2025 CATALOG

Wayne's College of Beauty



1271 N. Main St., Salinas CA, 93906 (831) 443-4077

www.waynescollegeofbeautyinc.com

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School Catalog is updated annually and may be revised at any time.

This Catalog is provided to our students in a digital format and is always available at our website.

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APPROVAL & DISCLOSURE STATEMENT

WAYNE'S COLLEGE OF BEAUTY is an accredited, private institution and is licensed to operate by the **California Bureau for Private Postsecondary Education pursuant to California Code Section 94311.** The Bureau approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by the private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State of California or by the Bureau. Institutional approval must be re-approved every four years and it is subject to continuous review. The currently approved course and curriculum are:

BARBERING	**1000 Clock Hours**	**(D.O.T. #332.371-010, CIP #12.0402, SOC #39-5011)**
COSMETOLOGY	**1000 Clock Hours**	**(D.O.T. # 332.271-010, CIP #12.0401, SOC #39-5010)**
ESTHETICIAN	**600 Clock Hours**	**(D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)**
MANICURING	**400 Clock Hours**	**(D.O.T. #331.674-010, CIP #12.0499, SOC #39-5092)**

Wayne's College of Beauty is located in the heart of the Central Coast. Classes are held Tuesday through Saturday at 1271 N. Main Street, Salinas CA 93906. Our building accommodates 70 full or part time students at any given time.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. Please feel free to set an appointment to discuss personal, educational, and/or vocational plans with a school instructor or administrator prior to enrollment or prior to signing any enrollment agreements.

All are welcomed and encouraged to visit the college premises.

The following are state boards, bureaus, departments or agencies which set the minimum standards for our current offered program of study in accordance with the **Educational Code Section 94316.12**

CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, CA 94244-2260 (916) 445-1254

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600
Wayne's College of Beauty is *Accredited*.

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or PO Box 980818 West Sacramento, CA 95798-0818
(888)370-7589, (916) 574-8900 or by fax (916) 263-1897 / www.bppe.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, (888) 370-7589 / (916) 574-8900 or by fax (916) 263-1897.

Please note: This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

LETTER FROM THE FACULTY
&
MISSION STATEMENT

Dear Student,

Welcome to Wayne's College of Beauty, and thank you for selecting us to assist you in obtaining your desired beauty industry professional training. You are now entering a field filled with opportunities and rewarding experiences. The staff at Wayne's College of Beauty is committed to providing you with the training to help you succeed in the beauty industry.

At Wayne's College of Beauty, we offer programs that enable you to pass the required State Board of Barbering and Cosmetology examinations and become a licensed professional in Cosmetology, Barbering, Esthetician, and Manicuring. Our focus and emphasis are to allow you to acquire the skill and techniques necessary to succeed in today's marketplace.

At Wayne's College of Beauty, we are committed to working with you, in providing you the environment necessary to succeed in today's beauty operations businesses'. There are vast opportunities in the beauty industry, whether it is in enterprise hair operations, a barber shop, or skin care and facial treatments, we provide you the opportunity to learn to operate as a professional entrepreneur ensuring your smooth transition into becoming a fully licensed and trained professional.

Wayne's College of Beauty is a spacious (3,434 sq. ft) single story facility for the benefit of our students and instructors. Our school simulates salon conditions with our Milady curriculum, to help our students "learn-by-doing" with modern salon equipment, updated shampoo stations, hair dryers and a variety of salon supplies that help enhance the student's product knowledge. There is also a student library on the clinic floor for their resources. Additionally, we provide students training on manning a desk operation where they acquire valuable skills, such as: Customer greeting, reception handling, phone and appointment management, resource allocation, Inventory, and last, but not least, the handling of cash transactions. Our goal is to allow the student to be trained salon operators with hands on experience upon completion of their training.

Our objective is to help the student become "salon ready." Our institution is equipped with modern cosmetology equipment and tools to simulate a salon environment to better help our students through actual hands-on experience.

Welcome to Wayne's College of Beauty, it is our pleasure to have you here. Remember that the level of your success depends on your level of commitment and effort you apply during your training. Our goal is to help you discover your hidden abilities and transform them into a tool which will help you succeed in today's competitive market place.

Sincerely,

Moises G. Estrada
Owner

Bertha Estrada
Owner

FINANCIAL AID INFORMATION

Wayne's College of Beauty is approved to participate in Title IV programs.
You may apply at **https://studentaid.gov/h/apply-for-aid/fafsa**
SCHOOL CODE: 020616

The following are brief descriptions of the Federal financial aid programs available at Wayne's College of Beauty under the Title IV program. Please note, we do not currently participate in state financial aid programs.

Federal Pell Grant
A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)
Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify. Please note, Wayne's College of Beauty does not participate in the FWS program currently.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Direct Subsidized Loan
Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

Direct Unsubsidized Loan
Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

***A NOTE ABOUT STUDENT LOANS:**
If a student obtains a loan to pay for educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that if the student has received federal student financial aid funds, the student is entitled to refund of the monies not paid from federal student financial aid programs fund.

LICENSING REQUIREMENTS

State of California licensing minimum qualifications as set forth by the Board of Barbering and Cosmetology

- Be at least 17 years of age.
- Has completed the 10th grade in a public school or its equivalency.
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Has completed the following hours in a Board approved school or has completed a 3200 hour apprentice program:
    - Cosmetology – 1000 Hours
    - Barbering – 1000 Hours
    - Esthetician – 600 Hours
    - Manicuring – 400 Hours

ADDITIONAL LICENSING REQUIREMENTS:

In addition to the general requirements, an applicant for a cosmetology license is entitled to the license if the applicant:

1. Is at least 17 years of age;
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:

    a. Completed a course in cosmetology from a school approved by the board or;

    b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;

    c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;

    d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board or;

    e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

GROUNDS FOR DENIAL OF A LICENSE

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

    a. 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 a board is permitted to take following the establishment of a 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.

    b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a 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.

2. 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 he has 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 he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

STATE LICENSURE REQUIREMENTS

Our lic are designed to lead to a position in the beauty industry, which requires licensure by the state. The curriculum for students enrolled in a Cosmetology, Barbering, Esthetician or Manicuring course shall consist of required set number of clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology (1000 Hours), Barbering (1000 Hours), Esthetician, (600 Hours) or Manicuring (400 Hours). Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operation.

To become a licensed professional, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the required fee, 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, and completed the required number of hours required as listed above in an approved California Cosmetology school. A Social Security Number is required to take the licensure exam with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield, CA and Glendale, CA and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a 'Proof of Training' document issued by the school entitles the examinee to issuance of a state license.

CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Barbering/Cosmetology Act and the Board of Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the California State Board of Barbering and Cosmetology and Proof of Training documents (POT).

Please note, Wayne's College of Beauty does not have articulation or a transfer agreement with any other institutions regarding acceptance of credits and/or hours.

Additionally, Wayne's College of Beauty does not currently have a policy to award credit for prior experiential learning.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college and proof of school documents showing hours. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Transfer students will be reviewed on a case-by-case basis and the amount of transfer hours accepted will be determined by the school. A proof of training from the previous school along with a letter of recommendation is required. If you don't have the letter of recommendation, your attendance, behavior and compliance with school rules and state procedures will be closely monitored for the first 200 hours. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Wayne's College of Beauty is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in one of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Wayne's College of Beauty to determine if your credits or certificate will transfer.

STUDENT RECORDS POLICY

It is the school's policy that all students that graduate or withdraw may request an official transcript or school document with their information. Wayne's College of Beauty retains student records for a maximum of 6 years at the institution at **1271 N. Main Street, Salinas, CA 93906**. Please note that official student transcripts will be retained indefinitely. You may request a copy of your documentation by mail at the address mentioned above. **There will be a $50.00 fee for a copy of records.**

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria:

A) Applicant must have a High School Diploma or its equivalent, Transcripts showing high school completion, or (GED, California State Proficiency Test, etc.).

Students that have immigrated to the United States must provide documentation such as a diploma of equivalency to a High School Diploma in the United States. Foreign students' high school diplomas must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. High School Diploma. For further information contact the school for eligibility requirement by country.

B) All students must have completed the 10th grade or its equivalent as required by the California State Board of Barbering and Cosmetology. For admission to our institution please refer to item "A" above.

C) A valid U.S. I.D. card and/or Government I.D. and a Social Security card.

Wayne's College of Beauty does not recruit students already attending or admitted to another school offering a similar program of study. At this institution we do not admit Ability-To-Benefit students. (An Ability-To-Benefit Student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.)
Wayne's College of Beauty does not accept challenge examinations nor achievement tests. We will only accept Board of Barbering and Cosmetology Proof of Training documents which describes how many hours have been achieved for transfer students. Wayne's College of Beauty currently does not have any articulation or transfer agreements with any other college or university

G.E.D. Test can be administered by

Salinas Adult School	**OR**	**Hartnell College**
20 Sherwood Plaza, Salinas, CA 93906		**411 Central Avenue, Salinas, CA 93901**

*Please note that Wayne's College of Beauty does not currently admit international students. We do not offer Visa services nor vouch for student's status.

