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CATALOG

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Disclaimer: We reserve the right to make changes and modifications as needed with prior notice.

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OUR MISSION

To support, educate, and empower our students, ensuring they are qualified, competent, and well-prepared for successful careers as beauty professionals.

OBJECTIVES

To provide students with opportunities to reach their educational, professional, and personal aspirations by creating a safe environment, supportive learning experiences, and help students develop skills and knowledge according to State guidelines that reinforce shared strengths.

We offer our students comprehensive education and industry training to pass the California State Board of Barbering & Cosmetology examination and provide quality technical training to prepare them for the beauty industry.

Graduates from Cosmo Beauty College will obtain fundamental skills and understanding of the beauty industry. They will be better prepared to take licensure exams. After obtaining licenses in their respective programs, these graduates will be able to explore career opportunities in the beauty industry as cosmetologists, barbers, estheticians and manicurists.

COURSES DESCRIPTION

Cosmo Beauty College offers courses of study in Cosmetology, Barbering, Esthetics, and Manicuring. Courses will be held at 7721 Garden Grove Boulevard, Garden Grove, CA 92841 as well as online distance learning through Milady CIMA's online platform. Cosmo Beauty College is approved for instructions in both English and Vietnamese. Therefore, on-campus lessons may be taught in dual languages. Only English learners will be eligible for hybrid distance learners. Each program has a number of clock-hour requirements for students to complete and to be qualified to take licensure examinations administered by PSI Services or to apply for local permit to operate. Students in the Cosmetology, Barbering, Esthetics, and/or Manicuring program must complete the required clock hours in each respective program and must pass the Board examinations in order to obtain license(s) that will lead to employment. Below is an outline of each respective course assigned by the number of required hours to complete the program.

Program	Clock Hours	Full-time (33-40 hrs)/wk	Part-time (16-32 hrs)/wk
Cosmetology	1000	25-31 weeks	32-63 weeks
Barbering	1000	25-31 weeks	32-63 weeks
Esthetics	600	15-19 weeks	19-38 weeks
Manicuring	400	10-13 weeks	13-25 weeks

These estimated completion times exclude any school closures or major holidays.

HOLIDAYS & SCHOOL CLOSURES

2025

Winter Break	December 20, 2024 - January 3, 2025
President's Day	February 17, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27 - 28, 2025
Staff Development	December 19, 2025
Winter Break	December 19, 2025 - January 2, 2026

2026

Winter Break	December 19, 2025 - January 2, 2026
President's Day	February 16, 2026
Memorial Day	May 25, 2026
Independence Day	July 3, 2026 (Observed)
Labor Day	September 7, 2026
Thanksgiving	November 26 - 27, 2026
Staff Development	December 18, 2026
Winter Break	December 18, 2026 - January 1, 2027

COSMO BEAUTY COLLEGE SCHEDULE

Monday	9AM - 5:30 PM
Tuesday	9AM - 5:30 PM
Wednesday	9AM - 5:30 PM
Thursday	9AM - 5:30 PM
Friday	9AM - 5:30 PM
Saturday	CLOSED
Sunday	CLOSED

APPROVALS

The following are agencies that set minimum standards for our program of studies in accordance with Education Code Section 94915: California State Board of Barbering & Cosmetology (BBC) and Bureau for Private Postsecondary Education (BPPE). We are a private institution approved by the following agencies:

STATE OF CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY(BBC)
2420 Del Paso Road, Suite 100, Sacramento, CA 95834

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.
Toll Free (888) 370-7589 / Direct (916) 574-8900

This institution was granted institutional approval from BPPE, pursuant to California Education Code Section 94915. The Bureau's approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC§94909(a)(2) and §94897(l)(1)(2)

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.

As a prospective student, you are encouraged to review this catalog and School Performance Fact Sheet prior to signing an enrollment agreement. These documents are available on the school website at www.cosmobeautycollege.com under the Consumer Information. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

If you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have the right to bring a translator. It is at your discretion to make sure that the translator is qualified. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

REGULATORY POLICIES

NON-DISCRIMINATION POLICY

Cosmo Beauty College, does not discriminate on the basis of sex, age, color, race, ethnic origin, sexual orientation, ancestry, national origin, marital status, handicap or disability status as a military veteran, religion or any other characteristic protected by law in its admissions, instruction, or graduation policies, education programs or activities. We are committed to ensuring an educational environment free of discrimination, sexual harassment, violence and other criminal activities. This includes full compliance with Title IX of the Education Amendments Act of 1972.

SEXUAL HARASSMENT POLICY

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the school’s obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at our school as such acts are inappropriate and create an environment contrary to the goals and mission of Cosmo Beauty College. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies. It is the responsibility of all persons within the school community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under Cosmo Beauty College’s policies and procedures.

All students and staff are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) our School’s Administrator at info@cosmobeautycollege.com

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

The owners and management of Cosmo Beauty College strongly disapprove of any and all forms of sexual harassment. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation.

REASONABLE ACCOMMODATIONS FOR DISABLED INDIVIDUALS

Como Beauty College complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and its subsequent amendments, and no qualified disabled person is excluded from enrolling in a course of instruction by reason of their disability. Cosmo Beauty College admits those individuals whose disabilities would not create a safety hazard to themselves or their classmates and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 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.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Santa Ana Alcohol & Drug Abuse Services
1200 N. Main Street Ste 301
Santa Ana, CA 92706
Phone: (714)480-6660

Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. 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.

STUDENT HEALTH AND SAFETY

Student health and safety is important to us. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- All accidents or injuries must be reported on an incident form which is located in the administration office.
- Horseplay in work areas will not be tolerated.
- Take all necessary precautions to maintain a safe environment.

FIRE AND EMERGENCIES

In case of fire or other emergency, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. Know the evacuation route, and where fire extinguishers are located throughout the building.

VACCINATION AND IMMUNIZATION POLICY

Per the following codes HEOA Section 485(a), 20 U.S.C. 1092(a)(1) and DCL GEN 08-12, page 96, Cosmo Beauty College is required to notify students about its vaccination and immunization policy. Vaccinations and immunizations are not a requirement for attending Cosmo Beauty College. Students may enroll at our school without proof of immunization records.

COPYRIGHT INFRINGEMENT

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

Peer to Peer File Sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

VOTER REGISTRATION

The school strongly encourages students to register to vote. To register, visit:

http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

CONSTITUTION DAY AND CITIZENSHIP DAY

Cosmo Beauty College conducts a class for the students on Constitution Day and Citizenship Day. This is a combined annual event observed on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787.

COURSE INFORMATION

COSMETOLOGY COURSE - 1000 CLOCK HOURS

The curriculum for Cosmetology course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(a) of the Business and Professions Code. The full-time program (33-40 hours/week) will require 25-31 weeks and part-time program (16-32 hours/week) will require 32-63 weeks to complete the cosmetology course. Classes are Monday – Friday from 9am – 5:30pm. Hybrid students will consist of up to 50% of online hours and a minimum of 50% on-campus hours.

Technical instruction covers instruction by demonstration, textbook lectures, classroom participation, examinations, and practical operations (actual performance by the student of a complete service on another person or on a mannequin). Hybrid students will have theoretical lessons on Milady's CIMA platform and be able to take exams online in CIMA and on Microsoft Teams but will perform all practical operations on-campus. Furthermore, students who completed the program hours must satisfactorily pass the final written exam and practical examinations prior to their graduation. The practical exams are designed to familiarize students with the type of services they will be performing in a salon.

CURRICULUM

100 HOURS FOR HEALTH AND SAFETY, 100 HOURS FOR DISINFECTION & SANITATION, 230 HOURS FOR CHEMICAL HAIR SERVICES, 230 FOR HAIRSTYLING SERVICES, 160 HOURS FOR SKIN CARE SERVICE, 50 HOURS FOR HAIR REMOVAL AND EYEBROW BEAUTIFICATION, 130 HOURS FOR NAIL CARE.

