



200 Atlantic Avenue Pittsburg, CA 94565

Phone : (925) 267-4098

Website- Conbelloacademy.com

School Catalog

January 1, 2024 to January 1 , 2025

TABLE OF CONTENTS

Approval Disclosure	3
Housing / Accreditation	4
Director's Letter of Welcome	5
Educational Objectives/Facilities.....	5-6
Admission Requirements	7
Credit Evaluation	8
Policies and procedures for prior experiential credits	8
Re-Entry Policy	8
Disabled/Handicapped Students	9
Courses of Study	9
Attendance Status	9
Statement of Non-Discrimination	10
English as a Second Language (ESL).....	10
Disclosure of Educational Records	10
Visa related services	10
Phase 1 Class Enrollment.....	11
Equipment/Supplies.....	11
Calendar/Holidays/Class Schedules/Orientation Class	11
Student clock Hour Policy	11
Progress Policy	13
Health Considerations.....	13
Placement	13
Career/Personal Attention/Library Resources	13
Admission and Financial Information Office Hours.....	14
Satisfactory Academic Progress	16
Leave of Absence	18
Grading Scale	20
Students Rights to Cancel.....	20
Grievance Procedure	21
School Rules Regulations/School Hours	21
Tuition & Fees Schedules/Extra Charges.....	25 -26
Method of Payment	26
Scholarships.....	27
Refund Policy and Student Tuition Recovery Fund (S.T.R.F.)	29
Vaccination Policy	31
F.E.R.P.A. Policy.....	31
Drug abuse & policy statement	31
Curriculum Barber/Cosmetology	36 -41
Faculty & Staff	47

Publication Date (01-01-24 - 01-01-2025) Our school catalog is updated on an annual basis or as needed by our approval agencies or any school policy changes. Prospective students or the general public may request a copy of this school catalog in person or via mail and the college will send you one by mail or give you a copy while visiting the college.

AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. AS WELL AS REVIEWING THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE TWO SEPARATE DOCUMENTS

ConBello Academy is a private institution that it is approved by the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798; pursuant to California Education Code. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

2

Approved is the course: Barber 1000 Clock Hours and Cosmetology 1000 Clock hours. Instruction is in residence with facilities occupancy level accommodating: 24 students at any one time Prospective enrollees are encouraged to visit the physical facilities of the school where all classes are held (200, 204 Atlantic Avenue, Pittsburg, CA 94565) to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does NOT have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

The following are state Programs, Bureaus, Departments or Agencies which set minimum standards for our program of studies in accordance with Business and Professional Code:

22 BOARD OF BARBERING/ COSMETOLOGY. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-Free # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov

22 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 1747 N. Market Blvd. Ste 225 Sacramento , CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897.

Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

Individuals seeking to resolve problems or complaints should first contact the instructors in charge. Requests for further action may be made to the owner - Eduardo Bello Suazo/Ivan Contreras. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education.

21 OUR COLLEGE DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER ANY TYPE OF HOUSING ASSIS-

TANCE i.e. housing referral, location assistance or financial housing assistance. There are many apartment complexes and rentals, the approximate cost of housing varies depending on location and size of the rental, the range can be as low as \$ 1,700 per month.

ACCREDITATION: This institution and its programs have NOT been approved for accreditation by any accrediting agency recognized by the United States Department of education.

WELCOME...!

Dear Student,

Welcome to ConBello Academy and thank you for selecting us to assist you in obtaining your desired Barber / Cosmetology training. You are now entering into a field that will hopefully provide you with the opportunity for a successful future in the Barbering and / or Cosmetology industry.

At ConBello Academy, we offer you the training to pass the Board of Barbering and cosmetology examinations. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This requires hard work, dedication, and diligence on your part. You will practice shop management, business concepts, and the psychology of personal success. It is a pleasure to have you join us at Conbello academy to help you discover your ability to transform your life by your training. Training is your investment in your future and the degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

17 Eduardo Bello Suazo/ Ivan
Contreras Owners/Directors

4 MISSION STATEMENT: ConBello Academy Our mission statement is to maintain a commitment to excellence in our programs. To provide quality instruction to all students. As well as providing a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in the barber / cosmetology industry.

EDUCATIONAL OBJECTIVES: Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straight forward pragmatic methodology. Upon completing the course of study the graduate student should be able to function effectively in one of the many specialty areas such as: Barber/Salon Operator. Normal progression should move him or her to positions such as Barber or Salon Manager, Barbershop/Salon Owner or School Owner. Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire as well as the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon/shop conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student can use a locker

if (available) to keep his Our students learn to practice managing the reception desk, logging patrons in, answering the telephone , operating the cash register and assist in operating our supply system. Our objective is to help the student become "salon/shop-ready" for an entry level position of employment in a barber shop/ salon. ConBello Academy faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology and barber professions.

