutes (fifteen minutes breaks records on student's timecard) students cannot combine fifteen minute breaks. The students that do not follow these Rules will be clocked out.
29- Student who has legitimate requests will be allowed to leave the building during school hours or breaks. The "leave" institution is not reliable for any kind of injuries that occur outside of the school area at any time.
31-The supplies, equipment and books that are given in student kits are for use at school, students must have everything available for their needs. School is not liable for anything missing student's equipment, valuable item or student kit at any time.
32- Gossiping or cussing discord in school. No student should discourage other students by using profanity on school's campus.
33- Ethics of clinic and communication grade will be issued to every student at the end of performing beauty services on clients on student's clinic worksheet, Theory and practical Ethics credits will be issued once a week on student's time card.
34- Monarch Beauty Academy does not tolerate any erasable pen to use on time cards or in this school; this is considered a discrepancy of academic progress report. Students who disobey this rule will be suspended immediately.
35- Students have the privilege at all times to consult the management on personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
36- Monarch Beauty Academy does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for

any religious beliefs, clubs groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students or employees. This policy has been mentioned in school policy, employee's handbook and school's catalog, employees who do not comply with this policy will be suspended.
37- Entering offices without permission.
38- Failure to clean up work area or perform assigned clean up duties.
39- Failure to take a lunch break at an appropriate time.
40- Students are not allowed to do any type of advertising by way of making Flyers, Business Cards under their name nor does any beauty or other services on school's clients or any other person outside of school. Also, students are not allowed to act or work as a professional license Cosmetologist outside of school while attending school or using school's name for their workplace or using school address for their personal mailing address (Breaking Business Profession Code) and contacting school's clients for any type of services. Students who break business profession code might lose their eligibility to receive a State Board of Cosmetology license. A violation will be issued to the student.
41-This guideline may be revised or/and updated at any time. They will then be posted on the bulletin board. These guidelines are not inclusive, as there are other student violations that may require action of the school. The student's enrollment may be terminated at the election of the School director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.
42-Students understand that school has the Right to update the Catalog, Policies, Rules and Regulation without Notice. Students Should Review the Catalog frequently.
43-Unauthorized Recording/Eavesdropping: California Code -Section 632: The school strictly prohibits any person to record or eavesdrop by means of any machine, instrument, or contrivance, or in any other manner, intentionally tapping, or making unauthorized connection, whether physically, electrically, or otherwise, with any instrument, on any person, school communication, or any other subject holding private information. California PEN Code 632 states any person not in compliance with this law is punishable by a fine not exceeding two thousand five hundred dollars ($2,500) or by imprisonment in the county jail not exceeding one year.

Immediate Suspension:

1. Not returning on time or not returning at all from a break without the school official's permission is grounds for suspension with a notice of violation.
2. The use of profanity, gossiping, or slurs of any kind (Ethnic, Racial, Sexual).
3. Tardy wearing incomplete, stained or soiled uniforms.
4. Refusing service to a patron or leaving a client while doing a chemical service is grounds for suspension and the student will be clocked out with a notice of violation.
5. Tardy performing service to client for more than what the service ticket charge is.
6. Receiving or making cell phone calls in school or during class time.
7. No student is allowed to be absent for any days before or after any days closed to holidays, a violation and suspension will be issue to the student.

8. Students will be clocked out for not practicing the minimum requirement of school's Theory Hours /Practical operations.
9. Tardy if student visitors are in the school training area, classroom, clinic, break room or gathering inside or outside of the school area. It is grounds for suspension and the students will be clocked out with a notice of violation.
10. Receiving personal service without instructor's permission.
11. Modifying customer service without consulting instructors.
12. Monarch Beauty Academy does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for any religious beliefs, clubs groups, graffiti, nude pictures, inappropriate pictures or photos.

Immediate Termination

1. Theft
2. Vandalism and/or malicious mischief
3. Physical abuse of another person.
4. Cussing and Gossiping extreme and willful disruption in the school.
5. Failure to vacate premises as requested due to suspension.
6. Failure to follow contracted hours (i.e. attending school at time other than designated in contract or change of status) or returning the date promised on LOA form.
7. No student may clock in or out for another student.
8. Extreme use of ethnic, racial or sexual slurs foul and physical or verbal abusive language toward any client, staff member or fellow student.
9. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or in toxic.
10. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and sold, delivered , or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant.
11. Committed or attempted to commit robbery or extortion.
12. Caused or attempted to cause damage to school or private property.
13. Stolen or has attempted to steal school or private property.
14. Any student absent for (14) consecutive calendar days without notifying the college will be terminated.
15. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
16. Knowingly received stolen school or private property.
17. Altering or forging time cards.
18. Committing an obscene act or engaging in vulgarity or profanity.
19. Willfully not following school rules or guidelines.
20. Caused, attempted to cause, or threatened to cause physical injury to another person.
21. Possess an imitation firearm.
22. Committed or attempted to commit a sexual assault or committed a sexual battery.
23. Harassed, threatened or intimidated a person who is a complaining witness or otherwise involved in a school disciplinary proceeding.

24. Aided or abetted the infliction or attempted infliction of physical injury to another person.
25. Committed sexual harassment.
26. Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
27. Engaged in harassment, threats or intimidation of school or persons.
28. Any other misconduct the school recognizes as deserving of immediate termination.
29. Cyber Harassment/Treating/Cussing/Bully

These rules are strictly enforced.

VIOLATION PROCEDURE

3 violations = 1 week suspension & 30 day probation
6 violations = 2 week suspension & 30 day probation
9 violations = withdrawal from program & termination from school

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

General

- A third suspension constitutes termination from the school.
- These guidelines are not all-inclusive, as there are other student violations that may require action of the school.
- These guidelines may be revised at any time and will be posted on the student bulletin board.

Class Schedules & Start Dates

New Classes for each course start the 1st and 3rd Tuesday of each month for Barber Crossover and Cosmetology Instructor depending on level of interest and availability**.** New classes for Cosmetology, Barbering, Manicuring and Esthetician would begin the 1st and 3rd Tuesday of each month. (In order to start a new class session or evening classes depend on the amount of students enrolled at each course). Enrollment should be completed the week prior to the desired start date.

Program Schedule Period (based on 100% attendance)

The following program schedules are offered.

Cosmetology Program:

1000 hours	40 weeks (full-time)	30 Hours per Week

Barbering Program:

1000 hours	40 weeks (full-time)	30 Hours per Week

Barber Crossover Program:

200 hours	7 weeks (full-time)	30 Hours per Week

Cosmetology Instructor Program:

600 hours	20 weeks (full-time)	30 Hours per Week

Esthetician Program:

600 hours	20 weeks (full-time)	30 Hours per Week

Manicuring Program:

400 hours	14 weeks (full-time)	30 Hours per Week

Cosmetology Education Program Description

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

According to Section 7316 of the Barbering and Cosmetology Act; THIS PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED.

COSMETOLOGY– 1000 HOURS

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

BPPE Catalog Checklist #22 (CEC §94909(a)(16))

Training inquiries on application for California State Board of Cosmetology Licensing Examination The curriculum for students enrolled in a Cosmetology course shall consist of one thousand (1000) clocks hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of cosmetology required for a student enrolled in a 1000-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor**(Non Accredited Program / Non Accredited Institution)**.

BPPE Catalog Checklist # 22 (CEC §94909(a)(16))

Application of chemicals used on the hair; hairpieces, measuring, fitting, and servicing of hairpieces and rolling cream massages.

A. The course of instruction in the theory of cosmetology required for a student enrolled in a 1,000 hour course shall cover not less than instruction in subjects listed in Section 7316a of the code, including hair cutting, styling,color and chemical applications, facials, and manicuring.The theory instruction shall also include training in sales techniques, shop management.

B. The course shall also include technical instruction in the area of hazardous substances (shall be the course developed by the Bureau of Barbering and Cosmetology as provided by Section 7389.) The course of instruction required for a student enrolled in a 1,000 hour course shall cover not less than the allotted time for the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

Educational Goals: Performance Objectives

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

Skills to Be Developed:

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

- **BPPE Catalog Checklist # 20 (CEC §94909(a)(5))**

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, , passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any credit by examinations, internships or externships programs.

950.2. Curriculum for Cosmetology Program:

(a) The curriculum for students enrolled in a cosmetology course shall consist of **one thousand** (1000) hours of technical instruction and practical training covering all practices constituting the art of cosmetology.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

COURSE CURRICULUM

COSMETOLOGY (1000 CLOCK HOURS)

Subject	Theory Hours	In-Person Practical Hours
Shampooing, Scalp Treatment, Blow Drying, Flat Iron Curling Iron, Press & Curls	18	44
Hair Cutting Shears, Razors, Electrical Clippers & Trimmers for Wet & Dry Hair	30	94
Wet Styling, Finger Waves, Pin Curls, Braiding, Wigs & Updos	18	44
Anatomy / Physiology/ Bacteriology and Preventing Communicable Diseases.	16	
Disinfection and Sanitation, which includes Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	18	82
Health and Safety, which includes Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, and Preventing Communicable Diseases.	25	75
Board of Cosmetology and Barbering Rules, Laws and Regulations, Labor Law & sexual assault awareness	17	
Chemistry, Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety precautions, Formula Mixing, and the use of Dye Removers	50	135
Chemical and Manual Facials and Massaging, Stimulating, Exfoliating, Cleansing, or Beautifying the Face (Makeup), Scalp, Neck, or Body by the use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams that do not Result in the Ablation or Destruction of the Live Tissue.	36	104
Hair Removal and Lash and Brow Beautification, which includes Tinting and Perming Eyelashes and Brows and applying Eyelashes to any Person, and Includes Removing Superfluous Hair from the body of any Person by use of Depilatories, Tweezers, Sugaring, Nonprescription Chemicals, or Waxing, or by the use of Devices and Appliances of any kind or Description, Except by the use of Lasers or Light waves, which are Commonly Known as Rays.	24	42
Water and Oil Manicures, Hand and Arm Massage, Pedicure, Foot and Ankle Massage, Nail Analysis, and Artificial Nail Services, Including, but not limited to, Acrylic, Liquid and Powder brush ons, Dip, Tips, Wraps, and Repairs.	36	64
Business and Professions Code; Esthetics & Communication, Customer Service	12	16
TOTAL	300	700

Theory 298 hours, 702 Hours of Clinic for Hands on Training

Job Titles in the Salon

salon Owner, Salon Manager, Hairdresser, Hair stylist, hair colorist, hair shampooer, Assistant, make-up artist, manicure & pedicure specialist, Perm specialist, facial technician, scalp & hair specialist, and wax & eye brow specialist.

Esthetician Education Program Description

BPPE Catalog Checklist #20 (CEC §94909(a)(5))

According to Section 7316 of the Barbering and Cosmetology Act; THIS PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED.

Esthetician: -600 Hours

Training inquiries on application for California State Board of Cosmetology Licensing Examination. Students are developing professional skills and attitudes relative to an esthetic career. Successful graduates will have the skills and knowledge to pass the State Board and secure entry–level employment. The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics **(Non Accredited Program / Non Accredited Institution)**. **BPPE Catalog Checklist #22 (CEC §94909(a)(16)**

Educational Goals: Performance Objectives

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

Skills to be acquired:

- Use of proper implements relative to the cosmetician.
- Develop the knowledge to recognize the various skin conditions and disorders.

Develop the knowledge relating to products used by Esthetician and determined individual customer use

- Develop the knowledge of safety precautions in Esthetician practice

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, , passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any examinations, internships or externships programs.

950.3. Curriculum for Esthetician Program:

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

COURSE CURRICULUM

ESTHETICIAN (600 CLOCK HOURS)

Subject	Theory Hours	In-Person Practical Hours
Chemical and manual facials; facial massaging; stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue; make-up	**95**	**100**
Removing Superfluous Hair by use of Depilatories, Eyebrow Waxing and Tweezers, Sugaring, Nonprescription Chemicals, or Waxing, or by the use of appropriate Devices and Appliances	**40**	**40**
Eyelash Lash and Eyebrow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person	**25**	**50**
Health and Safety, which includes Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, and Preventing Communicable Diseases.	**20**	**80**
Anatomy / Physiology/ Bacteriology and Preventing Communicable Diseases.	**10**	
Board of Cosmetology and Barbering Rules, Laws and Regulations, Labor Law & sexual assault awareness	**15**	
Practical Procedure for Disinfection and Sanitation to Protect the Health and Safety of Consumers as well as the Technician; Practical Proper Disinfection Procedures for Equipment	**18**	**82**
Business and Professions Code; Ethics & Communication, Customer Service	**13**	**12**
TOTAL	**236**	**364**

Theory - 236 hours, 364 Hours of Clinic for Hands on Training

COURSE EQUIPMENT

Monarch Beauty Academy provides the following equipment in the school. Students do purchase kits to have their own tools and implements.