Health & Safety 100 Hours	Orientation, Lab & Prepping	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.
	Rules & Regulations	
Disinfection & Sanitation 100 Hours	Disinfecting & Sanitizing Tools & Equipment	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 establishments.
Hairstyling 230 Hours	Shampoo, Blow dry, Styling	Shall include arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non-chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers and thinning shears, for wet and dry cutting.
	Haircutting	
Chemical Hair 230 Hours	Permanent Waving & Straightening	Shall include, but is not limited to, coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers
	Hair Coloring & Bleaching	
Skincare 160 Hours	Facial (Manual, Chemical, Electrical)	Shall include, but is not limited to, 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 tissues
	Makeup	
Hair Removal 50 Hours	Hair Removal	Shall include, but is not limited to, tinting and perming eyelashes and brows and applying eyelashes to any person, and include 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.
	Brow Beautification	
Nail Care 130 Hours	Manicures & Pedicures	Shall include, but is not limited to, water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps and repairs.
	Artificial Nails	

GRADING PROCEDURES: Students are assigned academic learning hours and practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion. Practical skills are evaluated according to text procedures. Students must maintain a written grade average of 70 percent or higher and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests.

Students are expected to and will be given credit in Disinfection & Sanitation for time spent in laundering towels or in sweeping floors, wiping tables, and sanitizing restrooms and break rooms.

REQUIRED TEXTBOOK FOR COSMETOLOGY COURSE

- **Milady's Standard Cosmetology, ISBN-13: 978-0-357-37890-8**
- **Milady's Foundations, ISBN-13: 978-1-337-09525-9**

ADDITIONAL REQUIREMENTS FOR HYBRID DISTANCE LEARNING

- **Email Address**
- **Laptop or Tablet with Internet**

BARBERING COURSE - 1000 CLOCK HOURS

The curriculum for the Barbering course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of barber pursuant to Section 7362.5(a) of the Business and Professions Code. The full-time program (33-40 hours/week) will require 25-31 weeks and part-time program (16-32 hours/week) will require 32-63 weeks to complete the Barbering course. Classes are Monday – Friday from 9am – 5:30pm. Hybrid students will consist of up to 50% of online hours and a minimum of 50% on-campus hours.

Technical instruction covers instruction by demonstration, textbook lectures, classroom participation, examinations, and practical operations (actual performance by the student of a complete service on another person or on a mannequin). Hybrid students will have theoretical lessons on Milady's CIMA platform and be able to take exams online in CIMA and Microsoft Teams but will perform all practical operations on-campus. Furthermore, students who completed the program hours must satisfactorily pass the final written exam and practical examinations prior to their graduation. The practical exams are designed to familiarize students with the type of services they will be performing in a salon.

CURRICULUM

100 HOURS FOR HEALTH AND SAFETY, 100 HOURS DISINFECTION & SANITATION, 200 HOURS FOR CHEMICAL HAIR SERVICES, 200 FOR HAIRSTYLING SERVICES, 400 SHAVING & TRIMMING

Health & Safety 100 Hours	Orientation, Lab & Prepping	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.
	Rules & Regulations	
Disinfection & Sanitation 100 Hours	Cleaning, Disinfecting & Sanitizing Tools & Equipment	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 establishments.
Hairstyling 200 Hours	Shampoo, Blow dry, Styling	Shall include 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.
	Haircutting	
Chemical Hair 200 Hours	Permanent Waving & Straightening	Shall include, but is not limited to, coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers
	Hair Coloring & Bleaching	
Shaving & Trimming of the Beard 400 Hours	Shave & Trim	Including 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.
	Facial & Massage	

GRADING PROCEDURES: Students are assigned academic learning units and practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion. Practical skills are evaluated according to text procedures. Students must maintain a written grade average of 70 percent or higher and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests.

Students are expected to and will be given credit in Disinfection & Sanitation for time spent in laundering towels or in sweeping floors, wiping tables, and sanitizing restrooms and break rooms.

REQUIRED TEXTBOOK FOR BARBERING COURSE

- **Milady's Standard Barbering, ISBN-13: 978-0-357-63937-5**
- **Milady's Foundations, ISBN-13: 978-1-337-09525-9**

ADDITIONAL REQUIREMENTS FOR HYBRID DISTANCE LEARNING

- **Email Address**
- **Laptop or Tablet with Internet**

ESTHETICS COURSE - 600 CLOCK HOURS

The curriculum for students enrolled in the esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics pursuant to Section 7316 of the Barbering and Cosmetology Act. The full-time program (33-40 hours/week) will require 15-19 weeks and part-time program (16-32 hours/week) will require 19-38 weeks to complete the esthetics course. Classes are Monday – Friday from 9am – 5:30pm. Hybrid students will consist of up to 50% of online hours and a minimum of 50% on-campus hours.

Technical instruction covers instruction by demonstration, textbook lectures, classroom participation, examinations, and practical operations (actual performance by the student of a complete service on another person or on a mannequin). Hybrid students will have theoretical lessons on Milady's CIMA platform and be able to take exams online in CIMA and on Microsoft Teams but will perform all practical operations on-campus. Furthermore, students who completed the program hours must satisfactorily pass the final written exam and practical examinations prior to their graduation. The practical exams are designed to familiarize students with the type of services they will be performing in a salon.

CURRICULUM

100 HOURS FOR HEALTH AND SAFETY, 100 DISINFECTION & SANITATION, 350 HOURS FOR SKINCARE SERVICE, 50 HOURS FOR HAIR REMOVAL AND EYEBROW BEAUTIFICATION

Such technical instructions and practical operations shall include:

Health & Safety 100 Hours	Orientation, Lab & Prepping	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.
	Rules & Regulations	
Disinfection & Sanitation 100 Hours	Cleaning, Disinfecting & Sanitizing Tools & Equipment	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 establishments.
Skincare 350 Hours	Manual Facial	(A) Manual Facials Shall include cleansing, scientific manipulations, packs, and mask (B) Electrical Facials Shall include the use of electrical modalities, including dermal lights and electric apparatus, for facials and esthetic purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose
	Electrical Facial	(C) Chemicals Facials Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling
	Chemical Facial	
	Make-up	Make up shall include skin analysis, complete and corrective make up and the application of false eyelashes
Hair Removal 50 Hours	Hair removal	Shall include the use of wax, tweezers, manual or electrical and depilatories for the removal of superfluous hair
	Brow Beautification	(A) Tweezers (B) Wax and Depilatories

GRADING PROCEDURES: Students are assigned academic learning units and practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion. Practical skills are evaluated according to text procedures. Students must maintain a written grade average of 70 percent or higher and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests.

The board recommends that schools provide training in the area of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards

Students are expected to and will be given credit in Disinfection & Sanitation for time spent in laundering towels or in sweeping floors, wiping tables, and sanitizing restrooms and break rooms.

REQUIRED TEXTBOOKS FOR ESTHETICS COURSE:

- **Milady's Standard Foundations**, ISBN-13: 978-1-337-09525-9
- **Milady's Standard Esthetics Fundamentals**, ISBN: 978-1-3370-9504-4

ADDITIONAL REQUIREMENTS FOR HYBRID DISTANCE LEARNING

- **Email Address**
- **Laptop or Tablet with Internet**

MANICURING COURSE - 400 CLOCK HOURS

The curriculum for students enrolled in the Manicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of manicuring pursuant to Section 7316 of the Barbering and Cosmetology Act. The full-time program (33-40 hours/week) will require 10-13 weeks and part-time program (16-32 hours/week) will require 13-25 weeks to complete the manicuring course. Classes are Monday – Friday from 9am – 5:30pm. Hybrid students will consist of up to 50% of online hours and a minimum of 50% on-campus hours.

Technical instruction covers instruction by demonstration, textbook lectures, classroom participation, examinations, and practical operations (actual performance by the student of a complete service on another person or on a mannequin). Hybrid students will have theoretical lessons on Milady's CIMA platform and be able to take exams online in CIMA and on Microsoft Teams but will perform all practical operations on-campus. Furthermore, students who completed the program hours must satisfactorily pass the final written exam and practical examinations prior to their graduation. The practical exams are designed to familiarize students with the type of services they will be performing in a salon.