SCHEDULES AND HOLIDAYS

Wayne's College of Beauty is closed on Sundays and Mondays

HOLIDAY OBSERVANCE

New Year's Day	Labor Day
Fourth of July	Thanksgiving Day
Memorial Day	Christmas Week

A "Special" circumstances day may be declared in emergencies or special occasions. Holidays of all religious beliefs are respected and allowed.

CLASS SCHEDULES

COSMETOLOGY: Tuesday – Saturday 9:00am – 4:30pm
ESTHETICIAN: Tuesday – Saturday 9:00am – 4:30pm
BARBERING: Tuesday – Saturday 10:30pm –4:30pm
MANICURING: Tuesday – Saturday 9:00am - 4:30pm

ORIENTATION

Orientation sessions are held every Friday at 12:00pm (excluding school holidays). All new students and transfer students are required to attend the orientation class to be considered for admission to Wayne's College of Beauty.

CLASS START DATES

BARBERING: **The Barbering Course is continuous enrollment and classes begin on Tuesdays. Class start date will be determined by the student and Admissions Office.**

COSMETOLOGY: **The Cosmetology Course is continuous enrollment and classes begin on Tuesdays. Class start date will be determined by the student and Admissions Office.**

ESTHETICIAN: **2/11/2025, 4/8/2025, 6/3/2025, 8/12/2025, 10/14/2025**

MANICURING: **The Manicuring Course is continuous enrollment and classes begin on Tuesdays. Class start date will be determined by the student and Admissions Office.**

STUDENT SERVICES

The following services are available to all students of Wayne's College of Beauty:

- Job Placement Information
- Child Care Facilities Information
- Transportation Information
- Local Health Department Information
- Library Services (Books and Videos; for a complete list please look at the student information wall.) *Please see an instructor to check out a book and/or video.

Housing Information: Wayne's College of Beauty does not have dormitory facilities under its control and we do not provide assistance to the student to find Housing. The availability of housing near the institution is favorable with the average cost of a home at ~$500,000 and rent for a 1 bedroom apartment is ~$1500.00.

FRESHMAN CLASS-ENROLLMENT

Hours required to successful complete the freshman portion of each training class is as follows:

COSMETOLOGY – 200 Freshman --- Level

A minimum of 200 hours is devoted to the basics and fundamentals of Cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

ESTHETICIAN – 150 Freshman --- Level

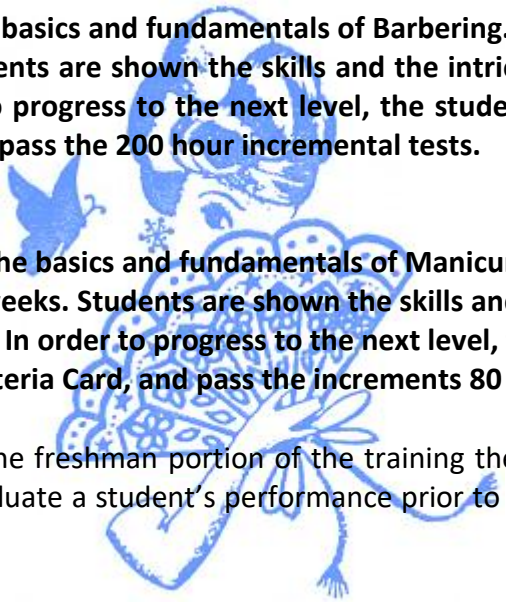
A minimum of 150 hours is devoted to basics and fundamentals of Esthetics. Classes for theory and application are conducted daily for 5 weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated in order to advance to the next level.

BARBERING – 200 Freshman --- Level

A minimum of 200 hours is devoted to basics and fundamentals of Barbering. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

MANICURING-80 Freshman—Level

A minimum of 80 hours is devoted to the basics and fundamentals of Manicuring. Classes for theory and application are conducted daily for 3 weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the next level, the student must complete a minimum of 80 hours complete the criteria Card, and pass the increments 80 and 300 hours.



Wayne's College of Beauty considers the freshman portion of the training the foundation for all course instructions and as such, it is also the means to evaluate a student's performance prior to engaging them directly with customers and/or clients.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This institution expects all students to maintain SATISFACTORY ACADEMIC PROGRESS (SAP) as established by this institution under the guidelines of the institution's accrediting body the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation periods. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.

2. Maintain a Quantitative/Pace level of at least 70% of the scheduled hours indicated on your enrollment contract and at each evaluation period. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Please note, any approved LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Also, the student will return in the same status in which the LOA began, as the elapsed time from the LOA does not impact the student's Attendance or GPA. Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in this catalog. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

3. Complete the course within a maximum time frame of 142% of the course length. Student who exceed the maximum time frame to complete the course will be ineligible for financial aid funds and will be terminated from the program. The student will be permitted to re-enroll in the program on a cash-pay basis in the manner that is consistent with our re-entry policy and admissions policy.

4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of academic year of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

5. Warning: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If the student is receiving financial aid, at the end of the warning period the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible for Federal Student Aid. A student may appeal this decision and if approved, be placed on Probation for the next payment period.

6. Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be deemed ineligible for Federal Aid and are not considered to be making satisfactory academic progress. The student can appeal the decision and prevail upon appeal of a negative progress determination prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable students will not be eligible to receive Title IV, HEA program funds unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) *(Cont.)*

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

7. Re-establishment of SAP: A student is able to reestablish satisfactory academic progress by meeting the institution's academic and attendance requirement or the student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed.

8. Appeal Procedure: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. A student that prevails upon the appeal process will be determined as making satisfactory progress. The satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status. The appeal and decision documents will be retained in the student file.

Grading System:	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
Minimum Academic Status --------->	**Average**	**79% - 70%**	**= C**
	Unsatisfactory	69% - 60%	= D
	Fail	59% - Below	= F

9. Evaluation points and Payment Periods: Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The Frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements. Evaluations are conducted at the end of each payment period at the evaluation point indicated below. Student's compliance with the satisfactory academic progress is evaluated as follows:

STUDENT EVALUATION PERIODS

Applicable to all Wayne's College of Beauty courses and students:

Cosmetology 1000 Hours

EVALUATION PHASE I: The point at which 450 hours of the course is scheduled to be completed.
The point at which 13 weeks of the course is scheduled to be completed.
EVALUATION PHASE II: The point at which 900 hours of the course is scheduled to be completed.
The point at which 26 weeks of the course is scheduled to be completed.

Esthetician

EVALUATION PHASE I: The point at which 300 hours of the course is scheduled to be completed.
The point at which 9 weeks of the course is scheduled to be completed.

Barbering 1000

EVALUATION PHASE I: The point at which 450 hours of the course is scheduled to be completed.
The point at which 14 weeks of the course is scheduled to be completed.
EVALUATION PHASE II: The point at which 900 hours of the course is scheduled to be completed.
The point at which 28 weeks of the course is scheduled to be completed.

Manicuring:

EVALUATION PHASE I: The point at which 200 hours of course is scheduled to be completed.
The point at which 3 weeks of the course is scheduled to be completed.

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course. At the end of each evaluation an instructor will go over your results and once the evaluation is signed, you will be given a hard copy of the evaluation for your records. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.
If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours of the percentage required to maintain a progress level (pace rate) that would allow the student to complete the course within the maximum time frame in the course, as published in the school catalog, the student will be placed in an ineligible status for financial aid funds and will be provided counseling.

Typical Schedule: Tuesday to Friday (Saturday is clinic only):

COSMETOLOGY		ESTHETICIAN		BARBERING		MANICURING	
9-10	General Theory	9a-10:30	General Theory	10:30a-11:30a	Clinic	9-10	General Theory
10 -10:15	Break	10:30 – 10:45	Break	11:30a-2p	Procedures/Clinic	10-10:15	Break
10:15-12	Procedures/Clinic	10:45-1p	Procedures/Clinic	2-2:15	Break	10:15-12	Procedures/Clinic
12-12:30	Lunch	1p -1:30	Lunch	2:15-4	Demo/Workbook/Clinic	12-12:30	Lunch
12:30-3	Workbook/Demo/Clinic	1:30-3:30	Demo/Clinic/Workbook	4-4:30	Theory/Time Cards	12:30-3	Workbook/Demo/Clinic
3-3:15	Break	3:30-345	Break			3-3:15	Break
3:15-5	Workbook/Clinic	3:45-5	Workbook/Clinic			3:15-4	Workbook/Clinic
4p-4:30p	Clean Up/Time Cards	4-4:30	Cleanup/Time Cards			4-4:30	Clean Up/TimeCards

The Satisfactory Academic Progress Policy is included with the Orientation information and is provided to students prior to enrollment.

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction and have no effect upon the institution's satisfactory academic progress standards as the institution has no such items or policies.