4 Facial chairs / facial couches, Magnifying lamp/loupes/binocular magnifier, Stools with adjustable height, Dry heat sterilizer.

Job Titles in the Salon

FACIAL TECHNICIAN, WAXING TECHNICIAN, EYEBROW ARCHING SPECIALIST, MAKE-UP ARTIST

Barbering Education Program Description

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

According to Section 7316 of the Barbering and Cosmetology Act; THIS PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED.

Barbering Program: - 1000 Hours

Training inquiries on application for California State Board of Cosmetology Licensing Examination The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) clocks hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1000-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor**(Non Accredited Program / Non Accredited Institution)**.

BPPE Catalog Checklist # 22 (CEC §94909(a)(16))

Application of chemicals used on the hair; hairpieces, measuring, fitting, and servicing of hairpieces and rolling cream massages.

C. The course of instruction in the theory of barbering required for a student enrolled in a 1,000 hour course shall cover not less than instruction in subjects listed in Section 7316a of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall also include training in sales techniques, shop management.

D. The course shall also include technical instruction in the area of hazardous substances (shall be the course developed by the Bureau of Barbering and Cosmetology as provided by Section 7389.) The course of instruction required for a student enrolled in a 1,000 hour course shall cover not less than the allotted time for the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

A student shall be properly instructed to cut the hair of and render barber services to all patrons

Educational Goals: Performance Objectives

- Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.

- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to Barbering.

Skills to Be Developed:

- Learn the proper use of implements relative to all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
- Will learn the procedures and terminology used in performing all Barbering services. Will learn the procedures and terminology used in performing all Barbering services.

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, , passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any examinations, internships or externships programs.

950.1. Curriculum for Barbering Program:

(a) The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.
(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

COURSE CURRICULUM

BARBER (1000 CLOCK HOURS)

Subject	Theory Hours	In-Person Practical Hours
Shampooing, Scalp Treatment, Blow Drying, Flat Iron Curling Iron, Press & Curls, Hair Dressing & Braiding	**36**	**82**
Hair Cutting Shears, Razors, Electrical Clippers & Trimmers and thinning shears for Wet & Dry Hair	**40**	**98**
Shaving and Trimming of the Beard, which includes Preparing the Client's Hair for Shaving, Assessing the Condition of the Client's Skin, Performing Shaving Techniques, Applying Aftershave Antiseptic following Facial Services, and Massaging the Face and Rolling Cream Massages.	**80**	**156**
Anatomy / Physiology/ Bacteriology and Preventing Communicable Diseases.	**12**	

Disinfection and Sanitation, which includes Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**18**	**82**
Health and Safety, which includes Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, and Preventing Communicable Diseases.	**20**	**80**
Board of Barber and Barbering Rules, Laws and Regulations, Labor Law & sexual assault awareness	**20**	
Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety Precautions, Formula Mixing, and the use of Dye Removers.	**62**	**158**
Business and Professions Code; Esthetics & Communication, Customer Service	**12**	**44**
TOTAL	**300**	**700**

Theory -300 hours, 700 Hours of Clinic for Hands on Training

Job Titles in the Salon

OWNERS OF A SALON OR BARBER SHOP, MANAGERS OF A SALON OR BARBER SHOP, PLATFORM ARTISTS, HAIR DESIGNERS AND COLORING SPECIALISTS, AND MORE!

Manicuring Education Program Description

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

According to Section 7316 of the Barbering and Cosmetology Act; THIS PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED.

Manicuring Program: - 400 Hours

Training inquiries on application for California State Board of Cosmetology Licensing Examination. Course Description: The nail care course of study consists of 400 clock hours covering all phases of manicuring and pedicure mandated by the California State of Barbering and Cosmetology bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Board licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License **(Non Accredited Program / Non Accredited Institution)**. **BPPE Catalog Checklist # 22 (CEC §94909(a)(16))**

Course Format:

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Board. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Educational Goals: Performance Objectives

- 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, chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurists.

Skills to be developed:

- Use of proper implements relative to all manicuring, pedicure, and artificial nails.
- Develop the knowledge to recognize the various skin conditions and disorders.
- Acquire practical knowledge in manicuring and pedicure.
- Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

- **BPPE Catalog Checklist # 20 (CEC §94909(a)(5)**

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, , passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any examinations, internships or externships programs.

950.4. Curriculum for Manicuring Program Education:

(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.
(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours.

COURSE CURRICULUM

MANICURE (400 CLOCK HOURS)

Subject	Theory Hours	In-Person Practical Hours
Water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-on, dip, nail tips, and wraps.	**80**	**60**
Health and Safety, which includes Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, and Preventing Communicable Diseases.	**20**	**80**

Anatomy / Physiology/ Bacteriology and Preventing Communicable Diseases.	**12**	
Board of Cosmetology and Barbering Rules, Laws and Regulations, Labor Law & sexual assault awareness	**20**	
Practical Procedure for Disinfection and Sanitation to Protect the Health and Safety of Consumers as well as the Technician; Practical Proper Disinfection Procedures for Equipment	**18**	**72**
Business and Professions Code; Ethics & Communication, Customer Service	**26**	**12**
TOTAL	**176**	**224**

Theory - 176 hours, 224 Hours of Clinic for Hands on Training

Job Titles in the Salon

MANICURIST, PEDICURE SPECIALIST, PRODUCTIVE REPRESENTATIVE

Traditional Education Program Descriptions

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

COSMETOLOGY INSTRUCTOR PROGRAM: - 600 HOURS

According to Section 7316 of the Barbering and Cosmetology Act; COSMETOLOGY INSTRUCTOR PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED

Course Description

You must hold a California Cosmetology license and three years of field experience to obtain a teaching certificate. Although the training does not require an applicant to for Cosmetology Instructor Licensing Examination. As a qualified instructor, you can work in a cosmetology school teaching all aspects in the field, hair, esthetics and manicuring. You will not only be required to instruct on practical applications, but classroom instruction as well. Major beauty manufacturers are known to hire instructors to train their sales and technical staff **(Non Accredited Program / Non Accredited Institution)**. **BPPE Catalog Checklist # 22 (CEC §94909(a)(16))**

Educational Goals

Performance Objective The objective of the course is to develop in the licensed cosmetologist, the teaching skill, theoretical knowledge and professional attitude necessary for success in the profession of cosmetology education and to qualify and equip the student to pass the State of California Bureau of Barbering and Cosmetology licensing examination (although this license has been suspended for the time being by the CA Board of Barbering and Cosmetology)

Course Format

The instructor students will learn by using lecture, visual aids, games, guest speakers, competitions, etc., in presenting the course materials. This course is designed to prepare the student to successfully pass the state board.

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any examinations, internships or externships programs.

Note: BPPE Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Section 94885, Education Code; and Section 480, Business and Professions Code. As a qualified instructor, you can work in a cosmetology school teaching all aspects in the field, hair, esthetics and manicuring. You will not only be required to instruct on practical applications, but classroom instruction as well.

COURSE CURRICULUM
COSMETOLOGY INSTRUCTOR (600 CLOCK HOURS)

Subject	Required Hours	Required Classes
Act of Bureau Rules and Regulations (includes requirements and orientation)	10	
Instructional Techniques	40	
Organization Techniques	30	50
Lesson Planning	60	50
Techniques of Evaluations	10	
Conducting Technical of Evaluation	140	
Supervising and Training of Students on the Clinic Floor	210	
TOTAL	500	100

25-1194 Vocational Education Teachers, Postsecondary
Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

Barber Crossover Program Description (200 Hours):

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

According to Section 7316 of the Barbering and Cosmetology Act; BARBER CROSSOVER PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED

Existing regulations if a licensed cosmetologist wishes to become a barber, now require them to take 200 additional hours of instruction. Training inquiries on application for California State Board of Cosmetology Licensing Examination. Under the amendments proposed by the Board,

students would be required to take only the hours and subject matter that were not already covered under the curriculum of their existing license. For a cosmetologist, this means only 200 hours in shaving would be necessary to qualify to take the cosmetology examinations **(Non Accredited Program / Non Accredited Institution)**. The proposed text of these amendments can be found at http://www.barbercosmo.ca.gov/laws_regs/prop_regs.shtml

BPPE Catalog Checklist # 22 (CEC §94909(a)(16))

Educational Goals: Performance Objectives

- Acquire knowledge of laws and rules regulating California Cosmetology establishment practices,
- Understand sterilization procedures.
- Acquire the knowledge of general theory relative to Barbering, including health and Safety (assuming they are identical) Shaving preparation and performance are required and theory relative to practical procedures performed.
- Acquire business management techniques common to barbers.

Skills to be developed:

- Use of proper implements relative to all barbering, pedicure.
- Develop the knowledge to recognize the various skin conditions and disorders.
- Acquire practical knowledge of barbering and develop the knowledge of health & safety precautions in practice.

Course Format:

The curriculum for students enrolled in a barber course shall consist of 200 clock hours of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Board. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

The objective of the Barber Crossover Course is to develop in the student the practical skills, theoretical knowledge, professional attitudes necessary for success in the profession, and to qualify and equip the student to pass the California State Board of Barbering and Cosmetology Barbering licensing examination.

After the graduate has successfully passed her/his state exam, they are qualified to work as a licensed barber in any licensed facility in the state of California. The Barber Crossover program prepares individuals to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels. Instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hairstyles and styling art; facial treatments and massage; chemical applications such as color and chemical services; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. The Barbering Crossover course is 200 hours in length. The 200 hours will be divided between the various scopes of the program.

There will be plenty of practical hands-on time as well as technical instruction (theory hours), which consist of various learning activities in a classroom environment.
Students must complete the required 200 hours of instruction AND all of the practical procedures required by the State. Once you receive your certificate of completion from the school, you may now apply and take the State Licensing Exam for your Barbering License.

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

The student must complete the required clock hours, theory hours and practical operations and maintaining individually practical / theory grades, and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, , passing Mock Board and Final Test Exam, Practical Textbook, Theory Textbook, Student's Resume, No missing test and Flash Card. Monarch Beauty Academy does not offer any examinations, internships or externships programs.

950.1. Curriculum for Barber Crossover Program: 200 Hours

The Barber Crossover course is 200 clock hours in length, which can be completed in approximately 8 weeks of full time attendance. A portion of the curriculum is devoted to technical instruction (theory), which consists of various learning activities in a classroom situation. The balance of the course time is devoted to practical operations in which students develop and practice Barbering skills under the supervision of licensed instructors in actual working conditions. Additional subjects include Business Management, Reception Desk, Retail practices, Job-hunting, and Career Opportunities.

COURSE CURRICULUM
BARBER CROSSOVER (200 CLOCK HOURS)

Subject	Hours of Onsite Technical Instruction	Hours of Practical Instruction
The Barbering and Cosmetology Act and Board's Rules and Regulations (includes licensing requirements and orientation)	10	
Instruction in facial shaving; beard and mustache shaping and trimming facial hair, neck & eyebrow	70	40
Clipper Cut, hair cutting, hairstyles & shampooing;	10	20
Facial treatments and massage; chemical applications such as color and chemical services; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation	10	10
Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician.	10	10
Health and Safety/Hazardous Substances	10	
TOTAL	120	80

Job Titles in the Salon

OWNERS OF A SALON OR BARBER SHOP, MANAGERS OF A SALON OR BARBER SHOP, PLATFORM ARTISTS, HAIR DESIGNERS AND COLORING SPECIALISTS, AND MORE!

Licensing Requirements

BPPE Catalog Checklist #21(CEC §94909(a)(6))

The State of California requires that any person desiring to conduct business must first complete the state-required curriculum.

All persons wishing to be licensed must be at least 18 years of age.

a. **For the Cosmetologist license, they must complete 1000 hours of approved curriculum in a state approved Cosmetology program and pass the state licensing examinations.**
b. **For the Barber license, they must complete 1000 hours of approved curriculum in a state approved Barber program and pass the state licensing examinations.**
c. **For the Esthetician license, they must complete 600 hours of approved curriculum in a state approved Esthetician program and pass the state licensing examinations.**
d. **For the Manicurist license, they must complete 400 hours of approved curriculum in a state approved Manicuring program and pass the state licensing examinations.**
e. **There is no Certificate or License for Cosmetology Instructors from the Board of Barbering and Cosmetology of California. Students may complete the Cosmetology Instructor program and receive an Academy certificate. To enroll, they must have a California Cosmetologist license and have three years of experience under that license. Then, they must complete 600 hours of approved curriculum in a state approved Cosmetology Instructor program.**
f. **For the Barber, they must have a California Cosmetologist license and they must complete 200 hours of approved curriculum in a state approved Barber Crossover program and pass the state licensing examinations.**

Monarch Beauty Academy programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the student's capability to pass the exam.