CURRICULUM

100 HOURS FOR HEALTH AND SAFETY, 100 HOURS FOR DISINFECTION & SANITATION, 200 HOURS FOR NAIL CARE

Such technical instructions and practical operations shall include:

Health & Safety 100 Hours	Orientation, Lab & Prepping	Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, preventing communicable diseases, basic labor laws, and physical and sexual assault awareness.
Disinfection & Sanitation 100 Hours	Cleaning, Disinfecting & Sanitizing Tools & Equipment	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 establishments.
Nail Care 200 Hours	Manicures & Pedicures	Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.
	Hand & Feet Massages	
	Nail Analysis & Nail Repair	
	Artificial Nail Tips	
	Liquid, Dips, Powder Brush-On	
	UV & LED Gels	
	Nail Wraps	
	Electric Filing	

GRADING PROCEDURES: Students are assigned academic learning units and practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion. Practical skills are evaluated according to text procedures. Students must maintain a written grade average of seventy percent (70%) or higher and pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests.

The board recommends that schools provide training in the area of communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service record cards

Students are expected to and will be given credit in Disinfection & Sanitation for time spent in laundering towels or in sweeping floors, wiping tables, and sanitizing restrooms and break rooms

REQUIRED TEXTBOOKS FOR MANICURING COURSE:

- **Milady's Manicuring Fundamentals**, ISBN 9781337786553
- **Milady's Standard Foundations**, ISBN-13: 978-1-337-09525-9

ADDITIONAL REQUIREMENTS FOR HYBRID DISTANCE LEARNING

- **Email Address**
- **Laptop or Tablet with Internet**

INSTRUCTORS AND QUALIFICATIONS

Anna Tran	CA Board of Barbering and Cosmetology. Cosmetology License # KK408930 Barbering License #B113207
Hoang Tran	CA Board of Barbering and Cosmetology. Cosmetology License #KK547248
Laura Gonzalez	CA Board of Barbering and Cosmetology Cosmetology License # KK508075 Barbering License #B100918
Thao Nguyen	CA Board of Barbering and Cosmetology Esthetics License #Z122873
Guadalupe Solis	CA Board of Barbering and Cosmetology. Cosmetology License # KK575595
Tracy Pham	CA Board of Barbering and Cosmetology. Esthetics License # Z142582 Manicuring License # M359750
Trish Nguyen	CA Board of Barbering and Cosmetology. Esthetics License # Z75613

ADMISSIONS

REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

The cosmetology, barbering, esthetics and/or manicuring programs are designed to lead to positions, requiring licenses in California. Prior to submitting an application to the Board of Barbering of Cosmetology for licensure in a respective program, a student must complete the required hours of training in theory and practical and must pass the mock exams of their program satisfactorily. The licensure requirements for the Board exam are presented to prospective students prior to signing enrollment agreement. In general, the requirements for Board licensures for applicants include:

1. Be at least 17 years of age
2. Provide proof of High School Diploma, GED, California State Proficiency Test or its equivalent or pass an ability to benefit (ATB) test
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school, approved by the board or
 - b. Hold a license in California, and has completed a course in a school approved by the board
 - c. Completed a course in a school approved by the board and has completed a course in a school approved by the board

ADMISSION REQUIREMENTS

Applicants to Cosmo Beauty College are admitted once the following criteria(s) have been met:

1. Applicants must provide a copy of their high school diploma, GED, California State Proficiency Test or its equivalent or pass an ability to benefit (ATB) test, prior to signing the enrollment agreement or before their course completion. The California Education Code defines an ability to benefit (ATB) student as a student who does not have a certificate of graduation, from a school providing secondary education, or a recognized equivalent of that certificate.
2. Any applicant who does not have a high school diploma or its equivalent, must be at least 17 years old, and pass an ATB exam (approved by the US Department of Education) administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the ATB criteria guidelines. Cosmo Beauty College is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered exam approved by the United States Department of Education (USDE) and BPPE ATB test. Currently, the school is using CELSA, which is an approved USDE and BPPE ATB, for students who have English as their second language. A student will take the Language Skills Assessment (CELSA) Forms 1 or 2 with a passing grade of 97 (ATB Reading: a score of 233 or higher. Writing: a score of 235 or higher. Arithmetic: a score of 230 or higher.)
3. Cosmo Beauty College policy is not to recruit students, who are currently attending or admitted to schools that offer similar courses of study.

EXPERIENTIAL CREDIT

Cosmo Beauty College does not award credit for prior experiential learning

TRANSFER CREDITS EARNED AT ANOTHER INSTITUTION

Applicants to Cosmo Beauty College, who are interested in transferring hours studied from programs of BPPE approved institution(s) should submit a complete transcript with an Official Seal and signature of the director/representative of the attended school as a Proof of Training (POT). Cosmo Beauty College will accept transferred credits, for completion of hours, from program(s) that student(s) earned from other institutions, only if:

1. The institution(s) were approved by the BPPE and
2. The completed hours of studies covered have similar subjects/topics to the current curriculum of our approved programs (Cosmetology, Barbering, Esthetics and/or Manicuring). Cosmo Beauty College will not accept certification or copy/fax of transcript from students as a Proof of Training.
3. Cosmo Beauty College will accept up to 50% of all program hours that meet the “like for like” subject matters required by the Board of Barbering & Cosmetology.

Students, who are interested in transferring their completed hours from an approved BPPE institution, should meet the requirements set in the above paragraph(s) and should complete a Transfer Policies, with their initial and signature.

Cosmo Beauty College has not entered into an articulation or transfer agreement with any other schools, colleges or universities. The institution will not accept challenge examinations and achievement tests.

LANGUAGES TAUGHT

Cosmo Beauty College is approved to teach in both English and Vietnamese. Classes may be taught in dual languages. Students are required to provide evidence of language proficiency, such as a minimum scaled score of 97 on the CELSA Test. Students must be able to read and write at a U.S. high school graduation level,

demonstrated by possession of a High School Diploma, GED, or passing the Ability To Benefit test (ATB). ESL (English as a Second Language) is not taught at Cosmo Beauty College.

CAREER OPPORTUNITIES

Cosmo Beauty College offers these courses specifically to train the student the necessary skills along with solid fundamentals of theoretical and practical applications to prepare them for rewarding career opportunities in cosmetology and beauty industries. We will assist students with employment placement through externship and salon partners.

HOUSING

Cosmo Beauty College does not have dormitory facilities. The institution does not provide that service to students and is not responsible for assisting a student in housing. Students are responsible for their own housing arrangements. The median rental housing near the school is \$1,971 in 2023.

Source: <https://www.city-data.com/city/Garden-Grove-California.html>

TUITION & FEES

Programs	Tuition	Registration Fee	STRF*	Textbook + tax	Student Kit + tax	Total Cost
Cosmetology (1000 hours)	\$5,980	\$200	\$0	\$235+tax	\$1120+tax	<u>\$7,535+tax</u>
Barbering (1000 hours)	\$5,980	\$200	\$0	\$235+tax	\$1120+tax	<u>\$7,535+tax</u>
Esthetics (600 hours)	\$3,000	\$200	\$0	\$230+tax	\$640+tax	<u>\$4,070+tax</u>
Manicuring (400 hours)	\$1,600	\$200	\$0	\$200+tax	\$370+tax	<u>\$2,370+tax</u>

*STRF only applies to California Residences. Effective April 01, 2024, STRF is \$0 but may be subject to change by the State of California.

There is an additional Technology Fee of \$500 + tax for students enrolling in distance education.

Tuition and monthly payment plan(s) will be established. The deposit payment will include the non-refundable enrollment fee of \$200.

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/or prepaid all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834
P: 916-574-8900 or 888-370-7589

To be eligible for STRF, you must be a California resident 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 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 120 days before closure.
3. You were enrolled in 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 more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan(s)

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 debt collector, after a period of non-collection may file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery, at any time. 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.

SCHOOL POLICIES

STUDENT CODE OF CONDUCT

At Cosmo Beauty College, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members and fellow students must be treated with respect and courtesy. Please keep the school's best interest in mind at all times. Conversation topics should be limited to professional subjects only.