A student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

REPORT CARDS

Students Report Cards are issued in separate stages in accordance to each Student's specific program and in accordance with the school's practices and guidelines of the academic year. Report cards will be distributed at the following intervals for each course:

Cosmetology 1000: **450 hours and 900 hours**
Esthetician: **300 hours**
Barbering 1000: **450 hours and 900 hours**
Manicuring: **200 hours**

QUANTITATIVE STANDARDS

The maximum time students are allowed to complete their training 142% of the program length. Students who exceed the maximum time frame to complete the course will be ineligible for financial aid funds and will be provided counseling.
One academic year in our clock hour school is equal to 900 hours.

PROGRAM OF STUDY	ESTHETICIAN	COSMETOLOGY 1000
Program Length *(Weeks)*	18	31
Program Length *(Clock Hours)*	600	1000
Evaluation Phase I *(Weeks)*	9	15
Evaluation Phase I *(Clock Hours)*	300	450
Evaluation Phase II *(Weeks)*	N/A	30
Evaluation Phase II *(Clock Hours)*	N/A	900
Evaluation Phase III *(Weeks)*	N/A	N/A
Evaluation Phase III *(Clock Hours)*	N/A	N/A
Maximum Time Frame 142% *(Weeks)*	43	75
Maximum Time Frame 142% *(Clock Hours)*	852	1420

PROGRAM OF STUDY	MANICURING	BARBERING 1000 Hours
Program Length *(Weeks)*	12	34
Program Length *(Clock Hours)*	400	1000
Evaluation Phase I *(Weeks)*	6	17
Evaluation Phase I *(Clock Hours)*	200	450
Evaluation Phase II *(Weeks)*	N/A	34
Evaluation Phase II *(Clock Hours)*	N/A	900
Evaluation Phase III *(Weeks)*	N/A	N/A
Evaluation Phase III *(Clock Hours)*	N/A	N/A
Maximum Time Frame 142% *(Weeks)*	30	82
Maximum Time Frame 142% *(Clock Hours)*	568	1420

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

ATTENDANCE

Full Time students are required to attend a minimum of 35 hours per week.

Part Time students are those students who must attend 28 hours, but less than 35 hours per week.

LEAVE OF ABSENCE POLICY

Occasionally students may experience extended personal, medical, or unforeseen events which may impede them from attending class for an extended period of time. Wayne's College of Beauty allows for these unique circumstances by allowing a Leave of Absence (LOA) from the program. However, LOAs can only be granted under special circumstances and if the request is formally made in writing, submitted in advance by the student and includes the reason for the student's request and the student's signature. Approval may be granted by a Wayne's College of Beauty supervisor. All students must adhere to the institution's Leave of Absence policy when requesting an LOA.

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.

We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, **the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.**

Wayne's College of Beauty will consider approval of a LOA if there is a reasonable expectation that the student will return from their Leave of Absence.

Whether the circumstances are for personal or unforeseen events LOAs are granted for 30 days. In rare cases, such as a serious medical condition an LOA may be granted for up to 6 (six) months providing there is a written request from the student's physician.

Wayne's College of Beauty recommends that unless there is a serious need, do not request an LOA. LOA's can only be granted once every 12 months. Students returning from authorized LOAs will retain all credit for clocked hours and projects completed prior to their departure. Additionally, students returning from authorized LOAs will also resume their academic progress status held prior to their LOA departure. Once you return from a LOA the school will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on your enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
Wayne's College of Beauty will not assess the student any additional institutional charges as a result of the LOA.
Please note, the LOA together with any additional leaves of absence previously granted must NOT exceed a total of 180 calendar days in any 12-month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

PLEASE NOTE: Any student that does not return to school at the expiration of their approved LOA, or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

GRADING SYSTEM

Students are evaluated on a regular basis on THEORY and PRACTICAL work. The evaluations are measured on a standard grading system based on a percentage point grade. Evaluation forms are issued to students at the following intervals of their program (as stated on page 14). The evaluation forms reflect the overall attendance and the academic and clinical progress of each student.

PLEASE NOTE: Each student **MUST** maintain a **(70%) or "C"** average to maintain a satisfactory academic status.

Grading System:

	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
Minimum Academic Status --------->	**Average**	**79% - 70%**	**= C**
	Unsatisfactory	69% - 60%	= D
	Fail	59% - Bellow	= F

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must have the ability to read and write English at the level of a graduate of a United States high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.
All Classes are taught in the English Language only.

GRADUATION DOCUMENTATION

When a student has completed the required number of program hours and the number of theory/practical operations in Cosmetology, Esthetician, Manicuring and/or Barbering with a GPA of "C" (70%) or better, the student will be awarded a certificate of completion certifying satisfactory completion of all requirements. All students are assisted with the necessary documentation to file the appropriate State Board of Barbering and Cosmetology Examination application upon graduation.

PROGRESS POLICY

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

PLACEMENT

Limited job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in an Annual Report however, the school does not guarantee placement to any student. The school places available job positions on the bulletin board that can be accessed by all the students.

CAREER COUNSELING

Students are counseled individually, approximately every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time.

PERSONAL ATTENTION

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. Particular attention is given to preparation for the California State Board Examination.

VACCINATION POLICY

At this time, Wayne's College of Beauty, does not have requirements regarding vaccinations. You may seek vaccinations at the local health department.

TIME ACCRUAL POLICY

The State Board of Barbering & Cosmetology only recognizes the systemic clock in hours of attendance. As a result of this requirement, Wayne's College of Beauty can only allow clock hours for credit to students who record their time and attendance using the electronic clock at the beginning and ending of each day, including their lunch period.

The grace period for clocking-in is seven (7) minutes at the beginning of each class in order to receive credit for (1/4) of an hour at the beginning of the day and at the beginning of a student's lunch period.

Please note: once a theory class has begun, no one is allowed to enter and disrupt the classroom under any circumstances.

At the conclusion of each week a new timecard is prepared based on the previous accruals of the previous timecard. Weekly time accruals are carried forward in the new timecard as an accumulative total reflected in the cumulative column and as such time is carried forward with each time card. All timecards **MUST** be signed weekly by the student and the instructor.

Time cards reflect the student's weekly record of hours and operational tasks. It is of the utmost importance for hour and operational tasks are accurately reflected in time cards. All timecards need to be legible to ensure accurate credit and proper transfer of time and operational tasks to the roster of official file.

Timecards are the exclusive property of Wayne's College of Beauty and as such, they are to remain in the school premises at all times. Upon arrival to school premises and clocking-in, each student is expected to be properly groomed in required and mandated uniform. All non-Wayne's College of Beauty academic material or activity is not permitted, nor is it tolerated.

There is a zero tolerance policy in engaging in non-school activities, reviewing or focusing on materials which are not directly related to a student's course, assignment, or training. A student who engages in these activities will be required to immediately cease such activity and/or clock-out for the remainder of his/her day. Continuous activities of such nature can result in termination and or suspension.

TIMECARD CREDIT GUIDE

The following is used by instructors in order to issue credit accordingly.

- Each Theory must be initialed in the correct category. It the category has been completed the instructor may issue credit according to his/her discretion.
- The portion of the timecard titled "Theory Hours Earned" reflects hours earned through class attendance and instructor demonstrations.
- The portion of the timecard titled "Operations" reflects the hours a student has applied in performing the practical subjects.
- Some practical operations may take longer to perform according to the student's ability to acquire new skills.

Note: The following are timed allowances imposed by the California State Board of Cosmetology for each specific operation.

Shampoo/set = 1 ½ hours (90 Minutes)
Permanent Wave = 2 to 2 ½ hours (120 to 150 minutes)
Manicuring = ½ hour (30 Minutes)
Scalp Treatment = ½ to 1 hour (30 to 60 Minutes)
Facial = 1 ½ to 2 hours (90 to 120 minutes)
Haircut = ½ to 1 hours (30 to 60 minutes)

The above guide is used by the State Board of Cosmetology to evaluate the training and preparedness of each student. As such, the State Board of Cosmetology does not expect a student to perform three permanent waves per day.

DISCLOSURE OF EDUCATIONAL RECORDS
The Family Educational Rights and Privacy Act (FERPA)

Adult Students and parents of an adult (18 years or above) with a written consent from student have the right to inspect, review, and challenge information contained in their education records. Parents/Guardians of dependent minor students have the right to inspect, review and challenge the information contained in their education records or those of their minor or tax dependent child. However, a staff member must be present while the review of the record is being done. Education records are defined as files, material, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for six (6) years. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and a mannequin will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of mid-point Freshman training (approx. 100 hours), each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health as he/she will be working in direct contact with clients. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

STATEMENT OF NON-DISCRIMINATION

Wayne's College of Beauty does not discriminate on the basis of race, color, age, religion, sex, handicap, financial status, ethnic origin, area of origin, or residence in its admissions, instruction, or graduation policies.