Educational programs are designed to lead to positions in the beauty and barbering field. Although not all programs lead to a license in the state of California, this is a profession in which licensure may be required, and this field is a highly sought after industry.

The California Board of Barbering and cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. {For more information call the California Board of Barbering and Cosmetology Enforcement Division}. Effective immediately the Board of Barbering and Cosmetology will accept applications from applicants who wish to have their criminal history/conviction for review prior to beginning school. Applicants will need to submit the Application for Examination and License Fee with the corresponding Application/Exam. In addition they will also need to attach a Disclosure Statement Regarding Criminal Plea/Conviction form. If you have questions regarding this process please call, 1-800-952-5210

or you may Email any questions to **Students must pass a Criminal Background Check.** https://www.barbercosmo.ca.gov/forms_pubs/forms/crimconv_preapp.pdf .

BPPE Catalog Checklist # 22 (CEC §94909(a)(16) and §94897(p))

Other states may accept California licensees to practice or transfer hours for students who want to move to other states. It is the student's responsibility to check other states' requirements for transferring their hours or license. Some states may require a student to complete their difference in hours of training or procedures between California and other states.

Repetition of Program Policy

Monarch Beauty Academy does not provide re-certification of courses successfully completed in the past to students.

Experiential Learning Credits/Dual License

BPPE Catalog Checklist # 22 (CEC §94909(a)(16) and §94897(p))

Monarch Beauty Academy accepts experiential learning credits from students that have a license issued from the California Board of Barbering and Cosmetology**. Monarch Beauty Academy may accept the hours for the prior Esthetician or Manicure study and experience, up to the numbers of clock hours in the subjects that are similar in those courses i.e. sanitation, facials,)**

Monarch does not accept any transfer hours for the Cosmetology Instructor or Barber Crossover programs.

1. **Once the hours have been reviewed and accepted, a contract is written for tuition for the remaining hours based on the current per hour rate for that course. All regular fees, books, uniform, and kit charges are also added to this contract, if needed.**
2. **Students apply for admission, and follow the same process as a new prospective student.**
3. **Should a student be denied admission or acceptance of the hours, they may appeal using the procedures outlined in the grievance policy in this document.**

Cost of Licensing Examination

Each exam cost varies. Check with the school office for current costs. Passing a Cosmetology or related examination entitles the student graduate issuance of a license. Students must furnish a student kit or rent/buy student kit and pay their own traveling expenses, & State Board Licensing Fees. Cosmetology state examinations are conducted in Los Angeles and Fairfield.

Admissions

BPPE Catalog Checklist # 19 (5, CCR §71810(b)(5))

Entrance Requirements

§94902

(a) "A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution."
§94906. (a)(8)(A) and 5,CCR §71770
You must be 18 years of age or older, past the age of compulsory education.
1. Students must have a valid High School Diploma (or transcript showing graduation date) or G.E.D. You may not begin a program of study until a copy of the diploma, G.E.D. certificate, official transcript showing high school completion or a certificate of attainment is received by Monarch Beauty Academy.
2. Pay the school's non-refundable application fee of $60.00. and submit a $40.00 registration fee
3. **Monarch does not use any Ability to Benefit provisions or tests for enrollment.**
4. **AN ADMISSION TEST REQUIRED; achieve an average grade of 70%** in entrance test for cost of $30.00. The test is given by Monarch Beauty Academy which includes **6 grade math**, **English & comment scenes questionnaires**, it takes about 20 minutes to complete. Each person is accepted only if, in the school's opinion, such an individual has the possibility of success in the chosen objective. Testing must be taken prior to signing the **ENROLLMENT AGREEMENT**. The student will be notified of your test results in person, by mail, email, or by telephone.
5. **For Cosmetology Instructor and Barber Crossover, you must also submit proof of CA state licensure in Cosmetology.**

OTHER PERTINENT INFORMATION RELATED TO ADMISSIONS

- If you have an academic post secondary degree from a national or regional institution, you will be eligible for enrollment.
- If you do not have a copy of your official transcript, you will need to fill out the **REQUEST FOR TRANSCRIPT** form. It is your responsibility to mail or deliver the **REQUEST FOR TRANSCRIPT** form to the school you graduated from and have the high school send the copy to the Admissions office. GED Classes & Testing are available through to College Of Canyon for more info:
http://www.canyons.edu/Offices/ContinuingEducation/Pages/GED-and-Success-Skills.aspx
- School requires a personal, on-campus interview with you prior to acceptance into any program. The school encourages parents and spouses to attend the interview. This gives you and your family the opportunity to see the campus equipment and facilities and to ask specific questions relating to the campus, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet you and evaluate your qualifications and aptitude.
- Students applying outside the United States must have Official transcripts from all secondary or postsecondary institutions attended. Foreign transcripts/diplomas must be submitted together with certified English translations, where applicable, and an evaluation from a qualified outside Evaluator Company that determines.
- http://www.ets.org/toefl) **for international/students whose native language is not English (Not having USA Diploma/GED) https://ged.com/, HiSET https://hiset.ets.org/**

BPPE Catalog Checklist #19 (5, CCR §71810(b)(4))

- **Compliance with BPPE (5, CCR §71810(b)(4)) Students who studied in a language, other than English at the high school level, a level of English language proficiency required, a**

kind of documentation of proficiency Students must have a minimum total score of 500 paper-based, 173 Computer-based 61-internet based that means Paper-based TOEFL – All part scores at least 57: Computer-based TOEFL – at least 23, Essay at least 4.0.
BPPE Catalog Checklist # 19 (5, CCR §71810(b)(5))
Compliance with BPPE(5, CCR §71810(b)(5))

- **ALL COURSES ARE TAUGHT IN ENGLISH.**
- You must have the proper student visa or the right to work in the United States if you are not a U.S. citizen.
- **Monarch Beauty Academy does not offer visa services nor does Monarch Beauty Academy vouch for student status or charge any associated fees.**

Language of Instruction

BPPE Catalog Checklist # 19 (5, CCR §71810(b)(5))

All classes conducted at Monarch Beauty Academy are conducted in English. No English language services are provided.

The school does not offer English-as-a-second language instruction. This institution does not provide any one-on-one tutoring/special training, special accommodations/interpreter for students.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution BPPE Catalog Checklist # 15 *(CEC §94909(a)(15))*

The transferability of credits you earn at **Monarch Beauty Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **diploma, or certificate** you earn in **Cosmetology, Esthetician, Barbering, Barbering Crossover, Cosmetology Instructor & Manicuring programs** are also at the complete discretion of the institution to which you may seek to transfer. If the **Academic's credits & Attendance Hours Diploma, or Certificate** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **Monarch Beauty Academy** to determine if your **Academic's credits & Attendance Hours Diploma, or Certificate** will transfer".

Transfer or Articulation Agreement

BPPE Catalog Checklist # 17 (CEC §94909(a)(8)(A), and 5, CCR §71770)

This institution has not entered into any transfer or articulation agreements with any other college or university; we do not accept any students who have had prior training outside the state of California; students must furnish proof of the number of hours of training through the State Board of Barbering and Cosmetology and to the school. Monarch Beauty Academy will evaluate and maintain a written record of prior training and assign the number of hours of credit that has been granted to **students**, if appropriate or not, the student will be notified. Students with prior training in the state of California must furnish a Proof of Training & Transcript from their previous school. Credits allowed will be recorded on enrollment records

and the length of the course shortened proportionately. In addition the **student/veterans** will be notified.

(NOTE: ALL TRANSFERRING STUDENTS PRIOR TRAINING MUST BE EVALUATED.)
BPPE Catalog Check #18 (5, CCR §71810(b)(7) and 5, CCR §71770(c))
If a student arrives with kits and books that meet our standards, then students may use those, otherwise a kit and book fee will apply. If a student wants to transfer out of Monarch Beauty Academy to another school**, the student should have met all financial obligations to Monarch Beauty Academy.**.
All persons who are currently licensed by the State Board of Barbering and Cosmetology who wish to enroll in the Cosmetology Instructor or Barber Crossover courses must have their valid license as per the State Board of Barbering & Cosmetology Rules & Regulations.
Students who wish to transfer into Monarch from another California institution must have:
a. A release form is required for transferring students to obtain records from previous schools.
b. A transfer student who has completed more than 35 percent of program clock hours will not be accepted.
c. If a student is not be accepted then the student can appeal their transferring hours by a written statement. **Student transcripts must be signed by the school's director with original stamps. If a transferred student meets all requirements and after reviewing the student's transcript with instructor inspection, then the student shall receive credit for all hours successfully completed (transfer hours, theory hours, practical operation & written test) and shall be charged only for hours yet to be completed.**
d. All applicants must complete an application for enrollment and:
1. Tuition based on the current hourly rate for the amount of hours required
2. Tuition will be based on the current hourly rate X multiplied by the amount of hours needed to complete the course.
3. Pay the school's non-refundable application fee of $60.00.
4. Pay the school $40.00 registration Fee.
5. Equipment: students must have all equipment as listed in the school's current kit list or purchase the kit from the school.
6. Provide proof of secondary education
7. Provide proof of age (18 or over).
8. Pass the Admission Test
9. **The institution does not guarantee that the transfer student will be able to complete all minimum academic requirements within the remaining hours left to be completed. In this case, additional costs may accrue for the student calculated by current hourly rate X multiplied by the amount of hours needed to complete the course.**

BPPE Catalog Checklist #19 (5, CCR §71810(b)(3))
10. **The institution does not offer foreign student visa services**
11. **For Transferred Students academics;** all students theory hours, practical operations, and tests will be audited at 800 hours for Cosmetology /Barbering , 450 for Esthetician programs. Students will be allowed to retake any missing tests. All students' operation must be completed

at programs required hours and must be performed based on state board of cosmetology procedure; otherwise the credits or practical test grades will not be issued to students.

Re-Enter

1. By definition, the institution allows students to re-enter a program after they have withdrawn and restarted any student who has previously attended this school.
2. Any student who has dropped or withdrawn shall be eligible to restart.
3. Students who have elected for a period of withdrawal will be re-entered in the same progress status that they left.
4. A new **ENROLLMENT AGREEMENT** cannot be signed or submitted until the following:

a. The Admissions Director has submitted a **APPROVAL/RESTART AUTHORIZATION FORM**;

b. The registration fee has been paid to cover the processing of the student's new paperwork.

c. The Administrator has signed the **APPROVAL/RESTART AUTHORIZATION FORM.**

5. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed based on the current hourly rate multiplied by the amount of hours needed to complete the course. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the **ENROLLMENT AGREEMENT**.

Enrollment Procedure

The proper sequence for enrollment is as follows:

1. Present the student with a copy of the **1- BPPE APPROVAL STATUS** form and explain the current status of the school. Have the student sign the form. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
2. You will complete the **2- APPLICATION FORM** about your personal, education, and employment history, as well as your area of occupational interest.
3. The Admissions Representative will conduct an interview using the **3- ADMISSION INTERVIEW** form to determine your goals and expectations. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
4. **4- REQUEST FOR TRANSCRIPT form** (if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
5. You will be given a tour of the school. The Admissions Representative will fill out the **5- TOUR OF SCHOOL** form. You and the buying committee, if applicable, will be taken on a tour of

the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the **5- TOUR OF SCHOOL** form. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

6. You will take the Entrance Examination. After the test is evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend the general and specific courses needed to achieve your educational goals.