The school positively reserves the right to take disciplinary actions, up to and including termination of student status, against students who gossip, use vulgar language, engage in bullying behavior, subordination, not following rules and policies, or cause any other type of discord. Respect must be shown at all times towards peers, customers and staff.

CANCELLATION AND REFUND POLICY

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations provided that a written notice of cancellation is made prior to or on the first (1st) day of instruction or the seventh (7th) calendar day after enrollment, whichever is later. Cosmo Beauty College will refund 100% of the amount paid for instructional charges, less the \$200 non-refundable enrollment fee to all students without penalty or obligations. The student must cancel in writing; they do not have the right to cancel by just telephoning the school or by not coming to class. The student can submit a Notice of Cancellation, which will be provided to you during the enrollment period, to the Office Administrator at 7721 Garden Grove Boulevard, Garden Grove, CA 92841. Cosmo Beauty College has up to 30 days from the date that the student's withdrawal has been determined to credit the refund to the student. Read the Notice of Cancellation form for an explanation of the student's cancellation rights and responsibilities. The student may ask for another copy of the Notice of Cancellation form if they had lost or misplaced it.

After the end of the cancellation period, the student also has the right to withdraw at any time by cancelling in writing via in person, by mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or sent a telegram to at 7721 Garden Grove Boulevard • Garden Grove, CA 92841. The student has the right to receive a prorated refund within 30 days following the withdrawal date for the scheduled clock hours not completed if the student has not completed more than 60% of the scheduled program hours.

In order to calculate the prorated refund, the date that the student signs the cancellation request will be used as the final date of enrollment (withdrawal date). If the student is unofficially withdrawn by the school after not returning from an approved Leave of Absence (LOA) the date of the LOA request will be used as the withdrawal date or if the student is absent for more than 14 consecutive days, the 15th date of absence will be used as the withdrawal date to calculate the prorated refund.

The school will have earned 100% of the student's tuition when the student has passed more than 60% of their scheduled hours, the student will no longer be eligible for a refund and will owe their tuition in full. The student is obligated to pay only for educational services rendered and scheduled, and for unreturned equipment(s). The refund shall be the total amount that the student paid for instructions less the used instructional hours, less the non-refundable enrollment fee, less the STRF fees, less the technology fee if already activated, used books and used kit supplies, if applicable. The student's refund rights are described in the contract. If the student loses the contract, they may ask for another copy.

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program funds.

If the school closes before the student graduates, the student should first request a refund from the school for any unused funds.

Each student will receive a written statement, containing Cosmo Beauty College's refund policy, together with examples of the application of the policy, before signing the enrollment contract. Cosmo Beauty College will make our policy known to currently enrolled students.

Cosmo Beauty College will refund the unused portion of tuition fees to the student who withdraws from the course of study, prior to completion of the program. The refund policy for students, who have completed 60% or less of the scheduled course of instruction, will be prorated. The school will have earned 100% of the student's tuition when the student has passed more than 60% of their scheduled hours, the student will no longer be eligible for a refund and will owe their tuition in full.

The methods of calculating refund are listed below:

1. Total institutional charge / by the number of hours in the program = Hourly rate
2. Hourly rate x Number of Hours Student was scheduled to attend = Amount Owed to the School
3. Amount Student Paid – Amount owed to the School = Amount to be Refunded to the Student

REFUND EXAMPLE

Let's say a student enrolls in a Cosmetology course that requires 1,000 clock hours to complete. The student pays \$6,500 for tuition, \$200 for non-refundable enrollment fee, \$200 for textbook, and \$1,200 for kit, as specified in the enrollment agreement. Shortly after beginning the 1,000-clock hour course, the student withdraws from the course and on the date of the withdrawal request, the student had been scheduled for 300 hours so 700 hours is considered as the remaining scheduled hours.

Course	Tuition	Non-Refundable Enrollment Fee	Non-refundable STRF	Text book (unopened)	Student Kit (unused)	Total
Cosmetology	\$6,500	\$200	\$5	\$200	\$1,200	\$8,105

As a policy, if after the cancellation period, Cosmo Beauty College shall not provide a refund to the student for used kits, due to sanitary reasons.

Below are the calculations for the pro rata refund with the enrollment fee & STRF as not refundable:

1. Total institutional charge / by the number of hours in the program = Hourly rate
\$6,500 tuition + \$200 Textbook + \$1200 Kit divided by 1,000 clock hours = \$7.90 /hourly rate
2. Hourly Rate x Number of Hours Student was scheduled to attend = Amount Owed to the School
\$7.90/hr x 300 hours = \$2,370
3. a) Student paid - non-refundable fees = Refundable Institutional Fees
\$8,105 – \$200 Enrollment Fee - \$5 STRF = \$7,900
b) Refundable Institutional Fees – Amount owed to school = Amount to be refunded
\$7,900 – \$2,370 = \$5,530

The student is entitled to a refund of \$5,530 for the 700 remaining hours of scheduled classes. Cosmo Beauty College shall pay or credit the refund due on a reasonable basis, not to exceed 30 days, following the date upon which the student's withdrawal has been determined.

WITHDRAWAL FROM THE COURSE

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is through attendance at the first-class session or the seventh (7th) day after enrollment, whichever is later. The school will remit a pro-rated refund, less the non-refundable enrollment fee, less the technology fee if already activated, used books and kit supplies, if applicable, within 30 days following their withdrawal date. The student is obligated to pay only for educational services rendered and scheduled, and for unreturned equipment(s). The refund shall be the amount that the student paid for instructions, multiplied by a fraction, the numerator of which is the total of hours of instruction which the student has not yet scheduled for but has paid for.

Cosmo Beauty College does not participate in federal and/or state financial aid programs. Cosmo Beauty College does not offer any form of financial aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less than the amount of the refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both the following may occur:

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

NOTICE OF STUDENT RIGHTS AND GRIEVANCES

Students can use an internal process first to file complaints, but it is not required that they should do so. The students can contact the Bureau at any time. The student can file grievances to Cosmo Beauty College by the following:

1. Fill out the grievance form and list all grievances
2. Deliver the grievance form to the Office Administrator
3. All grievances, regardless of the nature, will be submitted to the President for review
4. The Office Administrator will evaluate the nature of the grievance and set an appointment with the student, who filed the grievance, within five (5) business days, from the receipt of the date of the grievance from was received.

If the student has any other grievances, questions or concerns that could not be resolved with Cosmo Beauty College, the student may write or call the:

Bureau for Private and Postsecondary Education

1747 N. Market Boulevard, Suite 225

Sacramento, CA 95834

or

PO BOX 980818

West Sacramento, CA 95798

or

www.bppe.ca.gov

Phone: 916-574-8900

Fax 916-263-1897

LIBRARY AND OTHER LEARNING RESOURCES

Cosmo Beauty College provides a library on-campus & online dedicated for students. Cosmetology reference materials and computers are sufficient to support students' educational needs.

Cosmo Beauty College designated an area, "The Computer Area," that is equipped with computers for students as a resource. Students may use the internet on the computer to conduct employment searches and to prepare for interviews, study for their State Board examination using practice test questions, and research latest beauty trends, etc.

Students may borrow reference materials from the office only to be used in school or in classrooms. Students may request and purchase copies of reference materials. Students are not permitted to remove reference materials from school without an explicit approval from the school staff.

SERVICES

Cosmo Beauty College will have an available copy machine for students to use, with a fee, to make copies of educational and/or employment postings only. Other services will be the usage of computers for exam preparations and/or employment searches.

DISTANCE LEARNING

Cosmo Beauty College offers online distance learning for theory hours through Milady CIMA's online platform. Students are allowed to complete up to 50% of their program remotely.

Students will also log in and attend virtual Q&A sessions on Microsoft Teams with the instructor. ALL Tests & Quizzes must be completed before graduation. Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times, will not count against you. All submitted exams online are automatically graded and results are instantly reported from the online platforms used. If student post questions online, the instructor will respond by the end of the class day.

Student hours are subject to audit and online hours are not earned until final audited hours are posted each week.

Students are required to perform all practical operations on-campus and Satisfactory Academic Progress (SAP) evaluations will be done in person.