STUDENT RIGHTS

- **CANCELLATION OF CONTRACT** with Wayne's College of Beauty may be canceled without penalty or obligation and students may obtain a full refund, if notice is made through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. If you have lost, misplaced, or are missing your notice of cancellation form, the staff at Wayne's College of Beauty would be glad to provide you with a copy.
  - A different cancellation policy is required and applies to all home study and/or correspondence courses.
- After the end of the cancellation grace period, you have the right to stop your training at any time and receive a California calculated refund for the remainder of the course. Your refund rights are clearly described in the contract provided during the inscription period. If for any reason you have lost, misplaced, or disregarded your contract, Wayne's College of Beauty can provide you with a copy of the contract and/or policy.
- If you have any concerns, complaints, problems, or questions which you feel you have reasonably attempted to resolve with Wayne's College of Beauty staff, we encourage you to write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834. Phone 1-888- 370-7589. Fax (916) 263-1895 www.bppe.ca.gov

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary education institutions making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling the Bureau of Private Postsecondary Education at (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

GRIEVANCE PROCEDURE

It is the policy of this institution to handle complaints by filling out a Grievance Form. You can obtain a Grievance Form from any staff member or get one from the student information wall.

- Deliver all Forms to the Supervisor: **Mrs. Bertha Estrada**
- If you are unable to deliver the form to the supervisor you may hand deliver or mail to the owner(s):

Moises and Bertha Estrada
1271 North Main Street
Salinas, CA 93906

- All complaints regardless of the nature will be turned over to the owner and reviewed.
- The director will evaluate the grievance and set up and appointment with the student within 5 days upon receipt of Grievance Form. Depending on the seriousness of the Grievance it will be addressed within 24 hours.

You may write or call the Bureau for Private Postsecondary Education for any grievance at any time:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
(888) 370-7589 / (916) 574-8900 or by fax (916) 263-1897
You may also file a complaint online: https://www.dca.ca.gov/webapps/gencomplaint.php

GROUNDS FOR IMMEDIATE DISMISSAL

Wayne's College of Beauty reserves the right to decline admission to any person and/or dismiss any currently enrolled student(s) for any or all of the following:

A. ZERO TOLERANCE FOR ALCOHOL AND DRUGS
B. 7 OR MORE ABSENCES WITHOUT NOTIFICATION
C. VULGAR DEGRADING LANGUAGE, VULGAR AND/OR GANG RELATED GESTURES
D. FIGHTING OR PHYSICAL/MENTAL ABUSE
E. RUDENESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF
F. FALSIFYING AND/OR MISREPRESENTING CLOCK IN/OUT AND/OR TIMESHEETS

RULES AND POLICIES

Wayne's College of Beauty business days and hours of operation are Tuesday – Saturday 9:00am – 5:30pm.

TIMESHEETS/CLOCKING IN AND OUT/ ATTENDANCE

- Timecards MUST be clearly legible and completely filled out. Each student is responsible for clocking-in and out on the computer system and keep track of timecards.
- **CLOCKING-IN OR OUT** for someone else is **PROHIBITED** and is grounds for suspension, dismissal, and/or termination.
- **FALSIFYING OR MISREPRESENTING** time on computer or timesheet is grounds for immediate termination**.**
- Students MUST use the time clock to clock-IN and OUT, failure to do so will result in the lack of credit for unrecorded time.
  - Clock-IN and OUT is required for:
    - Beginning of each Business Day
    - Lunch-OUT / Lunch-IN
    - Close of each Business Day
    - Breaks may and can be imposed for Clock-IN and Clock-OUT
- If Students forget to clock in/out the 1st incident the student will be warned, noted in their file and time will be given. 2nd incident and on will not be given. It is a student's responsibility to pay attention to their own clock in/out.
- In case of illness or emergencies a student **MUST** call in and report his/her absence by and no later than 9:05 am Cosmetology students, 9:05 am Esthetician students and 11:35 pm Barbering students the same day.
- Students are required to be in class promptly at 9:07am (Cosmetologist and Estheticians), 11:37pm (Barbers)
- Lack of punctuality exceeding the allowed grace period of 7 (seven minutes) to clock-in will not be allowed attendance for that day. Five incidents of punctuality or more per month are grounds for counseling leading to suspension or probation.
- Lunch hours are between the hours of 12:30pm – 1:30pm and MUST be cleared by the front desk. (The allowed time for lunch is 30 minutes for FULL TIME students – **NO EXCEPTIONS**)
  - Each student is responsible for his/her own lunch schedule. *PART TIME STUDENTS HAVE A 15 MINUTE BREAK ONLY.*
- If Students go beyond the 30 minutes lunch period on Saturdays, they will not be allowed to clock back in and will be suspended for 1 day.
- A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. If no documentation can be provided, the student will be suspended for two days.
- If a student does not attend school on Saturday and does not have permission to have the day off, they will be suspended for 2 days.
- It is mandatory that students stay until 4:30pm on Saturdays (Day). If a student leaves before 4:30, they will be suspended for 1 day.
- Students must keep a weekly time card record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and State Board of Barbering/Cosmetology. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear
- Students must keep a weekly time card record of hours and services each day
- **Three or more absences** from Wayne's College of Beauty without proper notification are considered grounds for suspension. **Seven or more absences** from Wayne's College of Beauty without proper notification are grounds for termination.
- All absences need to be planned and scheduled with appropriate instructor. Unplanned or No Show is not tolerated and it is grounds for dismissal, suspension, and/or termination.
- When students leave school premises during business hours, students must inform the Front Desk and ensure to clock out.
- A student who has permission to leave during business hours MUST turn in his/her timecard to the front desk for proper signature and approval.
- Make up work for missing assignments or work due to unexcused absences is not allowed. Excused absences allow for make-up work and assignments and each student is responsible for arranging of make-up work or assignments.
  - Any deviations need to be signed and authorized by a member of Wayne's Administration Staff.

DRESS CODE & UNIFORM

- You must have your smock on and in proper uniform BEFORE you clock in.
- Dress Code & Uniform Requirements:
  - All students **must** be well groomed and wear the **required and clean** uniform smock. Pants **MUST be black** (NO EXCEPTIONS)
  - Closed-toe shoe with rubber soles non-slippery are required – (NO EXCEPTIONS)
  - **BLACK PANTS ONLY** – NO RIPPED JEANS, FADED BLACK JEANS, SHORTS or SKIRTS are permitted – (NO EXCEPTIONS)
- Students without proper uniform attire, poor grooming, and/or lack of hygiene will be asked to leave and the school premises and return upon fulfilling proper school guidelines of Dress Code and Uniform.

RULES AND POLICIES (cont.)

SUPPLIES / SERVICES

- All student's services are to be conducted during student's own time and not during business operations when the student is expected to perform operational duties.
- No visitors are permitted on school premises unless approved by an instructor.
- The school's business phone may not be used to personal calls. The phone must be used for emergency calls only.
- Students are not permitted to leave a client just to answer the phone. Adherence to the rules of sanitation and disinfection, safety and personal hygiene is always required.
- All students must be courteous and pleasant to the public. If a difficulty should arise, please call an instructor. Students must take all appointments assigned to them. Failure to take a client is grounds for suspension.
- No students may leave a client while doing a chemical service, except in the case of an emergency and it is executed by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services.
- Students are responsible for the return of college material or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
- Students must not gather around the reception desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by students.
- Only products furnished by the college may be used unless otherwise approved by the supervisor.

SANITATION & DISINFECTION

- Students must keep work station, in class or on the floor, clean and sanitary at all times and everything must have a label.
- A minimum of ½ hour of sanitation must be completed by each student daily. All materials and implements must be in a sanitized condition at the end of the day.

MISCELLEANOUS

- Students reserve the right to consult with management in nature of personal problems which may affect their training directly or indirectly.
- Wayne's College of Beauty maintains and enforces a 0 (zero) alcohol and drug policy failure to comply with 0 (zero) tolerance policy is grounds for immediate dismissal.
- Cigarette smoking is allowed only in designated areas. Cigarette smoking is subject to cancellation if designated areas are not kept neat and clean (NO EXCEPTIONS). Although Cannabis is legal in California, it is ILLEGAL on federally funded premises.
- Students are to park only in the area designated by the college. Violation of this may result in suspension or expulsion.
- Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
- Students must comply with college policy and state rules and regulations.
- Gossip, degrading language, vulgar gestures and/or foul language is not tolerated and is grounds for immediate dismissal, suspension, and/or termination.
- It is the school's policy to maintain accurate records for each student in case an emergency may arise. Notify the Administrative office of any address or telephone change.
- When a student graduates or withdraws from a course, it is the student's responsibility to take all personal belongings from their station and locker. Personal items left in stations and lockers are not the responsibility of Wayne's College of Beauty and will be discarded.

These policies and rules are designed to encourage and enforce good ethics and positive practices. The staff at Wayne's College of Beauty is committed to your success. Wayne's College of Beauty reserves the right to change catalog policies and rules as it sees fit and to stay current with the changes of State and Federal required regulations. **The catalog will be revised as needed and dated.**

I, _____ a student at Wayne's College of Beauty have received the policies and rules. I understand each rule and policy as it has been written and by signing, I agree to conform and abide to these policies and rules.