7. The Admissions Representative will email/give you a hard copy of the **CATALOG** and go through the catalog with you. The Admissions Representative will keep an email confirmation **6- CATALOG RECEIPT** to students. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

8. You will receive a copy of the **7- SCHOOL PERFORMANCE FACT SHEET** for the program in which you wish to enroll. The Admissions Representative will explain each item on the **7- SCHOOL PERFORMANCE FACT SHEET.** You must initial each item after it has been discussed. When the **7- SCHOOL PERFORMANCE FACT SHEET** has been completed with all of the required initials, you must sign the document. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

9. The Admissions Representative will explain that units earned at Monarch Beauty Academy most likely will not be transferable to another institution. After this has been explained, you sign the **8- TRANSFERABILITY OF UNITS FORM**. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

10. The Admissions Representative will explain and have you sign the **9- FOLLOW UP AGREEMENT.** The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required information. You must sign the **9- FOLLOW UP AGREEMENT.** *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

11. For those programs that require an externship/clinical/preceptorship, the Admissions Representative will discuss the requirements you must meet to complete your externship/clinical/preceptorship, disclose the number of requests for externship /clinical / preceptor ship received by the institution during the immediately preceding calendar year, and the number of actual placements during that year. You will be asked to sign the **10- EXTERNSHIP REQUIREMENTS** form if required[1]. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

12. For those programs that require certification, licensure, or registration, the Admissions Representative will discuss with you the requirements for your chosen field and give you a copy of the certification, licensing, or registration requirements from the appropriate agency. If you would not be eligible to obtain certification, licensure, or registration in the occupation, trade, or career field at the time of your graduation, the Admissions Representative will discuss possible options you might need to follow to be qualified for certification, licensure, or

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registration. If the minimum course requirements of the school exceed the minimum requirements for certification, licensure, or registration, then the Admissions Representative will disclose this information to you, including a list of those courses that are not required for certification, licensure, or registration. You will be asked to sign the **12- STATE LICENSURE REQUIREMENTS** form if required. You will be asked to sign the **13- CERTIFICATION REQUIREMENTS** form if required. The institution shall not execute an **ENROLLMENT AGREEMENT** with you if you are ineligible for certification, licensure, or registration unless your stated objective is other than certification, licensure, or registration. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

13. You will be given a **14- PHYSICAL REQUIREMENTS** form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.* (Only if the program of study requires certain physical requirements.)

14. The Admission Representative will present the **15- ENROLLMENT AGREEMENTS** to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.

15. The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.

16. The Admissions Representative will explain the STRF protection.

17. The Admissions Representative will explain the attendance policy including tardiness.

18. The Admissions Representative will explain the grading systems and how often you will receive grade reports.

19. The Admissions Representative will ask “How do you wish to pay for this, cash or check? The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay the balance due. This is not optional. It is the law. At the your option, you may pay in full for tuition and fees, including any funds received through institutional loans, after you have been accepted and enrolled and the date of the first class session is disclosed on the
15- ENROLLMENT AGREEMENT.

20. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the Admissions Representative make an appointment with the Director to discuss what type of payment plan is available. The Admissions Representative will explain the **INSTALLMENT NOTE DISCLOSURE STATEMENT** and your responsibilities to pay the agreed to payments on time.

21. After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the **15- ENROLLMENT AGREEMENTS**.

22. The Admissions Representative will explain the non-refundable application fee and that it must be paid when the **15- ENROLLMENT AGREEMENTS** is signed. You will be asked if you are ready to sign the **15- ENROLLMENT AGREEMENTS**. If so, sign and initial the **15- ENROLLMENT**

AGREEMENTS and pay the non-refundable application fee.
You will be provided with copies of all of the forms listed above.
The Admissions Representative will inform you that the application will be reviewed by the Administrator and that you will be notified of your acceptance or rejection. **Students enrolling** at Monarch Beauty Academy will be performing in an environment that mirrors professional salons and spas. It is the student salon that truly presents the opportunities and challenges that exist in the "real world". The student's success will be dependent not only on their technical skill level; but predominantly on the customer service/business skill and ethics & Communication that the student has developed. This means that students are expected to bring guests into the student salon on which to perform services, product knowledge/sales and to create the customer experience that ensures a loyal client following. This is defined as being in APPLIED EFFORT. Students are evaluated to the same criteria as a professional in the "real world" professional image, attendance/punctuality, attitude, the ability to attract and retain customers; increase service productivity (added chemical services); and home care sales (retails products). Monarch Beauty Academy provides the opportunity to not only learn these skills, but how to "self-promote" to success. "Applied Effort" is designed to prepare the student for their first job in the beauty industry. With each level, students will be working on models, clients or practical assignments on mannequin heads. As a vocational training school, Monarch Beauty Academy's obligation is to ensure that the student is provided the opportunity for Hands-on experience in their educational process. Monarch Beauty Academy Policies Support the Salon/Spa Atmosphere and an active class environment.

Out of State Student

We are not accepting transfer hours from another state.
For some states we may accept transfer hours; the Admissions Representative will inform you that the application will be reviewed by the Administrator and that you will be notified of your acceptance or rejection.

Nullification of Application

An applicant's file remains open for six (6) months. If an application is not complete within six (6) months of submission of the **APPLICATION FORM**, the application will be nullified. To be reconsidered, the applicant must then reapply for admission, pay the registration fee in effect at the time of the reapplication,

Orientation Class

Orientation classes are held on the first day of classes.

Academic Information

BPPE Catalog Checklist # 20 (CEC §94909(a)(5))

Externship/Apprenticeship/Internship Program

Monarch Beauty Academy does not currently have an Externship/Apprenticeship/Internship/Contracted program and we do not accept any Credits/Hours for transfer students from Apprenticeship Programs.

Partnership Program: Monarch Beauty Academy is engaged in partnership programs with some beauty manufacturing product companies (Dermalogica, Matrix, Sam Villa Instituted) who do provide field trips for our students outside of the school at manufacturer's facilities.

Freshman & Credit Evaluation

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student acceptance by the college will depend entirely on the credit evaluation conducted by the California State Barbering and Cosmetology Board. Before enrolling in Monarch Beauty Academy, it is the student's responsibility to obtain the state's evaluation. FRESHMAN CLASS: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Board Examination. From this initial introduction, the student will learn all the fundamental basics for his/her future career. **The hours spent in the freshman classes are: the first 200 hours of the Cosmetology/ Barbering Program, the first 80 hours of the Manicuring Program and the first 150 hours of the Esthetician Program. Monarch Beauty Academy considers the freshman classes to be the foundation for the student's learning process. Monarch Beauty Academy does not provide any refresher courses. Freshman students must have 100% attendance during freshman class.**

Ethics of Clinic/Customer Service

Students enrolling at Monarch Beauty Academy will be performing in an environment that mirrors professional salons and spas. It is the student salon that truly presents the opportunities and challenges that exist in the "real world". The student's success will be dependent not only on their technical skill level; but predominantly on the customer service/business skill and ethics & Communication that the student has developed. This means that students are expected to bring guests into the student salon on which to perform services, product knowledge/sales and to create the customer experience that ensures a loyal client following. This is defined as being in APPLIED EFFORT. Students are evaluated to the same criteria as a professional in the "real world" professional image, attendance/punctuality, attitude, the ability to attract and retain customers; increase service productivity (added chemical services); and home care sales (retails products). Monarch Beauty Academy provides the opportunity to not only learn these skill sets, but how to "self-promote" to success. "Applied Effort" is designed to prepare the student for their first job in the beauty industry. With each level, students will be working on models, clients or practical assignments on mannequin heads. As a vocational training school, Monarch Beauty Academy's obligation is to ensure that the student is provided

the opportunity for hands-on experience in their educational process. Monarch Beauty Academy Policies Support the Salon/Spa Atmosphere and an active class environment.

Academic Technical Hours/Operation of Credit

The following is a guideline for the school and instructor to issue credits to the students:

1- Student Academic Daily Records

Technical Hours; the Amount of Theory Hours on daily bases will be credited to students on the **Hard Copy Time Card** after the technical class has been conducted by instructors with an instructor's initial. Students must add up their daily academics by the end of the week and transfer them on a new Time Card. Students will receive a new hard copy Time Card by the end of the week after all their academics have been entered in our computer software management system. No credit for theory hours will be issued to students on Saturdays

Practical Operation; Students receive credits for operations completed after each operation or project verified by an instructor with a grade will be credited to on the back of student's Time Card after completing their project with an instructor's grade and initial. The daily hours and operations earned are recorded in a weekly record card. No student should receive any double credit for one operation by going to different instructors and/or passing an operation on a dual head to another student for receiving a credit.

The student and the instructor must initial daily the record card. At the end of the week, a new record card will be issued to students to transfer the amount of theory hours, attendance hours and practical operation credits to a new time card for the coming week.

If any student loses their time card; no other time card/credits are replaceable (Time card copies are not acceptable)

2- Applied Effort

Students must realize that all time spent in the school must be productive. Sleeping, listening to music, reading magazines, gossiping/talking on cell phone, or other non-Cosmetology-related activities will not be accepted as applied effort.

For an Extra Full time schedule: 5 operations – For a Full time schedule: 4 operations – For a Part time Schedule: 3 operations per remaining schedule hours. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. **For every Technical Hour of Instruction, the student must attend at least 4 hours in practical operation training hours**. Students who do not practice on the minimum practical operations per schedule hours will be given a violation. **All student's hours must be combined with Technical & Practical hours.**

3- Student Signing Sheet

Students must sign in for makeup hours in order to receive their daily credits for theory hours earned. **Student's Sign in Sheet** will be given to the instructor who conducted the technical class in order to insure theory credit hours to students who physically attend in the classroom. The student and the instructor must initial daily on a hard copy student's time card for theory hours & practical operation credits for students to earn credits.

4-Tracking Academic Missed Work & Make-up Technical Class Policy

Technical Class Missed work daily criteria can be made up through demos and/or freshman classes after a student completes 75% of the program requiring clock hours. To make-up for academic missed work, all theory & practical academics, exams missed to absenteeism and missed work must be completed by graduation date. students must make arrangements with the instructor for make-up work.

If a student has missed an entire chapter of study and it results in you exceeding your contract end date, then the student will be charged for going over their contract period. If a student is exceeding graduation date **AND OR** course required clock hours **AND OR** contract period end date **AND OR** she/he has not completed the minimum requirement of Theory hours **AND OR** Practical procedures, then the student will be charged an extra tuition amount. The amount will be based on the fraction of course tuition per the required course clock hours multiplied by extra training hours.

NOTE: Students will be charged for Actual hours that surpass the required course completion hours **AND** for any Scheduled hours that surpass their contract graduation date.

For Transferred Students

Students academic; all students theory hours, practical operations, and tests will be audited at 800 hours for Cosmetology /Barbering , 450 for Esthetician programs. Students will be allowed to retake any missing tests. All students' operation must be completed at programs required hours and must be performed based on state board of cosmetology procedure; otherwise the credits or practical test grades will not be issued to students.

It is students' responsibility to record each theory hour /practical operation after completing & having instructor's initials on their time card in the proper category after each operation. If an operation is not completed, the instructor may not issue a credit in a comparative category ("Completion Grading 20 to 100" is for completing an operation which it'll be recorded on the back of the time cards and they are not student's practical test grade, it is a completion rate for a practical operation).

Practical operation test grade is student's state board cosmetology practical demonstration which will be analyzed & graded by instructor & a written test based on state board of cosmetology practical operation procedures.

Student's "ethics of clinic customer service" Grade will be issued on the student's worksheet and on the student's time card. It is mandatory for all students to get every client checked before and after each service. All student Practical scores and Theory hours are entered into the School Software Management System (SMART)on a daily basis.

"Ethics of Clinic customer service" Grade of student's own worksheet is based on: checking marking client release form, implementing sanitization, customer consultation, customer comments, lab technician observation stamp and instructor's approval. All credits and grades of "Ethics of Clinic customer service" are going to be recorded into Student's time card on daily bases.

A portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The other portion of the timecard concerning operations is to apply efforts to the students as they manually perform practical subjects. Some practical operations may take longer to perform according to the student. Note the following time frame the Board of Barbering & Cosmetology gives for each operation:

- Shampoo/set= 1 ½ hours,

- Thermal= 45 Minutes,
- Permanent Wave= 45 Minutes,
- Facial= 45 Minutes,
- Manicure= ½ hour to 45 Minutes,
- Haircut= ½ to 1 hour,
- Make= ½ to 45 Minutes,
- Waxing= ½ hour,

All record card info will be entered into the school's PC, SMART School management system. **Record cards (Time cards) must remain at school's file cabinet at all times (Even at student's break time) if any student loses their time card; no other time card/credits are replaceable (Time card copies are not acceptable).**

(8) A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received.
(9) A document specifying the amount of refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
(10) Copies of any official advisory notices or warnings regarding the student's progress.
(11) Complaints received from the student.

Review of Records by Student

BPPE Catalog Checklist # 38, CEC §94900, 5, CCR 71920 (d)(15) and 71920)
At the request of the student or the parent/guardian of a dependent minor, he/she may at any time review his/her academic or financial record with the Director.
a. The right of students or the parent/guardian of a dependent minor to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.
b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
c. Without the student's written consent and upon authorization of the Director or his/her designee, Monarch Beauty Academy may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
(1). School with a legitimate educational interest.
(2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other

than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
(3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
(4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
(5). Should this institution decide to apply for accreditation, accrediting organizations in order to carry out their accrediting functions.
(6). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
(7). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
(8). Those who have obtained a subpoena or judicial order, Monarch Beauty Academy will make a reasonable effort to notify the student in advance of Monarch Beauty Academy's compliance with the order.
(9). Authorized representatives of the Bureau for Private Postsecondary Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

Record of Access

BPPE Catalog Checklist # 38, CEC §94900, 5, CCR 71920 (d)(15) and 71920)
The Registrar will maintain an access list which includes the identity of persons other than Monarch Beauty Academy officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.
Storage of Student Records:
It is the policy of Monarch Beauty Academy to provide proper storage and access as prescribed by the Act and the Regulations.