FACILITIES:

10

ConBello Academy is a (3,200 sq. ft) air-conditioned, one story modern facility accessible to all public transportation. The facility consists of combined lecture/lab room, workshop areas, administrative office, student resource library. We offer modern equipment which includes Barber chairs, individual styling stations and a variety of professional products and supplies that will help enhance the student's product knowledge. A student lounge is provided for the students to use with facilities, eating and rest areas. The school, the facility it occupies and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. ConBello Academy welcomes all persons interested in a beauty/barber career. We are happy to have you visit the school at any time. Come in to see our facility, meet our staff and consider the many advantages for our attending students. We will be pleased to answer all of your questions.

Barber program equipment list -

10

Equipment and Materials used in classroom for barber program are Milady 6th Edition Barbering Textbook, Workbook, Exam Review Book (CIMA). For the practical portion our school provides, Barbicide Disinfectant, Electric Curling Irons, Afro Picks, End Papers, After Shave Lotion, All Purpose, Combs, Hair Clips, Handheld Hair Dryers, Large Tooth Handle Combs, Applicator Brushes, Mannequins & Stands, Barber Towels, Mixing Bowls, Perm Rods, Shampoo Capes, Shaving Cream, Hot Towel Machines and Hot Steam Towels.

Cosmetology program equipment list-

10

Equipment and Materials used in the classroom for cosmetology program are Milady standard Cosmetology 13th edition Textbook, Workbook, Exam Review Book(CIMA). For the practical portion our school provides, Barbicide Disinfectant, Electric Curling Irons, standing hair dryer, Nail kit, Scissors , End Papers, After Shave Lotion, All

/her uniform and private articles . Purpose, Combs, Hair Clips, Handheld Hair Dryers, Large Tooth Handle Combs, Applicator Brushes, Mannequins & Stands, Barber Towels, Mixing Bowls, Perm Rods, Shampoo Capes, Hot Towel Machines and Hot Steam Towels.

ADMISSION REQUIREMENTS:

5

We want to make sure our students have the best chance to succeed in the beauty and wellness industry. It is our policy to enroll only students who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admission to Conbello Academy. Prior to signing an Enrollment Agreement all prospective students must:

1. Complete an Enrollment Application Form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from Conbello academy Admissions.
2. Submit an Application Fee: Action will not be taken on admission or any student application until an application fee of \$150.00 is received. Please submit the fee in the form of a check, money order, payable to conbello Academy. In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice.
3. Identification: Possess a valid Social Security Card
4. Education If you are at least 17 and a high school graduate, you must provide the following documents to the school: • A valid U.S. high school diploma, a GED, a High School Certificate of Proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts that show high school completion. The school will also accept college diplomas and/or college transcripts. Successful completion of at least a two-year college-level program that is acceptable for full credit towards a bachelor's degree or completion of an associate's degree. • A valid government issued photo identification card or driver license. If you are at least 18, an immigrant to the United States and have completed high school or its equivalent in your country of origin, you must provide the following documents to the school:
 - 5 • A copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent both in the language in which the document is written and in English or a bona fide, third-party document evaluation service. If the out of-country education certificate is translated by a bona fide, third-party document evaluation service, the translation must be on that company's letterhead.

- The school does accept ability to benefit (ATB) students

CREDIT EVALUATION/TRANSFER POLICY AND PROCEDURES

6

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training. Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by ConBello Academy. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement. Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the CEO, COO Eduardo Bello Suazo, Ivan Contreras at 200,204 Atlantic Ave. Pittsburg , CA 94565. Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee and kit, tuition based on hours needed multiplied by the current hourly rate.

Experiential learning - Credit is not awarded for prior experiential learning.

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

7 **RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of hours & operations provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college. Transfer students from other institutions' please refer to ***Credit Evaluations***.

FOR DISABLED/HANDICAPPED STUDENTS: ConBello Academy follows the requirements established by the Americans with Disabilities Act. ConBello Academy does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee. Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled student depending on the student's disability. **COURSES OF STUDY**

BARBER COURSE:

(1000 Clock Hours) The course of study for students enrolled in a Barber course shall consist of fifteen hundred (1000) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering.

COSMETOLOGY COURSE:

(1000) The course of study for students enrolled in cosmetology course shall consist of sixteen hundred (1000) clock hours of technical instructional and practical operation covering all practices constituting the art of cosmetology.