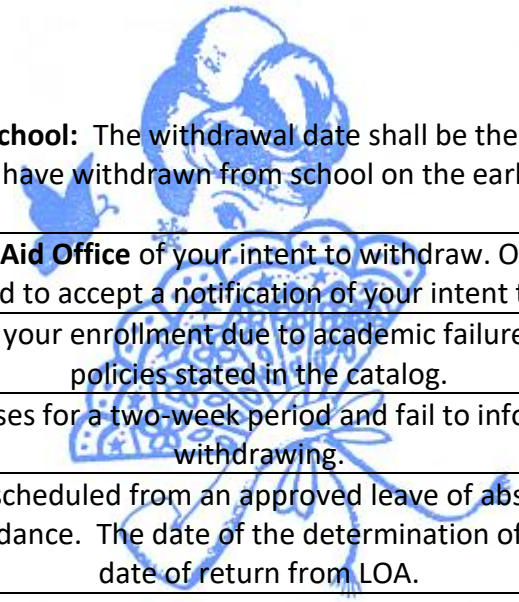
Student Signature: _____ Date: _____

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

The registration fee of $ 75.00 **is a non- refundable item**.

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



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

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

RETURN OF TITLE IV FUNDS

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing 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.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7)Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

STUDENT TUITION RECOVERY FUND STATEMENT
STATE OF CALIFORNIA - STUDENT TUITION RECOVERY FUND

76215. Student Tuition Recovery Fund Disclosures
(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:
"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Post-secondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number**."**

The Bureau for Private Post-Secondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
(888) 370-7589
www.bppe.ca.gov

RECOVERIES

In the case where a refund is due, the refund will be applied as follows:
Refunds due to the lender (Only if a loan was used) will be made within 30 days. Refunds due to the student directly will be issued within 30 days of last day of attendance. Upon a student's request of a transfer to another accredited institution, Wayne's College of Beauty will proceed to process all academic and financial documentation for a successful transfer of the student.

TUITION AND FEE SCHEDULE

COURSE	TUITION	REGISTRATION FEE	BOOKS/KIT/ TAX	LAB FEE	*STRF	TOTAL	APPROX. WKS.
Cosmetology 1000 Hours	$16,000.00	$75.00	$2075.00	$300.00	$0	$18,450.00	31
Esthetician	$10,800.00	$75.00	$2475.00	$150.00	$0	$13,500.00	18
Barbering 1000 Hours	$16,000.00	$75.00	$2075.00	$300.00	$0	$18,450.00	33
Manicuring	$4,400.00	$75.00	$1639.00	$150.00	$0	$6,264.00	12

Above Kit prices include 9.25% sales tax (on Kits only)
*As of April 1, 2024, STRF Fee is Non-refundable and calculated at $0 per $1000.00 as mandated by the Bureau of Private Postsecondary Education.
*Notes:
The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.
The student has the right to a refund of the registration fee until the end of the seventh day from when they started their first class. Non-refundable after that date.
Kits will not be issued until 3 weeks after the start date. Once used, kits are not returnable or refundable due to sanitary conditions.
Length of time in the course depends on the number of hours the student contracts for/on a monthly basis specified in the Enrollment Agreement.
Charges for a period of attendance will be charged on an hourly rate (your program hours divide by your cost of tuition will be your balance).
Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and may result in liabilities owed by the student and/or institution, if applicable.

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

Barbering	Cosmetology	Esthetician	Manicuring
$16.00/Hour	$16.00/Hour	$18.00/hour	$11.00/Hour

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

Students who successfully complete or withdraw from their course will receive a Proof of Training document necessary to take the State Examination administered by Board of Barbering and Cosmetology or transfer to another institution. Please note, the initial documents will be provided free of charge. Any subsequent requests for copies of Proof of Training documents will have a cost of $50.00 per request.

METHOD OF PAYMENT/ TUITION POLICIES AND FEES

During our interview of prospective students, the financial advisor will develop a personalized payment program for each individual who wish to pay their own way through school. There will be a $75.00 registration fee that is non-refundable due at the time of enrollment.

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available for all courses.

Wayne's College of Beauty accepts most forms of payment including cash, credit card, money orders, personal checks, Federal Student Aid Loan and Title IV disbursements.

ADMISSIONS - FINANCIAL ASSISTANCE – BUSINESS HOURS

Applicants interested in admission may obtain enrollment information on Tuesday through Friday from 10:00am – 4:00pm by contacting us and arranging for an appointment:

Sandra Flores or Moises Estrada – Admissions and Registrar Office (831) 443-4077
Tuesday through Friday
10am – 4pm

FINANCIAL ARRANGEMENTS

Sandra Flores or Moises Estrada – Financial Aid Office (831) 443-4077
Tuesday through Friday 10am – 4pm



DRUG POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-692), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

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

DIRECTOR OF GRANTS AND SERVICES, UNITED STATES DEPARTMENT OF EDUCATION
400 MARYLAND AVENUE SW
ROOM 3124, GSA REGIONAL OFFICE BLDG., #3
WASHINGTON, DC 20202-4571

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

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

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

Alcoholics Anonymous 9 West Gabilan Street, Salinas, CA 93901 (831) 424-9874
Door to Hope 130 Church Street, Salinas, CA 93901 (831) 422-6226
Sun Street Center 9 Sun Street, Salinas, CA 93901 (831) 753-5145
Sunrise House 106 Lincoln Avenue, Salinas, CA 93901 (831) 424-09874

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact any of these organizations.

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

CAMPUS SECURITY REPORT

Wayne's College of Beauty encourages all students, clients, and/or visitors to report any criminal activity they witness in or outside the institution. Although, we do not have a security officer on campus, you may come in to call 911 from the school. The following is the current crime statistics for 1271 N. Main Street, Salinas, CA:

2024 Crime Statistics (Th is information will be updated every 6 months.)

Murder/Homicide	0	Motor Vehicle Theft	0
Rape/Sexual Offense	0	Arson	0
Breaking & Entering	0	Robbery	0
Larceny and Theft	0	**Crime Rate** (Total Incidents)	0

GRADUATION REQUIREMENTS

When a student has completed the required number of program hours and the number of theory/practical operations in Cosmetology, Esthetician, Manicuring and/or Barbering with a GPA of "C" (70%) or better the student will be awarded a certificate of completion certifying satisfactory completion of all requirements.

SUCCESSFUL COURSE COMPLETION

Successfully and satisfactorily completion of Theory and Operations required by the California Board of Cosmetology with an average grade of 70% or higher. Must possess a high school diploma and successfully pass the Cosmetology State Board Examination with an overall average of 75% or higher.

All students are assisted with the necessary documentation to file the appropriate State Board of Barbering and Cosmetology Examination upon graduation.

CURRICULUM AND SCOPE OF PRACTICE
BARBERING (1000 Hours)

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

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

(1) 100 Hours of Technical Instruction in Health and Safety

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

- *Laws and Regulations (25 hours of Technical Instruction)*

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

- *Health and Safety Considerations (50 hours of Technical Instruction)*

The subject of Health and Safety Considerations shall include, but is not limited to, the following techniques and procedures: Training in chemicals and chemical safety in establishments, material safety data sheets, instruction and protection from hazardous chemicals, preventing chemical injuries, ergonomics, bacteriology, health and safety laws and regulations, and prevention of communicable diseases including HIV/AIDS and
Hepatitis B.

- *Board Approved Health and Safety Course (25 Hours of Technical Instruction)*

The subject of Board Approved Health and Safety Course shall include instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

(2) 30 Hours of Technical Instruction and 70 Practical Training in Disinfection and Sanitation (Total 100 Hours)

The subject of Disinfection and Sanitation shall include but is not limited to, the following techniques and procedures: 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.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

(3) 50 Hours of Technical Instruction and 150 Hours of Practical Training in Chemical Hair Services (Total 200 Hours)

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

- *Hair Coloring (15 Hours of Technical Instruction and 60 Practical Operations of Haircoloring)*
- *Bleaching (15 Hours of Technical Instruction and 15 Practical Operations of Bleaching)*

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

- *Permanent Waving (10 Hours of Technical Instruc-on and 60 Practical Operations)*
- *Chemical Straightening (10 Hours of Technical Instruc-on and 15 Practical Operations)*

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

(4) 50 Hours of Technical Instruction and 250 Hours of Practical Training in Hairstyling Services (Total 300 Hours)

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

- Wet Hairstyling (10 hours of Technical Instruction and 35 Practical Operations)
- Thermal Hairstyling (10 Hours of Technical Instruction and 15 Practical Operations)

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Arranging, dressing, blow dry styling, hair analysis, cleansing, shampooing, finger waving, pin curling, comb outs, non-chemical straightening, waving, curling with hot combs and hot curling irons.