Academic achievement earned via distance education at Cosmo Beauty College may not be accepted for reciprocity or eligible for licensure in other states outside of California.

ORIENTATION

Orientation is required and held on the first day of school. The purpose is to inform new students of the school's policies and procedures, students' responsibilities, instructional programs, course goals, personal and student services. Hybrid distance learning students will also attend the Hybrid Orientation before online access is given. All new students, transfers and re-enrollment students are required to attend orientation as part of their program.

ATTENDANCE POLICY

All students must clock in/out and complete the required hours for their respective program, in order to graduate and qualify for licensure exams. Students are required to record their clock hours at the beginning and end of each class.

Students must maintain satisfactory attendance of at least 67% of their scheduled hours. Students who do not complete their hours within 150% of their scheduled program, will be withdrawn. Students are able to make up any missed classes with prior approval from the office.

Students who do not graduate on-time are allowed two (2) complimentary weeks to complete their hours. After the two complimentary weeks, the student will be required to pay additional instructional charges.

TIME CLOCK POLICY

The Board of Barbering and Cosmetology will only recognize time-clock 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 Time Clocker System to scan in and out at the start and end of their day and lunch period. Students must adhere to their contracted hours each week.

School opens at 9:00 am and lecture begins at 9:15 am. Students will not be allowed to clock into class after 9:15 am. If the student is late, the student cannot clock-in until 10:30 am or after theory class but can quietly observe class.

A thirty (30) minute lunch break shall be taken along with instructors. Students can only be clocked in when there is an instructor in the class.

The student can only clock in and/or clock out for themselves and are not allowed to do so for any other students.

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 appropriation certificate, upon completion of their training program.

TARDINESS AND DROP-OUT POLICY

Any students who attend class later than fifteen (15) minutes after the beginning of theoretical class, may not clock in for their hours of that session. Students may attend theory if they arrived late but will not receive credit and can then clock in after 10:30 am.

Any student who misses fourteen (14) consecutive days without notifying the Office Administrator, the student will be considered as a “drop out” and will be unofficially withdrawn from the program on the fifteenth (15) day (Please see attendance policy).

LEAVE OF ABSENCE POLICY (LOA)

Occasionally, the student may experience an extended personal, medical, or any other reasons, which are difficult for the student to attend class. Cosmo Beauty College may allow the student, under such circumstances, to take a leave of absence (LOA) from the program, for up to two (2) ninety (90) calendar day periods. The total days of LOA may not exceed 180 days and each LOA must be a minimum of fourteen (14) calendar days.

Approved reasons for a Leave of Absence include health or medical, lack of transportation, child care, work, care for a family member, injury, incarceration, military duty, education, jury duty, travel, or natural disasters.

The student must complete and submit an LOA Request form to the Office Administrator and may take LOA only after receiving approval from the Office Administrator. On the LOA Request Form, the student must state the reason(s) for LOA.

Under no circumstances can the school grant more than two (2) LOA's within a 12-month period. The student will not incur any tuition charges during the period of LOA. The student will retain all credit for clocked hours and work project(s) completed prior to LOA. Furthermore, students who return from a LOA are allowed to continue their course of study.

Any student, who fails to return from the LOA agreement, will be considered a “dropout” as of their expected return date and if eligible, refunds will be calculated using their expected return date as their “withdrawn” date and refunds will be issued to the student within thirty (30) days.

EXTRA INSTRUCTIONAL CHARGES

If the student does not complete their minimum requirements to graduate on-time per their contractual agreement, Cosmo Beauty College will allow students an additional two (2) complimentary weeks to complete the program. For each additional week thereafter, the student will be charged one hundred twenty five dollars (\$125) per week until they complete the program. If the student does not complete the program at 150% of their scheduled hours, the student will be withdrawn.

EXTERNSHIP PROGRAM

Barbering & Cosmetology Students must meet the following requirements to participate in the Externship program.

- Students receiving Veterans Assistance, enrolled in Manicuring or Esthetics are not eligible for the Externship Program.
- Student participation in the externship program is voluntary.
- Students must complete their mid-term evaluation with a score of 70% or higher and have completed at least 50% of their program
- Student does not have a balance owed to the school and all accounting issues must be resolved.
- Students must always wear a photo identification badge at all times during their externship as required by California State Board of Barbering and Cosmetology.
- Students must demonstrate positive conduct throughout their externship.
- It is the students' responsibility to be aware of theory and operational hours needed to graduate.
- CBC management staff may prevent or terminate a student's participation in the externship program for not making academic progress, lack of professionalism and poor conduct.
- Students are required to remain in good standing with the Salons.
- Participation in the externship program can either be paid or unpaid at the discretion of the salons.
- In accordance to BPPE regulations, externship program hours may not exceed 20 hours per week and may not exceed 10% of the total course and/or program hours: 100 hours for Barbering and Cosmetology Programs.
- Students must turn in their Externship Hours Applied Effort Sheet each week with the salon manager's signature for proper credit.

FACILITIES AND EQUIPMENT

Cosmo Beauty College is located at 7717-7721 Garden Grove Boulevard, Garden Grove, CA 92841. This facility is an office suite of approximately 4,080 square feet. All classes will be held at this location.

All equipment, relating to cosmetology, barbering, and esthetics programs, are placed in their respective classroom and/or immediately outside of the respective classroom. All manicuring related equipment will be designated at the Manicure area. Cosmo Beauty College owns all equipment and furniture used to teach students. All equipment will meet the standard prescribed by the Code and will be sufficient to enable students to achieve the educational objective of each educational program.

The following below is a list of cosmetology school equipment, per the Board of Barbering and Cosmetology of

California. Currently, Cosmo Beauty College has, at a minimum, the equipment required by the Board to operate as an approved school (CCR 940a).

Electrical equipment for giving instruction in esthetics and electrical facials - CCR 940a1. Facial steamer, light emitting diode (LED) machine, galvanic machine, microcurrent machine, microdermabrasion machine, vacuum and spray machine, high frequency machine, and skin analysis machine

10 Mannequins (with full head of hair) - CCR 940a2

1 Time clock or time scanner - CCR 940a3.

5 Shampoo Bowls - CCR 940a

6 Dryers - CCR940a5

3 Facial chairs or facial couches - CCR 940a6

4 Manicure stations - CCR 940a7

2 Thermal Hair Straighteners - CCR 940a8A

3 Non-electric combs - CCR 940a8A

1 Stove (for non-electric combs) - CCR 940a8B

1 Electric curling iron - CCR 940a8C

3 Non-electric curling irons (at least two sizes) - CCR 940a8D

1 Stove (for non-electric curling iron) - CCR 940a8E

8 Hairstyling or barber chairs - CCR 940a9

3 Whirlpool Spa Chairs

STANDARDS FOR STUDENT ACHIEVEMENTS

Students must successfully complete the required clock hours of instruction and practical operations, in the chosen curriculum, to complete the program and earn a certificate. Students must maintain an average of 70% to maintain satisfactory academic status. An outline of the grading system is shown below.

Academic Grading

90- 100	A	Excellent
80-89	B	Good
70-79	C	Average/Satisfactory
60-69	D	Below Average
% < 60	F	Fail

Grading System for Practical Workshops

GPA 4.0 = A
GPA 3.0 = B
GPA 2.0 = C
GPA 1.0 = D
GPA 0.0 = F

Students are assigned academic learning and a minimum number of practical experiences. The instructors will evaluate the students' progress after each subject of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the student fails to meet a satisfactory grade, their performance will not count and they must repeat the assignment until they receive a satisfactory grade or better.

The students will be evaluated for their practical skills, according to text procedures and procedures set forth in practical skills evaluation, adopted by Cosmo Beauty College. The students must pass a final written and practical exam before they graduate. Students must make up failed and/or missed exams and uncompleted assignments before they take the final written and practical exam.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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 matters 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. Cosmo Beauty College expects all its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full time). The SAP policy is provided to applicants prior to enrollment.