Educational Goals: The Barbering and Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber or Cosmetologist (SOC #39.5011).

ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME: Full time: Any student scheduled to attend 35 hours per week are considered to be full-time students. Part time: any student scheduled to attend 20 hours per week are considered to be part-time students.

THE COURSE SCHEDULES ARE BASED ON WEEKLY ATTENDANCE AND ARE AS FOLLOWS: BARBER 1000

CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME Barber (F/T 35 hrs/wk.) - 1000 Hours 25 weeks

THE COURSE SCHEDULES ARE BASED ON WEEKLY ATTENDANCE AND ARE AS FOLLOWS: Cosmetologist 1000

CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME Cosmetology (F/T 35 hrs/wk.) - 1000 Hours 25 weeks

16 STATEMENT-NON-DISCRIMINATION: ConBello Academy does not discriminate on the basis of race, color, religion, ethnic origin, sex, handicap, financial status, and age, area of origin or residence in its admissions, instruction, or graduation policies.

DISCLOSURE OF EDUCATION RECORDS:

18,19

Adult students, parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain paper files for five (5) years from the date of completion or withdrawal, after five (5) years the files will be destroyed. All student data is retained by "FAME" (Our third party software servicer) in a database and Transcripts are available indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student, (parents or guardians of dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

ENGLISH AS A SECOND LANGUAGE:

1

All Classes are taught in ENGLISH only. This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language of 10th grade or higher. For students that have received a High School Diploma or other acceptable documentation from a foreign country according to Section A. The acceptable level of English proficiency is a minimum of 10th grade and you must take the admission test outlined in section A of the admission policy page 4 and pass the CPat test with a score of 126 higher. This test is conducted English in order for you to demonstrate English proficiency and be admitted to our college. Since all of our instructors are bilingual either in English, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

Visa Relate Services

This institution does not admit students from other countries, so NO visa related services are offered.

PHASE ONE CLASS-ENROLLMENT: The phase one curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 18. Phase one teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in phase one are as follows: Barber 5 weeks. Cosmetology 6 weeks. Conbello Academy considers phase one classes to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

15 CALENDAR/HOLIDAYS: The College is closed on Sundays and Mondays, and the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Break and spring break. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

15 CLASS SCHEDULES: 2024: CLASSES WILL BEGIN AS FOLLOWS: Weekly every Tuesday for the Barber/Cosmetology course.

We offer the following schedule for the Barber and cosmetology course: Tuesday thru Saturday 8:30 a.m. - 5:00pm. Full Time Students will be contracted for 35 hours per week but may attend 40 hours per week to accumulate hours that will accelerate their graduation date or be used towards future absences.

ORIENTATION CLASS: An Orientation class for students is held prior to a student starting class. All new students, transfers and re-enrollment students are required to attend prior to admission.

STUDENT CLOCK HOUR POLICY: The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the automated time keeper which each student must clock in and out at the start and end of their class day and lunch period. You will be given up to seven (10) minutes to clock in and receive credit for the quarter (1/4) hour. This ten minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends more than a 6 hour class day. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of

the day, your punch in time is recorded to the clock in system (Course Key). The daily theory hours and operations/ practices. The punch times must be approved by the instructor daily. *Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.* After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination. Coursekey records reflect the student's daily record of theory and practical operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to record and accept the hours and operations are transferred correctly. The record are the property of the school and must remain in the school at all times. Time data must be retained/stored in their entirety for 5 years by the school.

TIME CARD CREDIT:

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

- ❶ Each Theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- ❷ The portion of the Courskey reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
- ❸ The portion of Coursekey concerning operations is to be applied to the efforts of the students as they manually perform practical subjects.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty/barber field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Doctor, stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personal prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

CAREER COUNSELING AND PERSONAL ATTENTION:

21

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

PLACEMENT:

14

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the student's name is recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail.

Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Ivan Contreras or Eduardo Bello will assist students in placements as often as needed; however, the school does not guarantee placement to any student.

LIBRARY RESOURCES:

LIBRARY RESOURCES ConBello Academy has a library resource area in which current magazines , barber and cosmetology reference textbooks and workbooks are maintained. These are the exact copies (Milady's) books consist of the same material used in our curriculum to teach in the course of barber and cosmetology programs and also given to a student in barber or cosmetology kit and materials. In a scenario that a student does not have their textbook the facility will provide extra copies for students to have access located on a bookshelf . Most of these materials can be checked out overnight. Your barber or cosmetology instructor is in charge of this. These extra books will enforce the student not to miss important information given by the curriculum lesson for the day for both cosmetology or barber programs. It will also benefit students to access further information in a subject they feel the need to enhance more and embodies the principles of 'learner agency' – students having the independence to choose their own reading, and to find resources that help them develop their interests and strengths at their own pace.