- Hair Cutting (30 hours of Technical Instruction and 200 Practical Operations)

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

(5) 50 Hours of Technical Instruction and 250 Hours Practical Training in Shaving (Total 300 Hours)

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

- *Preparation and Performance for Shaving (40 hours of Technical Instruction and 210 Practical Operations)*
- *Facials and Facial Massage (10 Hours of Technical Instruction and 40 Practical Operations)*

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

BARBERING PERFORMANCE OBJECTIVE

- **Acquire the required knowledge of laws and rules regulating California's Cosmetology Establishments' Practices.**
- **Acquire the required knowledge of sanitation and sterilization as related to all phases of hair and skin.**
- **Acquire the required knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.**
- **Acquire business management techniques common to barbering.**

SKILLS DEVELOPMENT

- **Learn the relative process and procedures of implementing all barbering services.**
- **Acquire the knowledge of analyzing the scalp, face, and skin prior to all or any services to determine any disorders.**
- **Will learn the procedures and terminology used in performing all barbering services.**
- **Will learn the different techniques of shaving.**

PROFESSIONAL ACCUMEN DEVELOPMENT

- **Appreciation for skilled workmanship common to a Barber.**
- **A positive attitude towards the public and fellow students and employees.**
- **Integrity, Honesty, and Respect.**
- **Ethical and Professional Interpersonal skills towards your patrons and colleagues.**

PLEASE NOTE: Each student **MUST** maintain a **(70%) or "C"** average to maintain a satisfactory academic status. (See page 14 for the grading system.)

Grading System:			
	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
Minimum Academic Status --------->	**Average**	**79% - 70%**	**= C**
	Unsatisfactory	69% - 60%	= D
	Failing	59% - below	= F

CURRICULUM AND SCOPE OF PRACTICE

COSMETOLOGY 1000 HOURS

(c) The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of Barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

(1) 100 Hours of Technical Instruction in Health and Safety

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

- *Laws and Regulations (25 hours of Technical Instruction)*

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

- *Health and Safety Considerations (50 hours of Technical Instruction)*

The subject of Health and Safety Considerations shall include, but is not limited to, the following techniques and procedures: Training in chemicals and chemical safety in establishments, material safety data sheets, instruction and protection from hazardous chemicals, preventing chemical injuries, ergonomics, bacteriology, health and safety laws and regulations, and prevention of communicable diseases including HIV/AIDS and Hepatitis B.

- *Board Approved Health and Safety Course (25 Hours of Technical Instruction)*

The subject of Board Approved Health and Safety Course shall include instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

(2) 10 Hours of Technical Instruction and 90 Practical Training in Disinfection and Sanitation (Totaling 100 Hours)

The subject of Disinfection and Sanitation shall include but is not limited to, the following techniques and procedures: 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.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

(3) 70 Hours of Technical Instruction and 180 Hours of Practical Training in Chemical Hair Services (Totaling 250 Hours)

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

- *Hair Coloring (25 Hours of Technical Instruction and 70 Practical Operations of Haircoloring)*
- *Bleaching (25 Hours of Technical Instruction and 30 Practical Operations of Bleaching)*

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

- *Permanent Waving (10 Hours of Technical Instruction and 60 Practical Operations)*
- *Chemical Straightening (10 Hours of Technical Instruction and 20 Practical Operations)*

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

(4) 55 Hours of Technical Instruction and 195 Hours of Practical Training in Hairstyling Services (Totaling 250 Hours)

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

- Wet Hairstyling (10 hours of Technical Instruction and 65 Practical Operations)
- Thermal Hairstyling (10 Hours of Technical Instruction and 30 Practical Operations)

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Arranging, dressing, blow dry styling, hair analysis, cleansing, shampooing, finger waving, pin curling, comb outs, non-chemical straightening, waving, curling with hot combs and hot curling irons.

- Hair Cutting (35 hours of Technical Instruction and 100 Practical Operations)

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

(5) 45 Hours of Technical Instruction and 105 Hours of Practical Training in Skin Care (Totaling 150 Hours)

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

- Manual Facials (20 hours of Technical Training and 35 Practical Operations)
- Electrical Facials (10 hours of Technical Instruction and 35 Practical Operations)
- Chemical Facials (10 hours of Technical Instruction and 35 Practical Operations)
- Makeup (5 hours of Technical Instruction)

The subject Skin Care shall include, but is not limited to the following techniques and procedures: Chemical and Manual Facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. Training shall emphasis that only the non-living, uppermost layers of facial skin, known as epidermis, may be removed, only for the purpose of beautification.

(6) 15 Hours of Technical Instruction and 35 Hours of Practical Training in Hair Removal and Lash and Brow Beautification (Totaling 50 Hours)

The subject of Hair Removal and Lash and Brow Beautification shall include but is not limited to instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

- Hair Removal (10 Hours of Technical Instruction and 25 Practical Operations)
- Lash and Brow Beautification (5 Hours of Technical Instruction and 10 Practical Operations)

(7) 35 Hours of Technical Instruction and 65 Hours of Practical Training in Manicure and Pedicure (Totaling 100 Hours)

The subject of Manicure and Pedicure shall include but is not limited to instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

- Manicuring (10 Hours of Technical Instruction and 20 Practical Operations)
- Pedicuring (10 Hours of Technical Instruction and 15 Practical Operations)
- Liquid/Powder Brush-ons/ Gel (5 Hours of Technical Instruction and 10 Practical Operations)
- Dips/Tips (5 Hours of Technical Instruction and 10 Practical Operations)
- Nail Wraps and Repairs (5 Hours of Technical Instruction and 10 Practical Operations)

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS DEVELOPMENT

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

PROFESSIONAL ACCUMEN DEVELOPMENT

- **Appreciation for skilled workmanship common to a Cosmetologist.**
- **A positive attitude towards the public and fellow students and employees.**
- **Integrity, Honesty, and Respect.**
- **Ethical and Professional Interpersonal skills towards your patrons and colleagues.**

PLEASE NOTE: Each student **MUST** maintain a **(70%) or "C"** average to maintain a satisfactory academic status. (See page 14 for the grading system.)

Grading System:

	Superior Performance	100% - 90%	= A
	Above Average	89% - 80%	= B
Minimum Academic Status --------->	**Average**	**79% - 70%**	**= C**
	Unsatisfactory	69% - 60%	= D
	Failing	59% - Below	= F

CURRICULUM FOR ESTHETICIAN
(600 Hours)

The Esthetician Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

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

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

(1) 350 Hours of Technical Instruction and Practical Training in Facials

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

Manual, Electrical and Chemical Facials (100 hours of Technical Instruction and 195 Practical Operations):

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

Preparation (55 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues:

Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (35 hours of Technical Instruction):

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

Health and Safety Considerations (80 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment and chemistry.

Disinfection and Sanitation (30 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (55 Hours of Technical Instruction):

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

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal, Make-up and Eyebrow and Eyelash beautification.

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

Eyebrow Beautification (15 hours of Technical Instruction and 25 Practical Operations):

Eyebrow Lamination (*10 hours of Technical Instruction and 10 Practical Operations*):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or manual depilatories. Also, using a permanent gel solution to restructure and beautify eyebrows.

Make-up (15 hours of Technical Instruction and 15 Practical Operations):

Lash Tinting (*5 hours of Technical Instruction and 5 Practical Operations*):

Lash Perming (*5 hours of Technical Instruction and 5 Practical Operations)*:

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

The subject of Eyelash Beautification shall include, but is not limited to, the following issues: Using a permanent solution used to restructure and beautify the lashes and the subject of Lash Tinting is solution safe for lash and brow.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

ESTHETICIAN PERFORMANCE OBJECTIVE

- **Acquire knowledge and familiarity with the laws and rules governing California Cosmetology establishment practices.**
- **Acquired the required knowledge and skill of sanitation and sterilization required in all phases of the skin.**
- **Acquire the knowledge of general theory relative to Esthetics, including, but not limited to anatomy, physiology, chemistry, ad theory.**
- **Acquire business management experience and techniques common to Esthetics.**

SKILL DEVELOPMENT

- **Proper use of implements as it applies to all Esthetician Services**
- **Knowledge and experience analyzing the skin prior to any or all services to determine skin disorders.**
- **Application of daytime and evening make-up, including the application of false strip eyelashes.**
- **Proper procedure of manual and electrical facials.**

PROFESSIONAL ACCUMEN DEVELOPMENT

- **Appreciation for skilled workmanship common to an Esthetician.**
- **A positive attitude towards the public and fellow students and employees.**
- **Integrity, Honesty, and Respect.**
- **Ethical and Professional Interpersonal skills towards your patrons and colleagues.**

PLEASE NOTE: Each student **MUST** maintain a **(70%) or "C"** average to maintain a satisfactory academic status. (See page 14 for the grading system.)