The student must:

1. Maintain a cumulative academic average of 70% or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).
3. Complete the course within 150% of course length as defined in the enrollment agreement. Students who exceed 150% of course will be terminated from the program. Students will be permitted to re-enroll in a program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.
4. Students on an approved Leave of Absence will have their contract period and maximum timeframe extended by the same number of days as the leave of absence.
5. Evaluation periods are done at least by the midpoint of the academic year or program, whichever comes earlier, for all students. All evaluations must be completed within seven (5) school business days following the established evaluation points.
6. Students who meet minimum requirements are considered to be making satisfactory academic progress until their next scheduled evaluation.
7. A student's successful course completion percentage is based on the number of successfully completed credit hours divided by the cumulative number of credit hours attempted by the student.
8. Students will have access to SAP evaluation results at the time of the evaluation and upon request.

EVALUATION PERIODS

These SAP Evaluation Periods are based on the US Department of Education's definition of an academic year of 900 hours or 26 weeks.

Students enrolled in the Manicuring and Esthetics programs are evaluated two (2) times as follows

Program (length)	SAP 1	SAP 2
Manicuring (400 hours)	200 hours* 5-10 weeks	400 hours* 10 -20 weeks
Esthetics (600 hours)	300 hours* 7-14 weeks	600 hours* 8-16 weeks

*The evaluation periods are based on scheduled hours.

Students enrolled in Cosmetology or Barbering are evaluated three (3) times during their course of instruction, depending on their enrollment hours. These evaluations occur as follows:

Program (length)	SAP 1	SAP 2	SAP 3
Cosmetology & Barbering (1000 hours)	450 hours* 12-24 weeks	900 hours* 23-46 weeks	1000 hours* 25-50 weeks

*The evaluation periods are based on scheduled hours.

Transfer hours from another institution that are accepted toward the student's education are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

ACADEMIC AND ATTENDANCE PROGRESS EVALUATIONS

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

The qualitative element used to determine academic progress is as follows:

1. **Academic Grade:** The Practical Grade and the Written Exam Grades are combined and averaged with a passing

Practical grades:

At least two comprehensive practical skills evaluations (Mid-term & Final) will be conducted using the practical grading criteria. Practical skills are evaluated according to procedures and performance standards adopted by the school. At least 70% in each applicable category for a passing score. To calculate the overall competency evaluation score, an average of the percentage for all categories is used.

Written examinations:

All chapter tests and 2 written examinations (Mid-term & Final) must be completed. At least 70% in each applicable category for a passing score. To calculate the overall competency evaluation score, an average of the percentage for all categories is used. Students must make up any failed or missed tests and incomplete assignments.

2. **Attendance:** Maintain a cumulative average attendance level of at least 67% of the scheduled hours.

Students who are not meeting minimum standards for SAP 1 will be given a warning. Students who do not meet the standards for SAP 2, would need to appeal in order to continue the program. Upon management determination and the appeal results in the status of probation, the student may continue the program on an Academic Plan. If the student does not adhere to the Academic Plan, the student will be withdrawn.

PROGRAM INCOMPLETENESS

Program incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction. These courses have no effect upon the school's satisfactory academic progress standards.

ACADEMIC WARNING

Cosmo Beauty College evaluates student's Satisfactory Academic Progress (SAP) at the end of each evaluation period. Students who are not meeting minimum standards for SAP will be put on *warning* status during the period in which the student failed to meet minimum attendance and/or academic standards.

Should a student fail to meet the minimum standards for SAP for the subsequent evaluation period, the student must follow the academic probation guidelines as outlined below in order to remain eligible for enrollment.

ACADEMIC PROBATION

While a student is in a Warning period and the student does not meet the subsequent SAP, the student would need to appeal in order to continue the program. Upon management determination and the appeal results in the status of probation, the student may continue the program on an Academic Plan.

To be placed on Probation, a student must:

1. Provide a written appeal and have it approved by the school and expected to be making SAP in next evaluation period

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the institution's administrator. This written request should be received within (5) days of the determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration, such as a death of a relative or an injury or illness. The letter should also document why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his/her case. The committee shall provide a written notice to the student of its decision within a reasonable time frame (5-10 days).

The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory academic progress, and determined as making satisfactory academic progress will be re-entered in the program and financial aid funds will be retroactive for eligible students who have displayed satisfactory academic progress within the evaluation probationary period time frame. All records of the student's appeal will remain documented in the student's file.

AND

2. Students will be placed on an individualized academic plan to ensure that the student is able to meet SAP standards by a specific date and be able to complete the program within the maximum time frame of 150%. *Probationary students who fail to adhere to the Academic Plan, the student will be withdrawn.*

SCHOOL RULES AND REGULATIONS

1. The student must punch in/out for themselves only and may not punch in/out for other student(s).
2. The student must use the time clock to punch "IN" when entering, and "OUT" when leaving. The student receives clock hour credits for the number of hours indicated on the timecard only. All students are required to punch "IN" and "OUT" during break periods.
3. Students should clock in before 9:15am, otherwise, they must wait until after theory at 10:30am to clock in. Students may sit in class if arriving after 9:15am but will not receive credit until after 10:30am.
4. If a student wishes to make-up hours, the student may request make-up with an office staff.
5. The student is required to be in appropriate school uniform with the school's logo visible at all times. Shirts issued by the school cannot be modified.
6. No visitors - children are permitted in the classroom or student lounge area, unless approved by the office manager.
7. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
8. All students must keep their work station, either in class or on the floor, clean and sanitary at all times.
9. Students are responsible for kits, equipment sanitized, labeled, organized and replaced, if needed.
10. A minimum of 30 minutes of sanitation must be completed by each student daily. All kits must be in sanitized condition at the end of each day.
11. Students are responsible for their own personal property; school is not responsible for any lost or stolen items.
12. No food, drinks, headphones, radios and MP3 are permitted during class hours. Cellular phones must be on silent mode, while in class.
13. Students must not gather around the receptionist's desk, congregate in the office or visit with another student(s), who is busy with a patron.
14. All appointments must be made with the office staff and no changes are to be made by any students.

15. Cosmo Beauty College will not tolerate the use of alcohol or drugs at any time. No students will be admitted to class who appear to be under the influence of alcohol or drugs.
16. Students must review their record of hours and services each day for accuracy, as required on the student daily record. Weekly hours will be audited by the office. Credit will be given for applied effort only.
17. All work must be checked and approved by an instructor for full credit.
18. Only products furnished by the school may be used, unless otherwise approved by the office manager.
19. Students must comply with all instructions, directions, orders, etc. given by staff, regarding school activities.
20. Cosmo Beauty College will not tolerate insubordination, verbal abuse, or sexual harassment of any kind.
21. Students must comply with Cosmo Beauty College's policies, rules, and regulations of appliance state and local agencies.
22. These rules are designed to form excellent work habits, good attendance, and facilitate the student's completion of the program so they can qualify and comply for the appropriate Board licensure examination.
23. Serious violations of school's rules may result in suspension or termination.

SERVICE PROTOCOL

1. Students must do all services assigned to them or they may be dismissed without any credit.
2. When students are called by an instructor for an appointment, a work ticket will be provided and indicate the type of service(s) their client has scheduled.
3. The student will greet the client in a professional manner and direct them to their station. The work ticket must be prominently displayed at the station.
4. Upon completing the consultation process and the customer service checklist, it is necessary to consult with the floor instructor before the service begins or before adding services as needed.
5. The work ticket will be presented at the back bar for products.
6. Throughout the service, educate the client about additional services that may be required for retail products to maintain the quality of service.
7. Upon completion of the service, walk the client to the retail area/receptionist to finalize their transaction and purchase recommended retail products.
8. If you are receiving services from students in programs other than yours, you must be clocked out and pay as a client.

HYGIENE & DRAPING POLICIES

Students must wash their hands with soap and water before performing a massage on another person. Personal body's cleanness, massage room, tables needing to be cleaned and hygiene to prevent the spread of diseases. Students should wear gloves, when using a disinfectant to prevent skin irritation. Restrooms should have proper paper towels, toilet paper, and a liquid antibacterial soap. All products used in the application of massage services must be stored in the closed containers that are clearly labeled. Massage oil should be stored in an unbreakable container, with dispenser tops. Students should remove cream from the container with spatulas or other implements, rather than using finger(s). Unused cream must be discarded to prevent cross-contamination. Draping should extend beyond the covering of genitalia and female breasts, or otherwise mandate that the client wears special clothing.