List of material provide in library:

- Milady Standard Barbering
- Milady Standard Cosmetology
- Student Test Preparation Package
- Exam Review for Milady Standard Cosmetology
- Exam Review for Milady's Standard Professional Barbering

ADMISSIONS INFORMATION AND HOURS: Applicants for Admissions may secure information on Tuesday through Saturday between 10:00 a.m. - 4:00 p.m. *Person to contact: Eduardo B Suazo/ Ivan Contreras*
Admissions @ PH: (925) 267-4098

FINANCIAL AID: ConBello Academy does NOT participate in federal and state financial aid programs). *Person to contact: Eduardo B Suazo/ Ivan Contreras Admissions @ PH: (925) 267-4098*

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 12:30 a.m. through 1:30 p.m.

Person to contact: Eduardo B Suazo/ Ivan Contreras Admissions @ PH: (925) 267-4098

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Bello's Barber Beauty College. It is printed in our catalog and on our website to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

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

2. Students that are attending the course programs who have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medical approved Leave of-Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed and need to contact the F.A. office. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog School Rules pages 11-12'.

3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. Students that do not complete their course of study within the 150% time frame will be dismissed.

4. Students must meet minimum academic (70%) and attendance (67%) requirements at the end of each

payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.

5. All students will be provided a hard copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

EVALUATION PERIODS: Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at: Barber: PP (1) 250 hours & 7 calendar weeks & PP (2) 500 hours & 14 calendar weeks, PP (3) 750 hours & 21 calendar weeks and PP (4) 9000 hours & 25 calendar weeks. Based on Full-time enrollment Cosmetology: PP (1) 250 hours & 7 calendar weeks & PP (2) 500 hours & 14 calendar weeks, PP (3) 750 hours & 21 calendar weeks and PP (4) 9000 hours & 25 calendar weeks.

Based on Full-time enrollment

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. At this time the student will be told of the steps to take to initiate an appeal process.

(32) PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

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.

TRANSFER HOURS: Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they 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 of the institution. ConBello Academy has not entered into an articulation or transfer agreement with any other college or university.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS: Course in-completes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NON-CREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

LEAVE OF ABSENCE POLICY A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend. There must be a reasonable expectation that the student will return from the LOA;. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave .We will not assess the student any additional institutional charges as a result of the LOA; The student must follow the schools policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide

the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date. We will approve a student's request for a LOA in accordance with the school's policy; A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.. The school has the right to approve or disapprove the LOA request. we will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn InHouse financing previously awarded for the period.

ATTENDANCE STATUS:

Full time: Any student scheduled to attend 35 hours or more per week are considered to be full-time students. See page (4-5) for more information.

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

<i>COURSE</i>	<i>SCHEDULED HOURS</i>	<i>WEEKS</i>	<i>MAXIMUM TIME ALLOWED</i>
Barber (Full time 40 hours/25weeks)	1000 Hours	25 Weeks	1500

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

<i>COURSE</i>	<i>SCHEDULED HOURS</i>	<i>WEEKS</i>	<i>MAXIMUM TIME ALLOWED</i>
Cosmetology (Full time 40 hours/25weeks)	1000 Hours	25 Weeks	1500

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. The system detailed below is the system utilized in the school.

8g

ACADEMIC GRADING	POINTGRADES FOR PRACTICAL WORK
100% - 90% A... Superior Performance	(GPA 4) 4
89% - 80% B. ...Above	(GPA 3) 3
79% - 70%	(GPA 2) 2
69% - 60% D ...Unsatisfactory	(GPA 1) 1
59% - 00 %	(GPA 0) 0

NOTICE OF STUDENT RIGHTS

STUDENT'S RIGHT TO CANCEL:

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.
2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION at the address and phone number below for information.
4. (13) 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 1747 N. Market Blvd.

(33) GRIEVANCE PROCEDURE: It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owners/Directors: Eduardo B Suazo/Ivan Contreras : 200,204 Atlantic Ave. Pittsburg, Ca, 94565 All grievances regardless of the nature will be turned over to the Owner and reviewed.
4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

(14.) 5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-Free # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

SCHOOL RULES AND REGULATIONS

24,24F

- ① School hours are as follows: The school is closed on Sundays & Mondays. Operating hours are: Tuesday through Friday 8:30am - to 10:00pm and Saturdays 8:30am - 5:00pm.
- ② All students must punch in for their own hours. No students may clock in for other students.
- ③ In case of illness or emergency on any day, the student must email the school to report his/her absence before 8:30 a.m. that morning or leave a message.
- ④ Students are required to be in class for roll call promptly at 8:30 a.m. in clean, prescribed uniform. Males & Female (Barber/Cosmetologist) students must wear a Black Smock and Black Pants, neat and clean and Black or White shoes. No shorts or hats are permitted. Shoes must be closed Academic progress of the student. The system detailed below is the system utilized in the school.