Grading System:	Superior Performance	100% - 90% = A
	Above Average	89% - 80% = B
Minimum Academic Status --------->	**Average**	**79% - 70% = C**
	Unsatisfactory	69% - 60% = D
	Failing	59% - Below = F

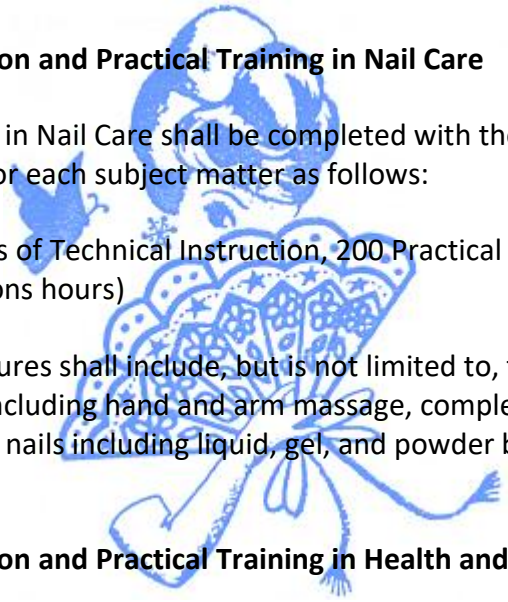
CURRICULUM FOR MANICURING COURSE

(400 Hours)

The Manicuring Course is designed to aid the student in obtaining their license for the state of California. With this license, students can obtain positions such as salon owners, salon managers or salon employees.

(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

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



(1) 300 Hours of Technical Instruction and Practical Training in Nail Care

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

Manicures and Pedicures (100 hours of Technical Instruction, 200 Practical Operations and 180 nails (must be completed within Practical Operations hours)

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety

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

Laws and Regulations (10 hours of Technical Instruction)

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

Health and Safety Considerations (30 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (40 hours of Technical Instruction and 10 Practical Operations)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

NOTE: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c)(2)), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

MANICURING PERFORMANCE OBJECTIVE

- **Acquire knowledge of laws and rules regulating California's Manicuring Establishment's Practices.**
- **Acquire the knowledge of sanitation and sterilization as related to all phases of nails.**
- **Acquire knowledge of general theory relative to manicuring including anatomy, physiology, chemistry, and theory.**
- **Acquire business management techniques common to manicuring.**

SKILLS DEVELOPMENT

- **Learn the relative process and procedures of implementing all manicuring services.**
- **Acquire the knowledge of analyzing the hands and nails to all or any services to determine any disorders.**
- **Will learn the procedures and terminology used in performing all manicuring services.**
- **Will learn the different techniques nail care.**

PROFESSIONAL ACCUMEN DEVELOPMENT

- **Appreciation for skilled workmanship common to a Manicurist.**
- **A positive attitude towards the public and fellow students and employees.**
- **Integrity, Honesty, and Respect.**
- **Ethical and Professional Interpersonal skills towards your patrons and colleagues.**

PLEASE NOTE: Each student **MUST** maintain a **(70%) or "C"** average to maintain a satisfactory academic status. (See page 14 for the grading system.)

Grading System:		
	Superior Performance	100% - 90% = A
	Above Average	89% - 80% = B
Minimum Academic Status --------->	**Average**	**79% - 70% = C**
	Unsatisfactory	69% - 60% = D
	Failing	59% - below = F

FACULTY ORGANIZATIONAL CHART AND EDUCATIONAL QUALIFICATIONS

MOISES G. ESTRADA
Licensed Cosmetologist 38 Years License # 132353
Manicurist License #355395
Barbering License # B 93705
Esthetician License # 443503
Licensed Instructor 36 Years/Credential Instructor 30 Years
Platform Work Experience 20 Years/Certificate of Authorization 26 Years
Certificate #084182 – No Expiration
Owner/ Financial Advisor/ Director of Education

BERTHA A. ESTRADA
Licensed Cosmetologist 32 Years License # 180555
Licensed Instructor 27 Years/Certificate #JJUZ-472RCN1999
Supervisor/ Instructor/ Owner

SANDRA FLORES
Financial Aid Officer/Admissions Officer
Bachelor of Arts Degree, University of La Verne

FABIOLA CHAMBERS
Licensed Cosmetologist 14 Years/License # KK 491994
Licensed Barber 5 Years/Certificate # B 102801
Licensed Esthetician / License #141360
Licensed Manicurist / License #363244
Licensed Instructor 4 Years

MOISES G. ESTRADA II
Licensed Cosmetologist 14 Years/License # KK 476373
Licensed Esthetician 13 Years/License # Z 67014
Director of Compliance

GILARY AGUIRRE
Licensed Cosmetologist / License # 632167
Licensed Barber / License #110997
Instructor

ENROLLMENT AGREEMENT

School's Name WAYNE'S COLLEGE OF BEAUTY	Address where instruction will be provided 1271 N. MAIN ST. SALINAS, CA 93906
Student Name	**Last 4 digits of SSN. /DOB**

Student Street Address	City	State	Zip Code

Course Name: _____ **CIP code #** _____ **SOC Code #** _____

Upon Graduation the student receives a _____. **Course length is Defined as** _____ - _____ **Hours in** _____ - _____

Course description: See page 2 of this document or Catalog for complete description of the course contents and instructional goals.
Graduation Requirements: See page 2 of this document or school Catalog for graduation requirements.

Enrollment:	Cr/Clock Hrs. in Course		Transfer or Re-Entry Hours		Hours Enrolled		Cancellation Date	
	Start Date		Expected End Date		Instructional Weeks #		On-time Graduation Date: (See Note)	

Note: On time Graduation date includes a grace period of 10 additional calendar days to complete the course. Additional training time beyond this date will cost the student $ _____ per HOUR as needed. These charges would not be covered by Title IV Financial aid.
Initials _____**The period covered by this Enrollment Agreement is from** _____ **to** _____.
Enrollment Status: ☐ **Full time** ☐ **¾ time** ☐ **½ time** ☐**Less than ½ time** ☐**Part time**

Class Schedule:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours per Week
Daily Hours								

Itemized Charges By Payment Period	**1st Payment Period**	**2nd Payment Period**	**3rd Payment Period**	**4th Payment Period**	**Total Charges for entire Course**
Tuition					
Registration Fee (**Non-Refundable**)					
Books/Kit/Tax					
Lab Fee (**Non-Refundable**)					
STRF (**Non-Refundable**)					
Total Estimated Charges					
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE. **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM** **TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.**				_____ _____	
Estimated Payments:					
FPell Grant					
FSEOG					
Subsidized **(NET LOAN)**					
Unsubsidized **(NET LOAN)**					
PLUS **(NET LOAN)**					
Cash					
Other					
Total Estimated Payments					

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable prior to signing this agreement"- **Student Initials**___I certify that I have received the catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet" "I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me. If I accept a student loan I will be responsible to repay the full amount of the loan plus interest less any amount of any refund. I have received a copy of this agreement."

Student Signature:	**Guarantor's Signature:**	**Institutional Representative signature:**
Printed Name:	**Printed Name:**	**Printed name and Title:**
Date:	**Date:**	**Date:**

This enrollment agreement is a legally binding document when signed by the student and accepted by the institution.
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 at 1747 North Market, Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

[10012] ENROLLMENT AGREEMENT

All charges stated on page one of this agreement are due and payable prior to the completion of each payment period.
The Title IV aid stated on page one of this agreement are only estimates depending on your eligibility for funds.
Student remains responsible for all incurred charges.
A monthly payment plan has been arranged for you. **The plan is to make ____ payments due on the first of each month for the monthly amount of $ _____ .and a final payment of $ _____**
Equipment received and accepted by the student is NOT REFUNDABLE after cancellation period.
You are responsible for the total amount of charges stated on page one of this enrollment agreement.
Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and may result in liabilities owed by the student and/or institution, if applicable.
As stated on page one, after the on time graduation date, the student will be responsible for additional tuition needed to complete the course by hour or per week. There will be no Financial Aid available for this period.

Course Description: The _____ course study is designed to prepare students for the state licensing examination and for employment as a ___.
Graduation Requirement: When a student has completed the required number of program hours and the number of theory/practical operations in Cosmetology, Esthetician, Manicuring and/or Barbering with a GPA of "C" (70%) or better the student will be awarded a certificate of completion certifying satisfactory completion of all requirements.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session **(first day of classes)**, or the seventh calendar day after enrollment **(seven calendar days from the date when enrollment agreement was signed)**, whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of $75.00 **is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

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

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

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

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing 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.

Student initial's _____

[10012] ENROLLMENT AGREEMENT

Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7)Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at **«schlname»** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(degree, diploma, or certificate)** you earn in **(name of educational program*)**, is also at the complete discretion of the institution to which you may seek to transfer. If the **(credits or degree, diploma, or certificate)** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **«schlname»** to determine if your **(credits or degree, diploma or certificate)** will transfer.

***If institution offers more than one educational program, only the program in which the student is enrolling must be listed.**

The transferability of hours completed at another institution will be reviewed on a case per case basis. The maximum allowable transfer hours will be agreed upon by the student and institution.

Note: Academic transcripts will not be released until tuition charges are paid in full.