The Law

CCR 71930

(a) *An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.*
(b)(1) *In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.*
(2) *Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.*
(c) *A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:*
(1) *The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;*
(2) *For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.*
(3) *The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and*
(4) *Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents ($0.10) per page.*
(e) *All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.*
(f) *If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.*

The registrar of Monarch Beauty Academy is charged with the following:

BPPE Catalog Checklist # 38, CEC §94900, 5, CCR 71920 (d)(15) and 71920)

a. Monarch Beauty Academy shall maintain all records required by the Act and that relate to Monarch Beauty Academy's compliance with the Act for at least six (6) years at Monarch Beauty Academy's primary administrative location in California. Unless Monarch Beauty Academy has applied for, and the Bureau has approved a change of Monarch Beauty Academy's primary administrative location, the primary administrative location shall be deemed to be the location identified in Monarch Beauty Academy's most recent filed application for approval to operate.
b. Monarch Beauty Academy shall maintain for a period of not less than five years in accordance with state and federal law.

Files shall be at the principal place of business in California and accurate records that show all of the following:
(1) The names, telephone numbers, and home and local addresses of each student.
(2) The courses of instruction offered by the institution and the curriculum for each course.
(3) The name, address, and educational qualifications of each member of its faculty.
(4) The information required by §94900, 94900.5, and 94900.7 of the Act.
(5) All information and records required by this chapter or required by the Bureau.
c. Monarch Beauty Academy will maintain specific records:
(1) Monarch Beauty Academy shall maintain for a period of not less than five years in accordance with state and federal law.
(3) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: *§94900(b)*
(a) The degree or certificate granted and the date on which that degree or certificate was granted
(b) The courses and units on which the certificate or degree was based
(c) The grades earned by the student in each of those courses
d. A copy of each current record required by the Act or the Regulations shall be maintained.
e. A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
(1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
(2) Monarch Beauty Academy maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at Monarch Beauty Academy's primary administrative location in California.
(3) Monarch Beauty Academy has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation to the devices to any person authorized by the Act to inspect and copy records.
(4) Any person authorized by the Act or the Regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall upon request, reimburse Monarch Beauty Academy for the reasonable cost of using Monarch Beauty Academy's equipment and material to make copies at a rate not to exceed ten dollar (0.10 Cent), for a copy of original Proof of Training, Transcript ($25.00)
f. Monarch Beauty Academy shall maintain a second set of all academic and financial records required by the Act and the Regulations at a different location unless the original records, including records stored pursuant to subdivision d. are maintained in a manner reasonably secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
g. All records that Monarch Beauty Academy is required to maintain by the Act and the Regulations shall be made immediately available by Monarch Beauty Academy for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

h. If Monarch Beauty Academy closes, Monarch Beauty Academy and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and the Regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision d., during normal business hours by any entity authorized by law to inspect and copy records. Monarch Beauty Academy may dispose of records after they have passed the time limits imposed by the Act and the Regulations. Before disposing of any record, the Registrar must check with the policy to determine if the record qualifies for disposal.
Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education *§94900,94900.5, and 94900.7*. No one, except appropriate school faculty and staff or an authorized representative or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. TAA, DOR, BPPE) may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.
Without the student's written consent and upon authorization of the Director or his/her designee, Monarch Beauty Academy may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

Academic Standards for all students

Satisfactory Academic Progress Policy

BPPE Catalog Checklist # 30, (5, CCR §71810(b)(8))

a. The satisfactory progress policy, as provided to applicants prior to enrollment, applies to all students enrolled in an approved program, State agencies funding assistance, or self-pays and consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (i.e., part-time/full time).

b. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in academics and attendance at scheduled hours includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designed evaluation periods throughout the course or program of study. SAP evaluation periods are based on **scheduled** hour intervals.

c. ***STANDARDS:*** *This institution expects its students in each course to maintain Satisfactory Academic Progress (SAP). To maintain SAP as established by this institution, the student must:*

1. Maintain Grades: Maintaining cumulative theory & practical academic average **GPA grade of "C" (70%) or better.** ***Grading System:** Students are evaluated on a regular basis on theory work after each chapter. Practical work is formally assessed using specific grading criteria which is converted into a percentage to derive a grade. Clinic work is only evaluated for completion and not formally graded as part of the GPA; rather, this work is noted on student's worksheets towards the practical projects completed. The SAP evaluation form reflects the overall

attendance and academic progress of the student. Students must maintain a cumulative theory, practical academic average GPA grade of "C" (70%) & to maintain satisfactory academic status.
90%-100% A Excellent 80%-89% B Above average
70%-79% C Average 69%-or below D Unsatisfactory

2. Maintain Attendance Rate: Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame.

Maximum time frame and Attendance Rate:

The maximum time frame in which a student must complete the educational program that may not be more than 150% of approved length of the education course or program based on 100% attendance scheduled measured in clock hours completed. The maximum time frame is *1.5 times the published length of the course (*a 67% attendance rate must be maintained in order to be in Satisfactory Academic Progress (SAP). The 67% attendance average is programmed into our SMART School Management software system to check each evaluation period. This ensures that students have ample opportunity to improve if they fall below the standards.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

1. Authorized leaves of absences (LOA) will extend the contract period and maximum time frame by the same number of days taken in the leave of absence. Students re-enter at the same status as when they left.

2. Regardless of the average level of attendance, students who have missed more than 14 consecutive calendar days of their attendance will be dismissed. This standard shall apply to all students except to those on an approved Leave of Absence. Failure to attend classes for 14 calendar days will result in termination.

d. Evaluation Periods: Students compliance with the Satisfactory Academic Progress Policy is divided into the following evaluation periods **are based scheduled hours** periods:

Cosmetology	**450, 900, 1000 scheduled hours**
Barbering	**450, 900, 1000, 1500 scheduled hours**
Esthetician	**300 and 600 scheduled hours**
Cosmetology Instructor	**300 and 600 scheduled hours**
Manicuring	**200 and 400 scheduled hours**
Barber Crossover	**100 and 200 scheduled hours**

ACADEMIC CALENDAR YEAR: Monarch Beauty Academy academic year is 900 hours for all programs. Students' first evaluation occurs no later than the midpoint of the academic year and or the program, whichever occurs sooner. Note: All evaluations will be completed within seven (7) business days following the established evaluation points. Students will be provided with access to the satisfactory academic progress evaluation results at this time by having a meeting with school administration or instructional staff.

Evaluation for TRANSFER STUDENTS

The institution will maintain a written record of the previous education & training of veterans eligible persons that record will clearly indicate that the credit has been granted, if appropriated. Students who have Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Evaluations will be at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance

BPPE Catalog Checklist # 31, (5, CCR §94909(8)(D))

Student Satisfactory (SAP) Attendance

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.5 times the published length of the course. This attendance rate has nothing to do with student's enrollment agreement period (graduation date 87% which it is based on 1.15% published length of the course) just allowing the student to complete the course of study

Student Unsatisfactory Attendance

A student below 67% attendance is **AND OR** below 70% GPA not on SAP. The 67% attendance standard rate **AND OR** 70% GPA must be maintained in all evaluation periods AND OR even if students are exceeding their graduation date which is based on 87% attendance.

All students' completion of academic work (theory hours & Practical operation), program required clock hours, contract calculation period and attendance rate are based on Scheduled Hours (the number of hours a student is projected to complete by a specific time frame) **Versus Actual Hours** (the number of hours a student reaches in a specified time frame).
For example the difference between scheduled hours and actual hours is: *If an X-Full time student Schedule is 40 hours per week, then if the student misses one day in the same week then the student has 32 actual Hours instead of 40 hours.

Interruption of Educational Program

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall drop the student and make a refund based on the refund policy. Monarch Beauty Academy does not provide any refresh courses.

Student Attendance Tardiness

Students should not miss their scheduled hours per week as missing days can cause a student to miss important subjects and experience. The student will have to make up minimum training requirements for Practical & Theory Hours stated in the mandates for licensing and it will cost the student additional tuition if the course is not completed by the calculation completion date AND OR required course clock hours.
Missing scheduled hours must be due to emergency situations. If a student continuously/routinely has less than his/her scheduled hours per day or per week AND OR is arriving at second class Cut Hours AND OR Below 67% attendance rate in one payment period in one term, then the student will be expelled.
Attending Saturday is mandatory at Monarch Beauty Academy; students who do not complete their scheduled hours on Saturday will not be allowed to clock in on Tuesday of the coming week.

Absent for 3 days; If any student is absent five consecutive days (three school days or more) without notification the administrator will contact the student.
If the student is absent 14 consecutive calendar days without communicating with the School Director/designee, he/she will be terminated. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Class and Practice Hours

Clock IN time is rounded to the nearest ¼ hour. Students must record their attendance by entering their names and time to Clock IN at the start of the day, Clock Out for a lunch/break period and Clock IN when returning to class and Clock Out at the end of the class day. Students will be allowed up to ten (10) minutes to sign-in before it qualifies as a tardy.
If the student Clocks IN tardy, they will not receive credit for the hour of theory. Record Cards and or Time Cards must remain in the school at all times.

CLOCK IN, CLASS CUT & OUT AND TARDY POLICY

Classes begin at 8:30 am; if the student arrives any time after **FIRST Class Cuts** 8:40:00 a.m., then he or she is NOT permitted to clock in. If they arrive after **FIRST Class Cut** hours between 8:40:01 to 9:00:00 then the student falls into **SECOND Class Cut (up to15 minutes)** and may sit at the clinic to study. He or she will have to wait until after theory hours conclude, in this case they clock in at 10.00 am. Students who arrive any time after 9:00:00 am will be excused for the rest of the day. The director will review excessive tardiness or absences with the student to determine possible corrective action. **SECOND Class Cut is considered as one unexcused absence.**
Extra Full (over 7 hours per day) time student ½ hour lunch break (1/2 hour break records in SMART School Management System) with two 15 minute (fifteen minute breaks records on student's timecard) students cannot combine fifteen minute breaks. Full time (less than 7 hours per day) students get two 15 minute breaks and part time students less than 5 hours per day get one 15 minute break. Students who have legitimate requests will be allowed to leave the

building during the school hours. 15 minute breaks will not be deducted from student total hours per day. **Schedule: Exact break times are subject to change.**
Monarch Beauty Academy is not responsible for any accidents or injuries incurred outside of school while the students are on break, (this includes lunch breaks and fifteen minute breaks).
A. When students are signed out early on an ongoing basis, their academic performance will be negatively impacted. The institution system strongly encourages students to refrain from early sign outs, whether or not they are a full time or part time student. The institution cannot replace any hours due to early sign outs on the student's time card (Students must bring a doctor visit note or other). Students who do not clock in or out will lose their hours at school.
B. All institutions will establish procedures for early release that insure that all students are treated fairly and consistently. Students shall not be released within the final 30 minutes of the school day unless the director or instructors determines that it is an emergency or the student has a medical/dental appointment that cannot be reasonably scheduled at another time; or if good (Students must bring a doctor visit note or other) cause exists based on the director or instructor's opinion.
C. Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of nonattendance. Excessive early sign outs negatively impact the academic performance of the student (Students won't be given any theory hours credit).

STUDENT ATTENDANCE RECORDS

A student **MUST** clock **"IN"** when entering and **"OUT " when** leaving at the end of the day, which is recorded on the school's computer software management system (biometric fingerprint time clock). The students also clock in and out for lunch breaks on a hard copy Time Card form. If the computer recording software system goes out of order, then we record all the student's hours on a hard copy Time Card. **NO** student is allowed to clock in or out for another student. Students may **NOT** clock out and leave the building during their hours without an instructor's permission. All Time Cards must stay at the school at all times even if students must leave the building premises for breaks. **if any student loses their time card; no other time card AND credits are replaceable (Time card copies are not acceptable).**
In case of illness or emergency; the student must call in before 8:30 a.m. to report his/her absentees. For absence of being sick, Injuries, pregnancies or Health issue Doctor's notes are required.

Excused/Unexcused Absences:

Time has been built time into the contract **period is allowing 1.15% of required program published clock hours for missing days,** so that you have occasion to tend to personal matters (i.e, illness, child sick, car breaks down, etc.) without having to provide a reason or a note for the short absence. Once you have exceeded the allowed absence time built into the contract and the contract end date has passed, the over contract fee goes into effect for any additional absences regardless of the reason (unless you are on a leave of absence).