5. Students appearing in school with their hair not set and neat will receive verbal warning before continuing consequences. Beauty needs are to be done on the student's own time.
6. A student who is tardy (8:40 a.m.) cannot clock in until theory class is over (9:40am) and may not attend theory class. Students who are habitually tardy (4 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases. 24A
7. Students will take lunch between 12:30 a.m. and 1:30 p.m. and must be cleared by the instructor. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. If students forget to clock in or out they must notify the office for approval.
9. No student is allowed to clock out during college hours without permission from the supervisor, following with an email to record approved early clock out.
10. Smoking tobacco is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. Cell phone use is not allowed on Clinic Floor and ringers must be on a vibrant or silent setting. No IPOD's, MP3 & Earphone type players are allowed not allowed at any time. (Failure to do so will be enforced with a warning or suspension)
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
14. Students must keep their work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an

instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. If students provides services to another student it must be approved by the floor instructor.
20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. All students: Saturdays are mandatory. Days before and after holidays are considered Fridays/Saturdays. Missing one or more Saturday in a month (without a legible excuse) will result in a five day suspension.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. All communications regarding school purposes between staff and students must be done by email only.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only; continuously engaged in training and study of program in which you are enrolled. All work must be checked by an instructor or credit will not be given. All records must be recorded. Failure to do so student will not receive credit for practices that are required to complete program successfully.

26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products furnished by the college may be used unless otherwise approved by the supervisor.
28. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated. 24D
30. Students must comply with college policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff. 24C
32. Notify the office immediately of any address or telephone change/ Email.
- 24B
33. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than Fourteen Days without notifying the DIRECTOR will be automatically terminated.
34. The college will not tolerate the use of alcohol or drugs at any time. Cannabis products of any kind are not allowed within 1,000 feet of a school or college per California state law. No student will be admitted to class who is apparently under the influence. No gambling or loitering allowed around the campus before or after school hours at any time.
35. If a student becomes employed or your work schedule changes and it will conflict with your current school schedule while attending classes, you must report your employment or work schedule changes to the school office. In most cases we can modify your school schedule provided you can bring in proof of the employment and or the schedule change from the employer. Acceptable documentation is a letter on the employer's letterhead. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber. ***Violation of school rules may result in suspension or termination.*** 24E

TUITION AND FEE SCHEDULE Effective 09-08-21

Total charges below reflect the period of attendance for the entire course, and is an estimated schedule of charges for the entire educational program. *R (See Note below)

Tuition and fee schedule 26

<i>Course</i>	<i>Tuition</i>	<i>Application (nonrefundable)</i>	<i>Kit,Uniform, CIMA (nonrefundable)</i>	<i>STRF (nonrefundable)</i>	<i>Tuition Rate per hour</i>	<i>total</i>
Barber Program	26A \$10,000.00	\$150.00	26B \$2,700.26	\$32.50	\$10.00	\$13,089.53
Cosmetology Program	26A \$13,000.00	\$150.00	26B \$2,824.54	\$54.62	\$13.00	\$16,273.02

Barber Program

26D

26C

ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE
EDUCATIONAL PROGRAM \$13,089.53

Cosmetology Program

ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE
EDUCATIONAL PROGRAM \$16,273.02

****STRF will be charged in addition to the above prices at \$2.50 per 1,000 of all fees and rounded downward/upward to the nearest thousand. NOTE: STRF is nonrefundable.***

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Barber: \$ 10.00 per hour for the course and \$ 13.00 per hour for cosmetology course.

NOTE: * = REFUNDABLE

Once used, kits are not returnable or refundable due to sanitary considerations. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

***BRUSH-UP:** For students requiring preparation for the licensing exams because they failed the licensing exam or never took the exam or for out of state persons wishing to take Board of Barbering and Cosmetology licensing exam and the exam agency is requiring additional hours in order to take the exam will be billed at the above course hourly rates, depending on which license they are applying for and a registration fee of \$100.00. Students must furnish their own equipment.