DRESS CODE

We require that all students dress professionally as if they are working in a salon environment as well as protective clothing for their safety, such as closed toe shoes. Students must always wear their Cosmo uniform (T-shirt) with closed toe shoes. Shirts cannot be modified. For bottoms, students should not wear any high shorts or

mini-skirts that are five inches above the knees. Students may wear an open jacket or sweaters as long as it's not a pullover. School's logo on shirts must always be visible at all times so instructors can differentiate between students and non-students.

REASONS FOR PROBATION, SUSPENSION AND/OR DISMISSAL

The following is the procedure a student may be placed on probation, suspension, or dismissal, or given a lesser sanction:

1. Theft or non-accidental damage to school property
2. Forgery, altercation or misuse of records or documents
3. Cheating, plagiarism or other academic dishonesty
4. Physical or verbal abuse to others, or a threat of force
5. Harassment or bullying of any kind
6. The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus, at any school sponsored event
7. Unauthorized entry into, use of or misuse of school property
8. Disorderly lewd, indecent, obscene or offensive conduct on or off school property, or at any school sponsored event(s).
9. Possession or use of explosive or weapons
10. Failure to comply with directions of school staff or insubordination.
11. Obstruction or disruption of educational process
12. Soliciting or assisting another to do any inappropriate act(s).

POST EDUCATION POLICIES & PROCEDURES

UNOFFICIAL WITHDRAWAL

Unofficial withdrawals for clock hour students are determined by the school through weekly monitoring of clock-hour attendance. The school may not know that a student has dropped out (unofficially withdrawn) until the school checks its records on a bi-weekly basis.

A student who decides to leave the school does not always notify the school of his or her withdrawal. If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

RE-ENROLLMENT POLICY

All students who withdraw may re-enroll into the program without loss of credit hours if their hours earned were paid for. All records of the students are stored for three (3) years onsite and indefinitely digitally but it is the responsibility of the student to maintain all documents received from the institution. Applicable registration and fees will be applied. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. Students' status will resume where they left off. Cosmo Beauty College reserves the right not to re-enroll any student that has been previously dropped from our program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits a student earns at Cosmo Beauty College, is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of hours a student earns in the educational

program enrolled is also at the complete discretion of the institution to which a student may seek to transfer. If the hours that a student earns at this institution are not accepted at the institution to which you seek to transfer to, students may be required to repeat some or all of their coursework at that institution. For this reason, students should make it certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Cosmo Beauty College to determine if their hours or certificate will transfer.

CLOSURE AND TEACH-OUTS

Article 4.76240. Required Notices and Teach-Out Plan.

All institutions, including those exempt from Bureau regulation pursuant to the Code, at least 30 days prior to closing, shall notify the Bureau in writing of its intention to close and provide a closure plan. The closure plan shall include:

- The exact date and reason for the closure.
- The last date of instruction for each educational service or program.
- A list of students who were enrolled at any time during the 60 days prior to closure.

If any student will not be provided complete educational services or the educational program, the institution shall provide:

- A plan for providing teach-outs or transfers, including the details of any agreements with other institutions.
- A plan for the disposition of student records.
- A plan to notify students of their rights and options under the Act and this chapter. The institution shall notify the students of the following:
 - If the institution is a participant in federal student financial aid programs, it shall provide students information concerning those programs and institutional closures.
 - If no teach-out is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs arrangements for making refunds and returning federal student financial aid program funds.
 - If any student will not be provided complete educational services or the educational program, provide them with information regarding the Student Tuition Recovery Fund and the Bureau's physical and Internet addresses.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
(916) 431-6959 or (888) 370-7589

Note: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94874.5, 94909, 94911, 94926, 94927 and 94927.5, Education Code.

GRADUATION REQUIREMENTS

When a student has completed the required program hours, State Board subject hours, chapter tests, final written and practical exams with a 70% grade or better, and has satisfied all financial obligations to Cosmo Beauty College, the student is ready to schedule an appointment with the office for the Exit Interview (*This process may take up to 2 weeks*).

On the day of the student's Exit Interview appointment, the student is awarded a certificate of graduation, proof of training and official transcript.

Students are assisted in completing the necessary documents to file for the appropriate State of CA Board of Barbering and Cosmetology Licensure Examination

PLACEMENT SERVICES

Cosmo Beauty College does not offer job placement services but will assist students who request assistance. The institution does not guarantee job placements to our students upon enrollment. The school's policy is to post available job listings on the board, at a common area, daily for all students to see.

JOB CLASSIFICATIONS

JOB CLASSIFICATION FOR COSMETOLOGISTS & HAIRSTYLISTS SOC CODE 39-5012, BARBERS SOC CODE 39-5011

Education Required

Applicants need to be at least 17 years old and have completed 10th grade, have a High School diploma or equivalent. Cosmetologists, Barbers & Hairstylists must complete a state-approved program. These programs are mainly found in postsecondary vocational schools and typically lead to a postsecondary nondegree award or certificate. Most of these workers take advanced courses in hairstyling or in other personal appearance services to keep up with the latest trends. Those who want to open their own business also may take courses in sales and marketing.

Job Outlook

The projected percent change in employment from 2016 to 2026: 10% (Faster than average)
(The average growth rate for all occupations is 7 percent.)

Licenses/Certifications

After completing a state-approved program, Cosmetologists, Barbers & Hairstylists must take a written exam to get a license through their state board. Mobile manicure and pedicure services require a separate license.

National Median pay:

\$24,300 Annual Salary

\$11.68 per hour

Barbers, hairstylists, and cosmetologists typically do the following:

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Inspect and analyze hair, skin, and scalp to recommend treatment

Discuss hairstyle options

Wash, color, lighten, and condition hair

Chemically change hair textures

Cut, dry, and style hair

Receive payments from clients

Clean and disinfect all tools and work areas

Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Careers for Barbers, Hairstylists, and Cosmetologists

Barbers
Barbers apprentices
Beauticians
Beauty care specialists
Colorists
Cosmetologists
Funeral home makeup artists
Hair and makeup designers
Hair colorists
Hair designers
Hairdressers
Hairpiece stylists
Hairstylists
Master barbers
Makeup artists
Wig stylists
Manicurists
Hair removal specialist
Lash Extensions
Skincare Specials
Instructors
Product Educators
Beauty Sales Representative
Product Distributor
Product Developer / Manufacturer
Salon Owner

JOB CLASSIFICATION FOR ESTHETICIANS & SKINCARE SPECIALISTS SOC CODE 39-5094

Education Required

Applicants need to be at least 17 years old and have completed 10th grade, have a High School diploma or equivalent. Estheticians must complete a state-approved program. These programs are mainly found in postsecondary vocational schools and typically lead to a postsecondary nondegree award or certificate. Most of these workers take advanced courses in modalities or other personal appearance services to keep up with the latest trends. Those who want to open their own business also may take courses in sales and marketing.

Job Outlook

The projected percent change in employment from 2016 to 2026: 13% (Faster than average) (The average growth rate for all occupations is 7 percent.)

Licenses/Certifications

After completing a state-approved esthetician program, skincare specialists must take a written exam to get a license through their state board.

Median pay:

\$30,270 Annual Salary

\$14.55 per hour

Skincare specialists typically do the following:

Skincare specialists cleanse and beautify the face and body to enhance a persons appearance.

Evaluate clients skin condition and appearance

Discuss available treatments and determine which products will improve clients skin quality

Remove unwanted hair, using wax, lasers, or other approved treatments

Clean the skin before applying makeup

Recommend skin care products, such as cleansers, lotions, or creams

Teach and advise clients on how to apply makeup, and how to take care of their skin

Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems

Disinfect equipment and clean work areas

Skincare specialists give facials, full-body treatments, and head and neck massages to improve the health and appearance of the skin. Some may provide other skin care treatments, such as peels, masks, and scrubs, to remove dead or dry skin.