**** Students' Missed hours and or a day can be made-up in their remaining hours and or days left within the same week, not the week after or before. However hours of**

make-up work cannot be accepted as Hours of Technical Class Attendance and the student will not be credited unless physically performed in the classroom

EXTRA CHARGES OF INSTRUCTION HOURS COMPLETION DATE/ COURSE REQUIRED HOURS/ NOT COMPLETING REQUIRED ACADEMIC WORK/ NOT MAINTAINING ATTENDANCE RATE/ CHARGES WILL BE BASED ON SCHEDULE HOURS ONLY: Students should not miss school, if they can possibly avoid doing so. Missing days mean a student will miss important subject matter and experience. The student will be required to make up minimum training requirements for Practical & Theory Hours (must be credited by instructor when students are physically present in class) stated in the mandates for licensing AND/OR it will cost the student additional tuition if the student academics are not completed by the calculated completion date AND/OR required program clock hours. Missed daily criteria for theory hours may be repeated by the instructor and therefore can be made up throughout the program period. Student time cards will be audited at 75% of their completion program required clock hours. STUDENTS MUST NOT MISS THEORY. If a student has missed Theory hours and/or an entire chapter of study, then they will be charged for staying over after their contract period to complete any missing **Theory Hours ad or Practical Operation**. If a student is exceeding their graduation date **AND/OR** program required clock hours **AND/OR** contract period end date **AND/OR** she/he has not completed the minimum requirement of Theory hours **AND/OR** Practical procedures, then the student will be charged an extra tuition amount. The amount will be based on the fraction of course tuition per the required course clock hours multiplied by extra training hours.

Extra Charges of Instruction Hours, Student's program Hourly Rate

If a student has remaining hours/theory hours/practical operation to complete, the same hourly rate qualifies for any additional time required for completion (If a student pass the graduation date and or required course clock hours then an extra charge will be applied to student's tuition) The amount charged for each hour will be the same hourly rate stated on their contract; even if the hourly rate has increased during the time they have been in school. Current hourly rates are as follows: Cosmetology $12.60 per hour; Barbering $12.60 per hour; Barber Crossover $12.60 per hour; Cosmetology Instructor $5.00 per hour; Esthetician $13.00 per hour; Manicuring $12.50 per hour.

Over-Contract charges are due and payable in full once the student enters their over contract period. Exceptions will be made per approval of absence or changes of status by the Director. Remaining unpaid Tuition AND Over contract charge Balances with Monarch Beauty Academy should be paid off prior to applying for State Board Exam and at 75% of Course Required Hours prior to student's graduation. If any agency is responsible for a student's tuition, all balance of tuition should be paid off by the agency or the student. As per state law Monarch Beauty Academy may not withhold a transcript due to financial obligations. Exceptions may be made per approval of absence or changes of status by the Director.

For Example: If a student's tuition is $10,000.00 divided by 1000 course clock hours = $10.00 per hour. Student has 80 Actual hours over the required (1000) course hours, but the attempted Scheduled hours was 200 over the required (1000) course hours then the student's tuition overage charge would be calculated as follows: 200 hours X $ 10.00 per hour =$ 2,000.00

Total Student's Tuition Over Contract Charge Amount. **(Over Contract charges are based on student scheduled hours only).**

Unsatisfactory Academic Progress Policy

BPPE Catalog Checklist # 32, (CEC §94909 (a)(8)(C))

e. Warning

Students who meet the minimum requirements will be considered to be making satisfactory progress until the next scheduled evaluation. Students **failing to meet a minimum grade average of 70% and attendance Rate of 67%** will be placed on warning for not making satisfactory academic progress. Students will be advised of the actions needed to attain Satisfactory Academic Progress by the end of the evaluation period by increasing attendance rate and/or academic grades, as applicable to the minimum cumulative standards. The student who does not achieve the minimum standards is no longer in the program until prevailed upon appeal of the determination that has resulted in the status of probation (see below).

f. Probation

The school will allow for the status of probation for all students who are not considered meeting minimum standards for satisfactory academic progress if:

1). If a student fails to meet the required cumulative attendance or grade average **again** after the warning period;

2). prevails upon appeal of a negative progress determination prior to being placed on approved probation, he or she will be placed on **ACADEMIC-ATTENDANCE PROBATION** following the warning period. Students will be notified in writing when they are placed on **ACADEMIC-ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given**;**

3) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or

4). The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

Students will also receive attendance or academic counseling, from the Executive Director or designee, as appropriate, when they are placed on approved probation. A student may be placed on Probation Status for one evaluation period. Students can re-establish Satisfactory Academic Progress during the probation period by meeting the cumulative minimum 70% grade point average and/or 67% cumulative attendance average.

g. **Appeal Process**

A student is allowed to appeal a satisfactory academic progress determination. Students who wish to appeal the determination that they are not maintaining satisfactory progress (SAP) must submit a letter to the school administration within 5 days describing what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Such mitigating circumstances might include a description of what has changed in

their circumstances to warrant the appeal (i.e., death of a relative, an injury or illness (Doctor notes, documents required) of the student, or other allowable special circumstance. A written documentation of the appeal will be maintained in the student's file and the result on the appeal will be maintained with the appeal.

h. **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

i. Re-Entry or Leaves of Absence

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. 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. The 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.

j. Program Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply and have no effect on satisfactory academic progress.

Leave of Absence

BPPE Catalog Checklist # 33 , (CEC §94909 (8)(E))

1. In some emergencies a student may need to leave school temporarily with the intention of resuming the program at a later date. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

2. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. **In order for an LOA to qualify as an approved LOA:**

a) All requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.

b) ALL LOA's are subject to approval from the office. **Leave of Absence cannot be used as a vacation since Monarch Beauty Academy does not offer any vacation period during the entire course of study.**

c) A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, **Military Leave, Health Issue, Death in family** and if a student were **injured in a car accident** and needed a few weeks to recover before returning to

institution the student would not have been able to request the LOA in advance. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The reason for the decision will be documented and the request for the LOA will be collected from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident;

d) For **Veteran's students** return when the veteran's releases from military **draft**

e) The student must follow the institution's policy in requesting the LOA;

f) There must be a reasonable expectation that the student will return from the LOA;

g) Following review by school official, the request will be approved or denied, the decision will be noted on the written request, in accordance with the institution's policy;

h) No additional institutional charges as a result of the LOA;

i) **The LOA together with any additional leaves of absence over 21 up to 60 for any Health, Pregnancy Issues (Documents/ Doctor Note requires) can be extended up to 180 days but must not exceed a total of 180 days in any 12-month period**;

j) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;

k) The student's maximum time frame and the contract period will be extended by the same number of days taken in the LOA and noted on the LOA form;

l) In the event the student does not return by the documented date of return from the LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

m) Upon returning to the school, the student will return at the same progress status at which he or he left.

Holidays and Emergency Closure

The school is closed on SATURDAY, SUNDAY and the following holidays: New Year's Eve & New Year's Day, Martin Luther King Day, Memorial Day, WEEK OF Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, AND DECEMBER 24TH-JANUARY2ND. Holidays of all religious beliefs are respected and allowed. If the school must close for emergencies or other unexpected reasons, students will be notified by phone and/or a notice will be posted on the front door explaining the reason for closure and the date of re-opening.

Contract Graduation Period

BPPE Catalog Checklist # 23 (CEC §94870 and §94909(a)(9))
The contract period is allowing 1.15% of required program published clock hours for missing days; it means the difference between students' actual & schedule hours should not exceed150 hours for Cosmetology, 150 hours for Barbering, 30 hours for Barber crossover. 90 hours for Esthetician 60 Hours for Manicuring and 90 hours cosmetology Instructor. Example For Cosmetology program: 100/87=1.15, 1.15X 1000=1150 Schedule hour Time Graduation Period. Freshman students are required to have a 100% attendance rate during freshman class. However, the ratio of ***67% attendance is the standard rate that must be maintained at all times and it does not reflect the contract period.*** The 67% attendance standard rate must be maintained even if students are exceeding their graduation date/ required course clock hours and accumulation of **missed** days. The approved Leave of Absence does not reflect the 67% standard attendance rate. If a student switches to full/part time or takes a LOA, the graduation date will be changed to a new scheduled graduation date (the amount of missed hours for excused or unexcused absences will remain the same as your original start date). ***Monarch Beauty Academy does not offer any vacation period during the entire course of study, other than scheduled holidays***

Graduation Requirements and Diploma

Graduation Requirements: When a student has completed the required clock hours, has a GPA average of "C" (70%), and has paid tuition costs AND over contract tuition in full at 75% of course completion (based on schedule hours) requirements, she/he receives a diploma certifying his/her graduation of the appropriate course of study. If any agency is responsible for a student's tuition, **all balances of tuition/over contract charges must be paid off at 75% of the completed scheduled program hours. As per state law Monarch Beauty Academy may not withhold a transcript due to financial obligations.**

Scholarships

See information on scholarships under TUITION.

STUDENT NOTICE OF WITHDRAWAL/OR CANCELLATION

BPPE Catalog Checklist #25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)
Students may withdraw from the program. Withdrawal may be effectuated by the student's written **NOTICE OF WITHDRAWAL** or by the student's conduct if they violate the school's rules and regulations, including, but not necessarily limited to, a student's lack of attendance. An active student officially withdraws when they provide a written **NOTICE OF WITHDRAWAL to** the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. Students have the right to **Cancel** the **ENROLLMENT AGREEMENT** that a student signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement.

Monarch Beauty Academy shall refund 100 percent of the amount paid for institutional charges if applicant is not accepted by school, less a non-refundable $60.00 application fee, if notice to **cancel the contract** is made, through attendance at the first class session, or the seventh day after enrollment, whichever is later. *§94920(b)* Cancellation shall occur when students give written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a "**NOTICE OF WITHDRAWAL"** form when they enroll, but if a student chooses to withdraw or cancel their contract, the student can use any written notice that the student wishes.

Monarch Beauty Academy has a refund policy for the return of unearned institutional charges if the student withdraws during a period of attendance.

If Monarch Beauty Academy has collected money from a student for transmittal on the student's behalf to a third party for a bond, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal the institution shall refund the money to the student within 45 days of the student's withdrawal date. *§71750(d) CCR*

Notice of the Refund to Student: Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and the address of the entity to which the refund was sent.

PAYMENT FOR THE STRF IS NON-REFUNDABLE

Student's Right to Cancel the Enrollment Agreement & Cancellation Period

BPPE Catalog Checklist #25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

A STUDENT MUST WITHDRAW IN WRITING. Students do not have the right to withdraw by telephoning the school or by not coming to class. The institution shall advise each student that a notice of cancellation shall be in writing to the school's administrative office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct if they violate the school's rules and regulations, including, but not necessarily limited to, a student's lack of attendance. Cancellation occurs when you give written notice of cancellation at the School address shown on the front page of this Agreement. You can do this by mail, email, FAX, or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice does not need to be on an official form; it can be any type of written notice or letter of cancellation.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal)

BPPE Catalog Checklist #25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

Cancellation – the date the student canceled their contract before beginning class.

Withdrawal date- the last time the student attended class.

Drop Date – the date the school notifies the State that the student is no longer enrolled.

The actual last date of attendance is the last day the student was physically attending school.

The drop date of a student who had been previously attending could be up to, but not to exceed 14 consecutive calendar days from that student's actual last date of attendance. An active student officially withdraws when they provide a written **NOTICE OF WITHDRAWAL to** the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office

For the purpose of determining the amount owed for the time scheduled to attend, a student shall be deemed to have officially withdrawn from the course and have an effective withdrawal date when any of the following occurs:

- **A. On the date that the Monarch Beauty Academy receives the written student notification of their intention to withdraw, or on their actual last date of attendance**.
- **B.** On the date that School terminates the enrollment.
- **C. On the date that a student, on an approved leave of absence, notifies the school that he or she will not be returning. The date of withdrawal is the last date of attendance of the student. The drop date is the date that the School receives the notification from the student.**

For the purpose of determining the amount owed for the time scheduled to attend, a student shall be deemed to have unofficially withdrawn from the course when any of the following occurs:

- **A. The student fails to attend classes for 14 consecutive calendar days. In this case, the date of withdrawal is the last date of recorded attendance.**
- **B.** The date a student fails to return as scheduled from an approved leave of absence. The withdrawal date **is** the last date of recorded attendance. The **drop date is** the scheduled date of return from LOA.
- **C.** The date the school terminates the student's enrollment due to academic failure or for violations of any school rules and policies.

Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of **the drop date**, whether they have withdrawn officially or unofficially.
If any agency is responsible for a student's tuition, all balance of tuition should be paid off by the agency or the student.

IF THE AMOUNT THAT A STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT OWED FOR THE SCHEDULED TIME OF ATTENDANCE, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DROP DATE. IF THE AMOUNT THAT IS OWED IS MORE THAN THE AMOUNT THAT ALREADY PAID, THEN THE STUDENT HAS TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

Re-Enter

1. By definition, the institution allows students to re-enter a program after they have withdrawn and restarted any student who has previously attended this school. **Re-enrollment or Re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.**
2. Any student who has dropped or withdrawn shall be eligible to restart.

3. Students who have elected for a period of withdrawal will be re-entered in the same progress status that they left.

4. A new **ENROLLMENT AGREEMENT** cannot be signed or submitted until the following:

d. The Admissions Director has submitted a **APPROVAL/RESTART AUTHORIZATION FORM**;

e. The $40.00 registration fee has been paid to cover the processing of the student's new paperwork.

f. The Administrator has signed the **APPROVAL/RESTART AUTHORIZATION FORM.**

5. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed based on the current hourly rate multiplied by the amount of hours needed to complete the course. In the event that the student has paid for the program in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the **ENROLLMENT AGREEMENT**.

BPPE Cancellations and Refunds Regulation

BPPE Catalog Checklist # 25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

Monarch Beauty Academy is not participating in any State or Federal Financial Funding Programs

(Applies to all terminations for any reason by either party, including student decision, course or program cancellation or school closure.)

*CEC §94844: **Institutional Charges***

"Institutional charges" means charges for an educational program paid directly to an institution.

*CEC §94870: **Total Charges***

"Total charges" means the sum of institutional and non-institutional charges

*CEC §94920. **Mandatory Cancellation, Withdrawal and Refund Policies***

An institution that does not participate in the federal student financial aid programs shall do all of the following:

(a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance

(b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later

(c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education

(d) The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund

(e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal

BPPE Withdrawals and Refunds Regulation

BPPE Catalog Checklist #25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

5, CCR §7000(AB) "TUITION"

Means the cost for instruction normally charged on a per unit or per hour basis. It does not include itemized fees paid to the Bureau or the cost of textbooks, supplies, transportation, or equipment.

5, CCR §71750

(a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.

(b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code, and must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures pursuant to section 94909(a)((8)(B) of the Code shall include, at a minimum: the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.

(c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than $250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.

(d) If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

(e) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which

the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.
(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have canceled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

Institution Cancelation, Withdraw & Refund Regulation

BPPE Catalog Checklist # 25 (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)
If any student withdraws at 60.01% or more of Program completion based on scheduled hours, there is no refund and the student will be charged for entire program tuition including accumulated scheduled hours exceeding required program hours/graduation date. Pro rata refunds are given to students who attended 60% or less.
If the student who withdrew after 60% wishes to re enroll, they will be given a new completion date and charged only for the hours that are needed to complete.
They will still be charged for cumulated scheduled hours exceeding the new scheduled graduation date.

Discontinuation of an Educational Program

*"An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students." §94927*

Student Kit and Textbook Refund Policy

If a student withdraws, she/he will be responsible for the full cost of their kit and books since once opened and used they are for the most part no longer returnable for sanitary reasons. Therefore, in the event of a student's withdrawal from school, the school will use credit balance retained on the student's account with student authorization to pay for all applicable institutional charges plus any remaining charges for student kit and books incurred as a result of student's withdrawal.
Outside Agency: In case if an outside agency is paying or has paid for the student's kit, and the student subsequently cancels the program, the kit becomes the property of said agency. Also if an outside agency is not paying a student's tuition in full; the student is responsible for paying the remaining unpaid tuition balance due. **Student Kit must be purchased from school.**

Third Party Payers

a. For those students who are receiving tuition assistance; any tuition refunds will first be made to any lender\organization up to the amount of such disbursement by the school and a third party processor.

b. Any additional refunds will be made to other funding source accounts or any other sponsoring source up to the amount of such disbursement.

c. Any additional refunds due will be made to the Student or sponsor within the first 14 calendar days of the school receiving the funds.

d. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the total hours completed over the time period in that payment period. The Student will be responsible to repay any such overpayment.

e. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency, account or individual. In case a third party is paying or has paid for the student's kit and the student subsequently cancels the program, the kit becomes the property of said agency.

f. If an outside agency is not paying a student's tuition in full; the student is responsible for paying the remaining unpaid tuition balance due.

g. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund.

h. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Information/Services

BPPE Catalog Checklist # 35, (5, CCR §71810(b)(12))

Student Advisement

Advisors specialize in matters pertaining to your educational program: School policies, placement/assessment test interpretation, requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match students with faculty from areas of particular interest to the individual advisor.

Advisors are professionally trained to address personal issues, resolve academic anxieties; assist students in choosing career fields and majors, and solve other academic difficulties. With students on restricted academic status, advisors work to develop individual success plans, which address the specific issues inhibiting academic success.

Although advisors often advise students, advisors are not trained to counsel. Please be sure to make clear what kind of assistance you need when requesting an appointment. If you're not sure, someone will be happy to help you decide.

School maintains an advisory service to help students achieve their fullest personal development and make the best use of the instruction offered; the school offers guidance and advice beginning with the student's first admissions interview. Once enrolled a student may expect to receive continuing guidance as needed from both the faculty and administrative staff. It is recommended that any student who needs personal or educational advice, make an

appointment with the office. The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas.

Career Advising/Earning Potential

BPPE Catalog Checklist # 36, (5, CCR §94909(a)(13))

The school advises the students individually as often as necessary. Advising takes place by way of monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school on a regular basis to give demonstrations and discuss career goals with the students (based on schools evaluating salon's owners.) These activities supplement the daily advising carried out by the instructors and administration. As with any career, the amount of earnings one obtains in the beauty & health industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wages rates, while maximum effort can lead to much higher levels of compensation. For this reason, Monarch Beauty Academy, its staff and associates do not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. Monarch Beauty Academy curriculum is designed to teach students these skills, but the effort students put forth is up to them. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self-employment, the company one chooses to work for or position held.

Students are not allowed to do any type of advertising by way of making Flyers, Business card under their name or do any beauty or other services on school's clients or others outside of school or acting or working as a professional licensed Cosmetologist while attending at school and using school name for their workplace (Breaking Business Profession code), students might lose their eligibility of receiving State Board of Cosmetology license.

Job Placement - Placement Assistance

BPPE Catalog Checklist # 36, (5, CCR §94909(a)(13))

Monarch Beauty Academy does not guarantee employment or placement. Law prohibits any school or college from guaranteeing employment as an inducement to entering school. A referral service is maintained for employment opportunities for licensed graduates of Monarch Beauty Academy. Graduates may contact the school to receive a listing of available employment opportunities. Students are referred to interviews and results of these interviews are recorded in the placement register.

Job Search Training: Throughout students training, job search training is incorporated in classes, and personnel are available if students have questions or need any assistance while students are in school. During your training, students will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resume' preparation, and other valuable points students will need to know to help students land a great job after

students are licensed (results of these interviews are recorded in the placement register then-job requirements, salary, and other pertinent information) As students approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resume' preparation, referrals and graduate follow-up. Job placement assistance remains an option for students even if they have been out of school for a while. Graduates are encouraged to keep in touch with the school and provide employment updates, and are always welcome to call for any information the school can assist with. Although the school works closely with its graduates through its extensive placement assistance program, the school cannot guarantee employment.

Job Demand in Cosmetology/Related Fields

BPPE Catalog Checklist # 39, (5, CCR §74112 (d)(3))

Nationally, the average cosmetology salon professional's salary is $47,200. Esthetician salon (skincare) professionals $38,060, Barbers salon professional $33,400 & manicurist Professional 31,130 & Cosmetology Instructors $59,840. 40% of salons in the state California are employer-owned, and 29% are booth-rental salons. The other 31% are a combination of the two. 49% of California salons are classified by their owners as full-service salons; 20% are listed as haircutting salons. Barbershops make up 13% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments. The U.S. Department of Labor provides current (22022-23) job information **athttps://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm** . This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position SOC Code	National Median Hourly / Yearly Wage	State Median Hourly/Yearly Wage
Cosmetology (Hairdressers) 39-5012	**$11.21 / $23,300**	**$10.19 / $21,200**
Barber and Barber Crossover 39-5011	**$16.06 / $33,400**	**$ 17.95 / $ 37,330**
Esthetician (Skincare Specialist) 39-5094	$13.74 / $ 28,600	$15.42 / $32,100
Manicuring 39-5092	$9.48 / $19,700	$9.06 / $18,800
Cosmetology Instructor (Vocational Education) 25-1194	$23.05 / $47,900	$28.46 / $59,200

Student Housing

BPPE Catalog Checklist # 37, (5, CCR §71810 (b)(13)(A)(B)(C))

This Institution Programs does not maintain housing accommodations for students (non-residential). No dormitories are available**. Although the School is not responsible for finding housing for students or assisting them in that pursuit, careful attention is given to**

options and local openings in order to help them find satisfactory living quarters. In the Santa Clarita Valley area, the cost of a room for rent is estimated at $800.00 per a month.

76215. Student Tuition Recovery Fund Disclosures

BPPE Catalog Checklist #24 (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))
"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., Suite 225, Sacramento, California, 95834, (916) xxx-xxxx or (888) 370-7589.

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

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

6. **You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.**
7. **You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.**

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4)years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number." Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Ability-to-Benefit Student Advisory

BPPE Catalog Checklist # 24 (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b)

Monarch Beauty Academy only accepts students with a High school Diploma, GED, or who have an academic post secondary degree from a national or regional institution for the Cosmetology, Barber, Esthetician and Manicuring courses.

Physical and Health Requirements

Contrary to what some people believe, the job in the beauty industry is physically demanding. It may not require heavy lifting or vigorous activity, but it does require that the individual be able to stand on his or her feet for long periods and often to assume and hold uncomfortable positions for a protracted period of time. And there is a lot of repetitive motion in cosmetology. While you may not need to be able to compete in a triathlon, you still need to be aware of the physical demands of the job.

These physical demands also include working with some fairly strong chemical compounds; some of which don't have a pleasant fragrance. Even the required practices that don't involve harsh chemicals can become problematic. I had a classmate in cosmetology school that developed contact dermatitis from having to constantly wash her hands so often (and from shampooing clients repeatedly). Another cosmetologist with whom I worked developed a latex allergy from frequent exposure to the rubber gloves we have to wear during chemical services.

Please also be aware of the many chemicals you will be in contact with on a day-to-day basis. Wearing protective gloves and appropriate clothing is necessary.
Knowledge of and proper handling of hazardous materials is a must. Please be aware of any allergies you may have with chemicals and or latex before entering into the fields of cosmetology and instruction.

- Stand for long periods of time.
- Repeat the same motions.
- Use hands to handle, control, or feel objects or tools.
- Bend or twist the body when working on a client's hair or applying makeup.

It is important for hairstylists and cosmetologists to be able to

- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use hands or fingers to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- See differences between colors, shades, and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is not as important, but still necessary, for hairstylists and cosmetologists to be able to:

- Bend, stretch, twist, or reach out.
- Make quick, precise adjustments to machine controls.
- Focus on one source of sound and ignore others.
- See details of objects that are more than a few feet away.
- Determine the distance between objects.
- Be physically active for long periods without getting tired or out of breath.
- Make fast, repeated movements of fingers, hands, and wrists.

Pregnancy (Or Other Health Issue)

Prospective students should be aware of the physical demands of a Cosmetologist, Manicurist and Esthetician occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Manicurist occupations generally require constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individuals may have allergies and sensitivity to chemical products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing for a prolonged period of time is a necessity for beauty and health education at the Monarch Beauty Academy.
The institution provides equal opportunity for all students, and will not apply any rule concerning a student’s actual or potential parental, family, or marital status which treats students differently on the basis of gender.

- All Students must generally be in good health to be accepted in the program.
- Some Students might be tested for TB Prior to enrollment if they were not vaccinated and show proof of it.

a. The institution will not discriminate against any student, or exclude any student from its education program or activity, on the basis of such student's health issue, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery, unless the student requests voluntarily to participate in a separate portion of the program or activity.
b. The institution may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
c. The institution will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
d. It is the responsibility of any student who is pregnant (or other health issue) to comply with this policy and notify the school director before enrollment and/or during attendance at the school, in order to insure the health and safety of that student for the nature of this business.
e. Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field, there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. 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 parent* or physician) believe they can fulfill these training demands (Doctor Note requires for any health issues).

Vaccination Policy

While Monarch Beauty Academy encourages its students to lead happy healthy lifestyles and stay disease free, it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of California.