26E METHOD OF PAYMENT: Our students are cash paying students. We are not qualified to receive financial aid. During our interview of prospective students, we work with them on a budget to pay for school. The Owner will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

Methods of payments accepted by ConBello Academy: Cash, Mastercard & Visa only credit cards, Money orders, Personal Checks, Cashiers Checks

LATE FEE CHARGE: If tuition payments are not made as agreed a late fee will be assessed as follows: 10 days=\$25.00 unless Other arrangements have been made with the school director. Please be advised that if your account becomes delinquent more than 30 and special arrangements have not been made the school may elect to terminate your enrollment in the specified course of study and any fees owing you will be required to pay or the school will pursue legal collection if necessary. If a student receives a student loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

***PRE-APPLICATION FOR LICENSING EXAM:**

THE SCHOOL NO LONGER ALLOWS PRE APPLICATIONS SUBMITTED BEFORE A STUDENT COMPLETES THE PROGRAM.

BANKRUPTCY:

Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have 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.)

SCHOLARSHIPS: Our College does not award any institutional scholarships incentives. 20

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

STUDENT'S RIGHT TO CANCEL/CANCELLATION PERIOD DEFINED:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed) whichever is later. A Notice of Cancellation form is given to the student up on enrollment. The Notice of Cancellation shall be in writing and submitted directly to the Director, if sent by mail, it is effective when deposited and properly addressed with postage prepaid. A withdrawal may be initiated by the student's written notice or by institution due to the student's academics or conduct, including but not necessarily limited to, a student's lack of attendance. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for part of the course not taken. Your refund rights are described in the Refund Policy and in the enrollment Agreement.

13

REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION: Once the student has been determined by the institution to have withdrawn from the course of study, refund policy calculations are performed under the two distinctive and different calculations formulas: The Institutional Refund Policy applicable to all students.

INSTITUTIONAL REFUND POLICY: After the cancellation period, the institution will provide a pro-rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences) there will be no refund to the student. A registration fee of \$150.00 is a nonrefundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

FINANCIAL AID REFUND

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

DETERMINATION OF WITHDRAWAL FROM SCHOOL: The withdrawal date shall be the last physical date of attendance recorded in the institutional records. Institutional Refund Policy will use this date in their calculations as the end date of the payment period or enrollment period. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Director of your intent to withdraw. Only the Director would be authorized to accept a notification of your intent to withdraw
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the

student notifies the institution that the will not be returning.

Refund Payments: If any refunds are due based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

SCHOOL CLOSURE OR COURSE CANCELLATION: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination. **PLACEMENT:** This institution does not guarantee placement to any student. However, job placement & assistance is provided to graduates upon completion of the student's course of study at no additional charge.

STUDENT TUITION RECOVERY FUND (S.T.R.F.) *"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. Currently STRF FEE \$2.50 PER 1,000 of institutional charges.*

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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

(24) “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 Street Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section: 94924 and 94925, Education Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR

INSTITUTION: The transferability of credits you earn at (ConBello Academy) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma) you earn in (cosmetology or barber) is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (ConBello Academy) to determine if your (diploma) will transfer.

VACCINATION POLICY: We do not have a policy but all students must have their required vaccinations up to date and it is the students responsibility to maintain their vaccination schedule. Family Educational Rights and Privacy Act (FERPA) ConBello Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

DRUG ABUSE & ALCOHOL POLICY STATEMENT:

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that

conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services United States Department of Education 400 Maryland Avenue SW. Room 3124, GSA Regional Office Bldg. #3 Washington, DC 20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name: FAMILY HEALTH CENTERS SAN DIEGO PH: (619) 515-2300 2136 EL CAJON BLVD. SAN DIEGO, CA 92104

Entity Name: ALCOHOL AND DRUG SERVICES COUNTY OF SAN DIEGO PH: (760) 599-1882 726 F STREET 2ND FLOOR SAN DIEGO, CA 92101

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. 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. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS Ivan Contreras/Eduardo Bello TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

BARBER COURSE OF STUDY (1,000 CLOCK HOURS)

8F The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. 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 1,000-hour course shall cover not less than 900 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum

PRACTICAL OPERATIONS:

Barber Program
8A,8B,8C,8D

The professional course in (barber/stylist) requires the satisfactory completion of 1000 hours training. This will entitle you to take the (California StateBoard of Barbering Examination for the StateBarber License). The barber styling curriculum according to the State Board of Barber is as follows: One Thousand (1000) hours of training are required of applicants for a certificate of registration as a barber with at least one (1) hours of theory class per day. The hours shall be apportioned as follows:

9 Course Hours: 1000 clock hours Full time 40 hours per week / total of 25 weeks, Part time 20 hours per week / total of 50 weeks The course is divided into 2 sections: Theory Classroom Instruction, and the Salon/ barber Floor experience.