In addition, skincare specialists create daily skincare routines for clients based on skin analysis and help them understand which skincare products will work best for them. A growing number of specialists actively sell skincare products, such as cleansers, lotions, and creams.

Those who operate their own salons have managerial duties that include hiring, firing, and supervising workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Careers for Skincare Specialists

Aestheticians

Electrologists

Electrolysis operators

Electrolysisists

Estheticians

Facialists

Medical estheticians

Skin care technicians

Hair removal specialist

Lash Artists

Hair removal technicians

Makeup Artists

Instructors

Product Educators

Beauty Sales Representative

Product Distributor

Product Developer / Manufacturer

Salon Owner

JOB CLASSIFICATION FOR MANICURISTS SOC CODE 39-5092

Education Required

Applicants need to be at least 17 years old and have completed 10th grade, have a High School diploma or equivalent. Estheticians must complete a state-approved program. These programs are mainly found in postsecondary vocational schools and typically lead to a postsecondary nondegree award or certificate. Most of these workers take advanced courses in the latest techniques and new products to keep up with the latest trends. Those who want to open their own business also may take courses in sales and marketing.

Job Outlook

The projected percent change in employment from 2016 to 2026: 12% (Faster than average) *(The average growth rate for all occupations is 7 percent.)*

Licenses/Certifications

After completing a state-approved nail technician program, manicurists and pedicurists must take a written exam to get a license through their state board. Mobile manicure and pedicure services require a separate license.

Nationwide Median pay:

\$22,150 Annual Salary

\$10.65 per hour

Manicurists and pedicurists typically do the following:

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

Discuss nail treatments and services available

Remove nail polish

Clean, trim, and file nails

Reduce calluses and rough skin

Massage and moisturize hands (for a manicure) and feet (for a pedicure)

Polish or buff nails

Advise clients about nail and skin care for hands and feet

Promote and sell nail and skin care products

Clean and disinfect their work area and tools

Manicurists and pedicurists work exclusively on the hands and feet, providing treatments to groom fingernails and toenails. A typical treatment involves soaking the clients hands or feet to soften the skin in order to remove dead skin cells. Manicurists and pedicurists apply lotion to the hands and feet to moisturize the skin. They also may shape and apply polish to artificial fingernails.

Manicurists and pedicurists use a variety of tools, including nail clippers, nail files, and specialized cuticle tools. They must be focused while they perform their duties, because most of the tools they use are sharp. Keeping their tools clean and sanitary is important.

Some manicurists and pedicurists operate their own nail salon, which requires performing business tasks such as keeping inventory records and ordering supplies. They also hire and supervise workers and sell nail care products, such as nail polish and hand or foot cream. A small but growing number of workers make house calls. Mobile manicure and pedicure services are popular because clients consider them convenient.

Careers for Manicurists and Pedicurists

Fingernail sculptor

Manicurists

Nail care technicians

Nail technicians

Nail techs

Nail Artists

Pedicurists

Instructors

Product Educators

Product Development / Manufacturing

Salon Owner

GROUNDINGS FOR DENIAL OF A LICENSE

A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

1. Been convicted of a crime. A conviction, within the meaning of this section, means a plea or verdict of guilty or a conviction, following a plea of nolo contendere. Any action, which board is permitted, to take the following establishment of conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code
2. Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit themselves or another, or substantially injure another; or done any act, which if done by licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
3. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if they had obtained a certificate of rehabilitation, under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if they have met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of the person when considering the denial of a license under subdivision (a) of Section 482
4. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of act required to be revealed in the application for such license.

STATE LICENSURE REQUIREMENTS

These courses are designed to lead to a position in the cosmetology, barbering, esthetics, and manicuring field, which require a license by the state. The curriculum for students to enroll in a Cosmetology or Barbering Course (1,000), Esthetics (600 clock hours), and Manicuring (400 clock hours), shall consist of technical instruction and practical operations, covering all practices constituting the areas of Cosmetology, Barbering, Esthetics, and Manicuring. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean that actual performance by the student, of a complete service on another person or a mannequin. Practical operations shall mean the time it takes to perform a practical operation.

To become a licensed Cosmetologist, Barber, Esthetician, or Manicurist, a person must pass an examination, given by the California Board of Barbering and Cosmetology. For the state of California, a written examination of the candidate's ability is required. To qualify for the examination, a candidate must, by the required admission,

be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure, under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, completed the required hour for the course at an approved California Cosmetology school. A social security number is required to take the Cosmetology, Barbering, Esthetics, and/or Manicuring exam with the California Board of Barbering and Cosmetology. State Board Examinations are given in various cities and candidates can choose the location, date and time for their examinations. The candidate, for the examination, must pass the written exam to receive a license. A candidate, passing the written examination and the Board's receipt of the candidate's Proof of Training (POT) document, issued by the approved California Cosmetology school, entitles the examinee to issuance of a state license.

STUDENT RECORDS

All students' records will be maintained for a minimum of 5 years and transcripts will be maintained indefinitely. Student's financial and academic records are maintained in the same file. Cosmo Beauty College will maintain the following records of each student:

1. Name, address, email address, and telephone number, for those who had enrolled in each educational program;
2. Copies of all documents that were signed by the student, including contracts, instrument of indebtedness;
3. Copies of all exams given to the student before admission, including ATB tests;
4. Records of the date(s) of enrollment, and if applicable, withdrawal, LOA, and graduation
5. Certificate and transcript awarded and the date that the certificate was granted, the course name, course hours and grade earned in the program
6. A document, showing the total amount of money received from or on behalf of the student, and the date(s) on which the money was received.
7. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, within 30 days, following the date of the student's withdrawal, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person/entity, to which the refund was sent
8. Copies of any official advisory notices/warnings, regarding the student's profess
9. Grievances received from the student, including any correspondence, notes, memoranda, or telephone logs, related to a grievance.

Cosmo Beauty College will take great care to secure these students' records. Student records that could not be reproduced electronically, are stored in locked cabinets. Cosmo Beauty College will also maintain and secure the following records for no less than five (5) years. The complete and accurate records of all of the following information:

1. The education programs offered by the institution and the curriculum for each.
2. The names and addresses of the member's of the institution's faculty and records of the educational qualifications of each member of the faculty.
3. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928)

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Cosmo Beauty College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect to the Admissions office. The school official* will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
3. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests including the institution's accreditation and other governing agencies as required by state and federal regulations.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cosmo Beauty College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 2020.

*A school official is a person employed by Cosmo Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Cosmo Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Cosmo Beauty College.

DISCLOSURE STATEMENT

Prospective students are encouraged to visit the school facilities, during operating hours, to discuss personal, educational, and occupational plans with the school's staff, prior to enrolling or signing enrollment agreements. A prospective student may request a copy of the catalog, by contacting the Office Administrator, prior to visiting the school. Students can also download a copy of the catalog on the school website, under the Consumer Information Tab of www.cosmobeautycollege.com. As a prospective student, they are encouraged to review this catalog, prior to signing an enrollment agreement. Students are also encouraged to review the School

Performance Fact Sheet, which must be provided to students prior to signing an enrollment agreement. Individuals seeking to resolve a concern/issue should first contact the Office Administrator of Cosmo Beauty College.

A student or any member of the public may file a grievance about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (916) 574-8900 or by completing a grievance form, which can be obtained on the Bureau's internet website, www.bppe.ca.gov.

Cosmo Beauty College is a private institution, approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Office of Student Assistance and Relief is available to support prospective students, current students or past students of private post secondary education institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The Office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov>.

The institution or its offered programs are not accredited by any accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution is privately owned. Cosmo Beauty College has no pending petition bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, or has not had a petition in bankruptcy filed against it within the preceding five (5) years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

All of the materials are current for the Calendar Year 2024 and are in compliance with the BPPE and the California Board of Barbering and Cosmetology.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**1747 N. Market
Boulevard, Suite 225
Sacramento, CA 95834**

**PO BOX 980818
West Sacramento,
CA 95798**

**www.bppe.ca.gov
Phone: 916-574-8900
Fax 916-263-1897**