Health and Safety / OSHA

Within the fields of Cosmetology, Esthetician and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction sharpness or extreme temperature, may be considered a safety or health hazard. In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the coursework the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Accessibility for Disabilities

Monarch Beauty Academy is wheelchair accessible and the facility is adapted for handicap access.

Vocational Rehabilitation

Occasionally, students who participate in a rehabilitation program through the California Department of Rehabilitation, can be eligible for sponsorships through the program. Monarch Beauty Academy is in the process of partnering with the Department for referrals from the program, but approval has not been granted as of the date of this catalog.

Outside Classroom Work

Students are expected to do preparation work outside of normal class time. This will include reading assignments and written assignments. Students should expect to spend about 2 hours per day of home study based on academic studies.

Tutoring & Special Accommodations

Monarch Beauty Academy does not offer any kind of one-on-one tutoring, special training, special accommodations, sign language or interpreter to any students.

REGISTER TO VOTE

Although it is not an admissions requirement, please vote on issues that may affect your education.
Download a VOTER REGISTRATION FORM @ www.LAVOTE.NET/VOTER_REGISTRATION.cfm or www.SOS.CA.GOV/NVRC/FEDFORM

School Governing Body, Administrators, and Faculty

BPPE Catalog Checklist # 26, (CEC §94909(a)(7) and 5, CCR §71720)

Mary Koontz	**Director (Chief Executive Officer)**
Mary Koontz	**Administrator (Chief Operating Officer)**
Mary Koontz	**Creative Director (Chief Academic officer)**
Anita Adari	**Accounting**
Rebecca Palafox	**Students Academics**

Instructors:

- Angeles M. Palafox Cosmetology License # KK 178718; has been a working cosmetology instructor since 1995

- Maria Ramirez Cosmetology Instructor # KK 115161; has been a working cosmetology instructor since 1982
- Nemecia Frias Manicuring License # M 320837; has been a working manicurist since 2014

Student Complaint and Grievance Procedure

BPPE Catalog Checklist # 34, (5, CCR §71810(b)(14))

Complaint Policy

All students who wish to lodge a complaint against the school program, Instructor, employee or another student regarding alleged discrimination based on race, color, creed, national origin, sex, sexual preference, sexual harassment, handicap, religion. Students have the right to file a complaint with the bureau prior to an internal grievance procedure. **Also the students** can file complaints with the Office of Student Services, preferably speaking with the Director. Upon lodging the complaint, the student will be advised of the procedural requirements in processing their complaint or seek their own counsel. In accordance with the Institution's Mission Statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint cannot be filed once the administrative staff is informed of the situation from outside sources.

Complaint procedures will be included in new student orientation and posted in the classroom and break room thereby ensuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the Institution. The information will be used in evaluating Institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process:

1. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
2. The complaint form will be given to the school President, Director or Administrator.
3. The complaint will be reviewed by Management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem, but will notify the student of its continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the school administrator , it will be referred to the
5. Depending on the extent and nature of the complaint, interviews with appropriate staff members and other students may be necessary to reach a final resolution of the complaint.
6. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
7. The complaint form will be given to the school President, Director or Administrator.

8. The complaint will be reviewed by Management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem, but will notify the student of its continued investigation and/or actions being taken regarding the complaint.

9. If the complaint is of such nature that it cannot be resolved by the school administrator , it will be referred to the

Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
Phone #:1-800-952-5210 Fax (916) 575-7281
barbercosmo.ca.gov
Bureau for Private Postsecondary Education- 1747 North Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (888) 370-7589 www.bppe.ca.gov
E-mail: bppe@dca.ca.gov
bppe.enforcement@dca.ca.gov

In some instances, it may be necessary to conduct an informal Hearing regarding the complaint. If necessary, Management will appoint a Hearing Committee consisting of one member selected by the school who has no involvement in the dispute and who also may be a Corporate Officer, and another member who may not be employed by the school or related to the School Owners. The Hearing will occur within 90 days of Committee appointment. The Hearing will be informal, with the student performing his/her case, followed by the School's response. The Hearing Committee will be allowed to ask questions of all involved parties.

Within 15 days of the Hearing, the Committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School Management shall consider the report, and either accept, reject, or modify the recommendations of the Committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the Committee.

Student Rights and Responsibilities

BPPE Catalog Checklist #24 (CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

As a student you have the right to:

Career Information — Accurate facts about job availability and salary ranges if the institution makes a claim to a prospective student regarding the starting salaries of its graduates.

A Catalog — A comprehensive listing of current and accurate information regarding programs, School policies, procedures, and a list of currently employed administrative staff and faculty, including their qualifications.

Contract — An enrollment agreement that states the program and the number of clock hours or units required to complete the course and the length of the program covered by the enrollment agreement as well as the cancellation and refund policies.

Cost Information — Clear and honest disclosure of all tuition, fees and other charges related to the cost of receiving your education.

Financial Aid Disclosure — Full disclosure of all scholarship, any non Title-IV grant and loan information including rates, terms and any deferment or forbearance options.
Accessibility for Handicapped — Have special facilities and services available to you.
Quality Faculty — Instructors who are knowledgeable and current in the areas they are teaching.
Quality Materials — textbooks, teaching materials, and equipment that are current and in good condition.
Refunds — The ability and the right to withdraw from school at any time and receive a refund for tuition paid but not used.
Retention/Placement Information - Information about the number and percentage of students that start and complete programs and the number and percentage of graduates placed in jobs.

Campus Security

General Information The program is administered in accordance with the Act. The physical facilities go through periodic inspections as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment.
- Fire department visits on a regular basis.
- CAL/OSHA requirements are followed.
- Fire escape routes are posted.
- Earthquake procedures are routinely reviewed with staff and students.

Health, safety, earthquake, security are handled by the Director or designee.

Security Policies

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992.
The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.
Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.
The following procedure will be followed to insure campus security:
1. The staff will be trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they will be trained in notifying the proper authorities.
2. Instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or designee, secures the building each evening and ensures that all students, faculty and staff have properly exited out of the building.

Murder	Aggravated Assault	Rape	Burglary	Robbery	Dating/Domestic Violence	Motor Vehicle Theft
0	0	0	0	0	1	0
0	0	0	0	0	0	0

4. Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:
5. Each student and employee of the school is responsible for his or her personal belongings.
6. Proper security of all personal belongings is the responsibility of each student and employee.
7. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
8. All students and employees of Monarch Beauty Academy are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
9. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
10. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
11. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.
12. Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:
13. The Executive Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
14. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
15. The school will abide by all legal requirements set forth by law enforcement.
16. Medical and follow-up treatment services will be made available to the victim if required.
17. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
18. Confidentiality will be guaranteed.
19. Appropriate services that are available to the victim will be provided to each individual immediately.

2021 & 22 campus statics

Cost and Payments

Program Tuition Payment for each Program: As required by state law the following satisfies the requirement for disclosing the charge for a **period of instruction.**

PROGRAM	PROGRAM LENGTH WITH 100 % ATTENDANCE	HOURS PER WEEK	TOTAL CHARGE FOR PERIOD OF ATTENDANCE (ENTIRE PROGRAM)
Cosmetology-1000 hours	34 weeks Full Time	30	$12,600.00
Barbering – 1000 hours	34 weeks Full Time	30	$12,600.00
Esthetician-600 hours	20 weeks Full Time	30	$7,800.00
Manicuring-400 hours	14 weeks Full Time	30	$5,000.00
Cosmetology Instructor – 600 hours	20 weeks Full Time	30	N/A
Barber Crossover-200 hour	7 weeks Full Time	30	N/A

"An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance." §94899.5(d) ***Monarch Beauty Academy does not provide institutional loans. Monarch Beauty Academy is not affiliated with any other federal, state or local agencies that provide scholarships or grants to students.***

"At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement." §94899.5(e)

Tuition and Fee Schedule:

BPPE Catalog Checklist (CEC §94870 and §94909(a)(9)) # 23

Once the books, implements and supplies are issued; they are not returnable items due to sanitary conditions. All students' kits might be changed to different brand names or manufactured from time to time based on pricing, availability and vendor's educational methods or classes.

Payment Plan for total program

COURSE	TUITION	APPLICATION FEE (Non-refundable)	BPPE STRF	REGISTRATION FEE	BOOKS	ADMISSION EXAM	UNIFORM	KIT& SUPPLIES	TOTAL
Cosmetology	$12,600	N/A	$0	$250	$499	N/A	N/A	$1,795	$15,144
Cosmetology Instructor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Esthetician	$7,800	N/A	$0	$250	$599	N/A	N/A	$1,260	$9,909
Manicuring	$5,000	N/A	$0	$250	$399	N/A	N/A	$980	$6,629
Barbering	$12,600	N/A	$0	$250	$499	N/A	N/A	$1,795	$15,144
Barber Crossover	N/A	N/A	N/A	N/A	N/A	N/A.	N/A	N/A	N/A

School's Payment Plan (cash, credit card, money order, check):
COSMETOLOGY PAYMENT PLAN ($12.60 per hour)
$ 2,544 DOWN, 11 PAYMENT OF $1,145 PER MONTH TILL PAID IN FULL
COSMETOLOGY INSTRUCTOR PAY PLAN ($5.00 per hour)
$474.00 DOWN, 5 PAYMENT OF 400 PER MONTH TILL PAID IN FULL
ESTHETICIAN PAYMENT PLAN ($13.00 per hour)
$ 1,260 DOWN, 7 PAYMENT OF $1,114 PER MONTH TILL PAID IN FULL
MANICURING PAYMENT PLAN ($10.00 per hour)
$1,629.00 DOWN, $1,000 PER MONTH TILL PAID IN FULL
BARBERING PAYMENT PLAN ($12.60 per hour)
$ 2,544 DOWN, 11 PAYMENT OF $1,145 PER MONTH TILL PAID IN FULL
BARBER CROSSOVER PAYMENT PLAN ($12.60 per hour)
$ 1414 DOWN, 2 PAYMENT OF $1,500. PER MONTH TILL PAID IN FULL
NOTE: Should the student complete the program earlier than the estimated timeframe, the FA package may be recalculated and that this may result in liabilities

NOTE: Should the student complete the program earlier than the estimated timeframe, the FA package may be recalculated and that this may result in liabilities owed by the student and/or institution, if applicable.

Extra Charges

1. A $25.00 per month late payment fee.
2. $75 termination fee
3. A $75 additional fee will be charged for changing students' Scheduled Hours. Remaining unpaid Tuition/Over contract charge Balances with Monarch Beauty Academy should be paid off prior to applying for State Board Exam & at 75% of Completed Course Required schedule Hours prior to student's graduation. If any agency is responsible for a student's tuition, all balance of tuition should be paid off by the agency or the student.

All state application fees are excluded. Student kit includes equipment, supplies, books, and materials to complete the specific course of study within the enrollment period. It includes a smock & a shirt, but not personal clothing, such as clothing or shoes.

RECORD MANAGEMENT: *IT IS THE SCHOOL RESPONSIBILITY TO MAINTAIN ALL FINANCIAL AND PERSONAL INFORMATION FOR EACH STUDENT. CURRENT STUDENT FILES (ACTIVE STUDENT) ARE TO BE KEPT IN A LOCKED OFFICE WHEN NOT SUPERVISED.WHEN STUDENT HAS GRADUATED OR IS WITHDRAWN OR TERMINATED, FILES ARE TO BE AUDITED; REFUNDS ARE TO BE REVIEWED AND IMMEDIATELY STORED IN STORAGE LOCKED ROOM. UNDER NO CIRCUMSTANCES ARE ANY OTHER STAFF MEMBERS TO HANDLE THESE FILES. Monarch Beauty Academy WILL NOT RELEASE INFORMATION TO OUTSIDE PARTY PER SCHOOL'S RIGHT TO THE PRIVACY ACT.*

ALL STUDENT FILES WILL BE REMAINED FOR SIX YEARS.

THE COMBINATION OF THE ENROLLMENT AGREEMENT, RULES & REGULATIONS & THE INSTITUTION'S CATALOG REPRESENT A LEGAL AND BINDING AGREEMENT.

ALL PAYMENTS MADE UPON LEAVING THE SCHOOL SHALL BE PAID EITHER BY CASH OR CERTIFIED CHECK.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS, OR SERVICES OBTAINED PURSUANT HERE TO OR WITH PROCEEDS THEREOF, RECOVERY THERE UNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBITOR THERE UNDER. OCCUPATIONAL OPPORTUNITIES, SAFETY & PHYSICAL DEMANDS REQUIREMENTS IN THE COSMETOLOGY PROFESSION.

Student Name **Student Signature** **Date**