8E

<i>The curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas.</i>	<i>MINIMUM (HOURS) REQUIRED</i>

<i>Health and Safety:</i> Including instructions on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals , preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases, <i>Board Approved health & safety course(B&P 7389(a)):</i> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
<i>Disinfection and sanitation:</i> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.	100
<i>Chemical Hair Services:</i> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition, and stand test, safety precautions, formula mixing, and the use of dye removers	200
<i>Hairstyling Services:</i> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200

Shaving and Trimming of the Beard:

Including the instruction on 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.

200

A student’s grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined by test scores. Students are evaluated on the following grade scale:

<i>Letter Grade</i>	<i>Range</i>
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Curriculum for Barbering Course

800 Hours of Technical Instruction and Practical Training in Hair Dressing The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hair Styling Services 200 Hours

Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Chemical Hair Services 200 Hours

Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Shaving and Trimming of the Beard 200 Hours

Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client’s face, rolling cream massages.

Health and Safety 100 Hours

Laws and Regulations:

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations: Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation 100 Hours The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

General Sciences 100 Hours

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

Business Skills 100 Hours

The preparation of licensure and employment, working behind the chair, and the business skills of barbering.

skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records. Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.

BARBERING PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

TEXTBOOK: MILADY BARBERING TEXTBOOK 6th EDITION ISBN:978-1-3051-0055-8

12 PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

11 REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION

REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and the student tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the Barber exam for the Board of Barbering and Cosmetology Licensing Examination.

(21) LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

COSMETOLOGY COURSE OF STUDY (1000 CLOCK HOURS) 8A,8B,8C,8D

The curriculum for students enrolled in a Cosmetology course shall consist of sixteen hundred (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

8F 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 cover not less than 900 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum.

PRACTICAL OPERATIONS:

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the board and to provide Cosmetology services in an establishment.

COSMETOLOGY PERFORMANCE OBJECTIVE

5. Acquire knowledge of laws and rules regulating California's Cosmetology establishments' practices.
6. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
7. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, and theory.
8. Acquire business management techniques common to Cosmetology.

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION TO BE DEVELOPED

5. Able to appreciate good workmanship common to Cosmetology.
6. Possess a positive attitude towards the public and fellow workers.
7. Appreciate honesty and integrity.
8. Have improved personality in dealing with patrons and colleagues.

TEXTBOOK: MILADY COSMETOLOGY TEXTBOOK 13th EDITION ISBN:978-1-3051-0055-8

Cosmetology Course Minimum Requirements

9 Course Hours: 1000 clock hours Full time 40 hours per week / total of 25 weeks, Part time 20 hours per week / total of 50 weeks The course is divided into 2 sections: Theory Classroom Instruction, and the Salon Floor Experience!

8E

<i>The curriculum for a Cosmetology course shall, at a minimum, include technical and practical instruction in the following areas.</i>	<i>MINIMUM (HOURS) REQUIRED</i>
--	--

<i>Health and Safety:</i> Including instructions on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals , preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases, <i>Board Approved health & safety course(B&P 7389(a)):</i> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	<i>10 0</i>
<i>Disinfection and sanitation:</i> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.	<i>10 0</i>

<i>Chemical Hair Services:</i> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition, and stand test, safety precautions, formula mixing, and the use of dye removers	200
<i>Hairstyling Services:</i> <i>Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</i>	200
<i>Skin Care:</i> Including the instruction on chemical and manual facials and 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.	150
<i>Hair Removal and Lash and Brow Beautification :</i> Including instruction on 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.	50

Manicure and pedicure:

Including the instruction on water and oil manicures, and arm massages, foot and ankle massages, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and power brush-ons, dip, tips, wraps, and repairs.

100

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

Curriculum for Cosmetology Course

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 pursuant to Section 7362.5 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 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:

200 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling -

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Hair Cutting -

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

200 hours of Permanent Waving , Chemical Straightening , Hair Coloring and Bleaching -The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

100 Hours of Technical Instruction in Health and Safety:

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations -

The subjects of Laws and Regulations shall include, but is not limited to, the following issues:
The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations -

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in

cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

100 Hours of Disinfection and Sanitation

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

150 Hours of Technical Instruction and Practical Training in Esthetics, skin care:

The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials -

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

50 hours of Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

100 hours in Manicuring and Pedicuring: The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicuring and Pedicuring -

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps -

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

Additional 100 hours required by school -

General Sciences 50 Hours

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

Business Skills 50 Hours

The preparation of licensure and employment, working behind the chair, and the business skills of Cosmetology.

NOTE: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

PROGRESS POLICY:

12

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

11 GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering or Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the Cosmetology exam for the Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

FACULTY AND STAFF 25

Faculty Qualifications

<i>Eduardo Bello Suazo</i> OWNER/ Barber Instructor	Licensed Barber for 14 years, barbershop owner for years. President, Owner, and Educator for ConBello Academy. Barber license Number: 86009
<i>Ivan Contreras</i> OWNER/ Barber Instructor	Licensed Barber for 14 years, barbershop owner for over 10 years. President, Owner, and Educator for ConBello Academy. Barber license Number: 86200
Cosmetology Instructors <i>Jennifer Valdes</i> <i>Christina Martinez</i> <i>Ziurabe Balcazar</i>	Jennifer Valdes 16 years of experience - License #495943 Christina Martinez 38 years of experience - License #154948 Ziurabe Balcazar 6 years of experience - License #604306

THEORY

Theory schedule for Cosmetology and Barber class

- 1) All students must attend Theory class
- 2) Theory class is mandatory and is required by CA State Board to attend.
- 3) Without completion of hours of Theory class, students will not graduate
- 4) Day Schedule theory class will be held Tuesday through Friday 8:30am to 9:30 am

Barber Theory Instructor Tuesday - Saturday Eduardo B. Suazo

Barber Theory Instructor Tuesday - Saturday Ivan Contreras

Cosmetology Theory Instructor Tuesday - Saturday Jennifer Valdes ,

Ziurabe Balcazar, Christina Martinez

BARBER AND COSMETOLOGY BOARD PRACTICE TESTING

Day Schedule: State Board Practice Testing for Cosmetology and Barber students will be held every Saturday morning at 8:30am to 10:00am; (State Board Practice Tests are Mandatory)

MINIMUM DAILY HOURS

Full time students must be clocked in at least 6 hours daily. Students are not allowed to clock in unless they are able to attend a minimum of 6 hours of their daily scheduled hours.

Sexual Harassment, Assault and Violence Policy Grievance Procedure Equal Educational

Opportunity: Conbello Academy is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment within the Conbello community based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission, Conbello Academy designates the Director of Compliance “Academy Directors” as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts. Students who feel that they have been harassed or discriminated against or who feel that Conbello Academy has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy, please follow the procedure outlined in this Student Handbook for student complaints under Notice of Student Rights. Sexual Harassment

and Sexual Violence Conbello Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Conbello Academy. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. Conbello Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action. Conbello Academy Catalog:

Definition Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
 2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
 3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.
- Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. Filing a Complaint To ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. Conbello Academy may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity. Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance. While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance. If the complainant requests confidentiality or asks that the complaint not be pursued, Conbello Academy will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue investigation. If a complainant insists that her or his name or other identifiable information not be disclosed to the alleged perpetrator, Conbello Academy officials will inform the complainant that its ability to respond may be limited. As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all

required information. Conbello Academy shall not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. Record of Complaint All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student receives for violating Conbello Academy's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community because of filing a good-faith grievance for sexual harassment.

Conbello Academy Grievance Procedure Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a Conbello Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a Conbello Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Conbello Academy, or formally, through an established grievance procedure. **Informal Resolution** A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance "Academy Director" Upon receipt of a complaint, the Academy Director has the following responsibilities:

1. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).
2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.
4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Academy Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy

Director. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing of a formal complaint. Formal Resolution If a student wishes to lodge a formal complaint against another student or employee of Conbello Academy the student will address the complaint to:

1. The Director of Compliance, “Academy Director” if the individual alleged to have caused the grievance is another student.
2. The Academy Director” in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint Conbello Academy Catalog: will be made in writing by the complainant, addressed to the above-mentioned Conbello Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses. In a situation deemed to be an emergency by the Director of Compliance “Academy Director”, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case. The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for taking action. The Conbello Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible Conbello Academy official, as appropriate, must file a written report with the Academy Director for one of three actions:

1. Conclude the complaint is without merit and that no further action is warranted.
2. Attempt to bring about a negotiated resolution.
3. Recommend to the Academy Director to conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within 5 days after notification by Conbello Academy, a formal hearing if dissatisfied with the conclusion.
4. Hearing A Grievance Committee composed of two senior level management personnel appointed by the CEO of Conbello Academy will be convened to hear the Executive Director of Compliance's “Academy Director” recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and that no further action is warranted.

2. Some remedial action is necessary.

3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee. The determination of the merits of the complaint by the Grievance Committee will be final. Penalties In the case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee and approved by the President. Conbello Academy Catalog: Complaint Record and Notice of Outcome All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No student will be subjected to any retaliation or involuntary reassignment because of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.