Placement: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

Student initial's _____

[10012] ENROLLMENT AGREEMENT

ANY DISPUTE ARISING FROM ENROLLMENT AT WAYNE'S COLLEGE OF BEAUTY NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), SALINAS, CALIFORNIA UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY
THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THE INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

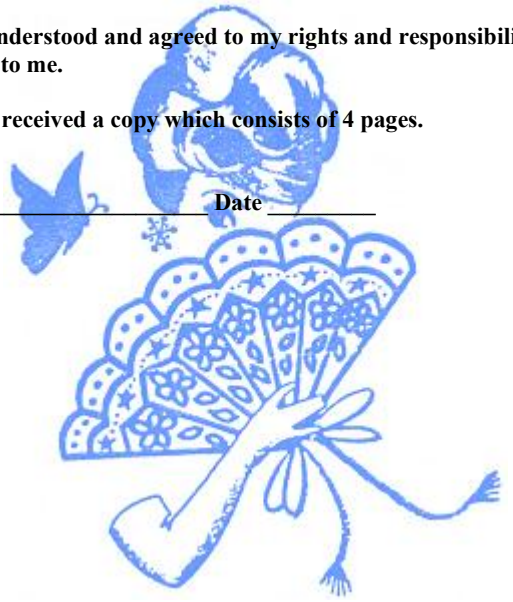
GROUNDS FOR IMMEDIATE DISMISSAL: ZERO TOLERANCE FOR ALCOHOL AND DRUGS, 7 OR MORE ABSENCES WITHOUT NOTIFICATION, VULGAR, DEGRADING LANGUAGE, VULGAR AND/OR GANG RELATED GESTURES, FIGHTING OR PHYSICAL/MENTAL ABUSE, RUDENESS TO CLIENTS, FELLOW STUDENTS AND/OR TEACHERS/STAFF.

Student understandings: I understand this agreement is not operative until I attend the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that information presented therein is binding on the school and me.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I have read and understood this agreement and received a copy which consists of 4 pages.

Student's signature _____ Date _____



WAYNE'S COLLEGE OF BEAUTY
1271 N. Main St. SALINAS, CA. 93906
831-443-4077 |waynescollegeofbeautyinc.com

SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS: 2021 & 2022

BARBERING-1000 Hours

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

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Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	0	0	0	0	0%
2022	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	0%
2022	0	0	0	0	0%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

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Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$1 - $5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	$25,001 - $30,000	$30,001 - $35,000
2021	0	0	0	0	0	0	0	0	0
2022	0	0	8	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$35,001 - $40,000**	**$40,001 - $45,000**	**$45,001 - $50,000**	**$50,001 - $55,000**	**$55,001 - $60,000**	**$60,001 - $65,000**	**$65,001 - $70,000**
2021	0	0	0	0	0	1	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$70,001 - $75,000**	**$75,001 - $80,000**	**$80,001 - $85,000**	**$85,001 - $90,000**	**$90,001 - $95,000**	**$95,001 - $100,000**	**$100,000 over**
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	No Salary Information Reported
2021	0	0	0
2022	0	0	0

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

WAYNE'S COLLEGE OF BEAUTY
1271 N. Main St. SALINAS, CA. 93906
831-443-4077 |waynescollegeofbeautyinc.com

Cost of Educational Program

Total charges for the program for students completing on-time in 2021: $18,950.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: $20,450.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:_____ Date:_____

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Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	0.00	0%	0%	$0
2022	0.00	0%	0%	$0

1The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials:_____ Date:_____

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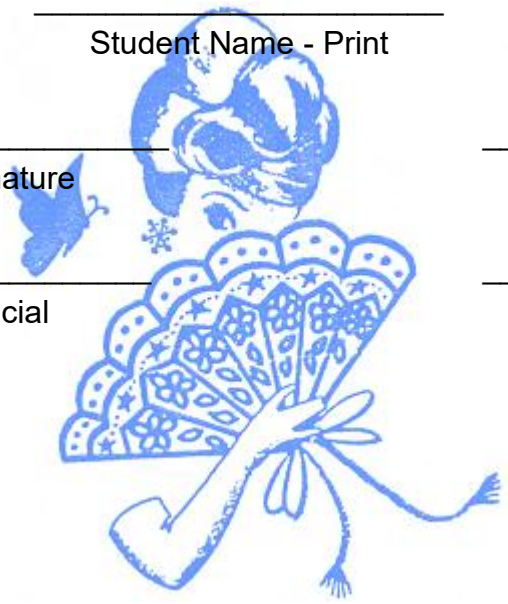

_____
Student Name - Print

_____ _____
Student Signature Date

_____ _____
School Official Date

WAYNE'S COLLEGE OF BEAUTY
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Definitions

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

6."150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

15. "Salary" is as reported by graduate or graduate's employer.

16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

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

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

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

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **$100.00 is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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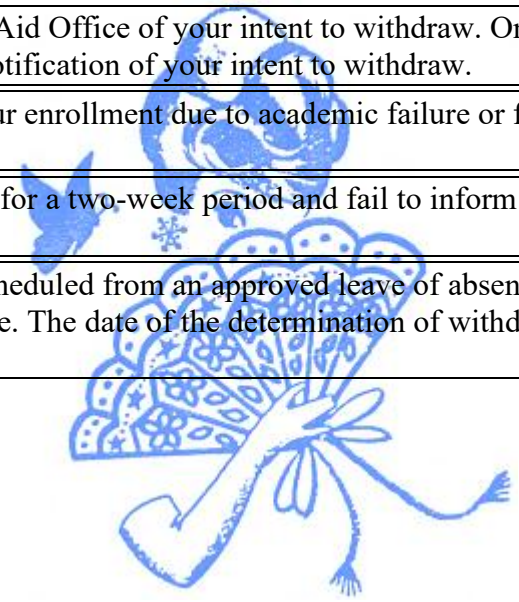
Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

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



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Student's Initials:_____ Date:_____

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Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	0.00	62%	67%	$8,198.67
2022	0.00	68%	64%	$7,197.00

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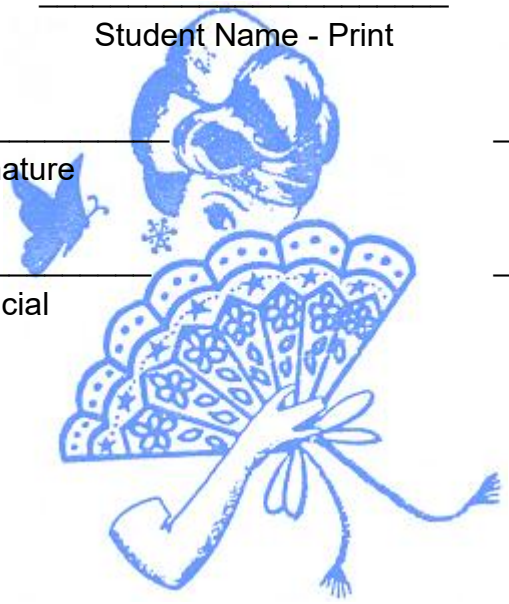

_____
Student Name - Print

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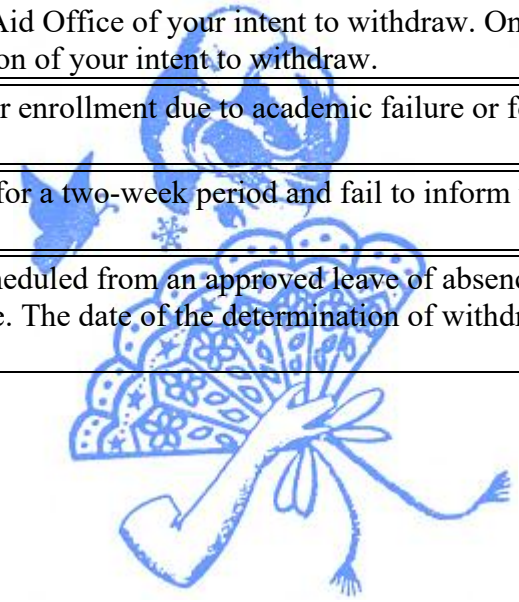
The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the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



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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS: 2021 & 2022

COSMETOLOGY-1000 Hours

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

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Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	0	0	0	0	0%
2022	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	0	0	0
2022	8	0	8

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Student's Initials:_____ Date:_____

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License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	0%
2022	0	0	0	0	0%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials:_____ Date:_____

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Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$1 - $5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	$25,001 - $30,000	$30,001 - $35,000
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$35,001 - $40,000**	**$40,001 - $45,000**	**$45,001 - $50,000**	**$50,001 - $55,000**	**$55,001 - $60,000**	**$60,001 - $65,000**	**$65,001 - $70,000**
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$70,001 - $75,000**	**$75,001 - $80,000**	**$80,001 - $85,000**	**$85,001 - $90,000**	**$90,001 - $95,000**	**$95,001 - $100,000**	**$100,000 over**
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**No Salary Information Reported**						
2021	0	0	0						
2022	0	0	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials:_____ Date:_____

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Student's Initials:_____ Date:_____

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Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	0.00	0%	0%	$0
2022	0.00	0%	0%	$0

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_____
Student Name - Print

_____ _____
Student Signature Date

_____ _____
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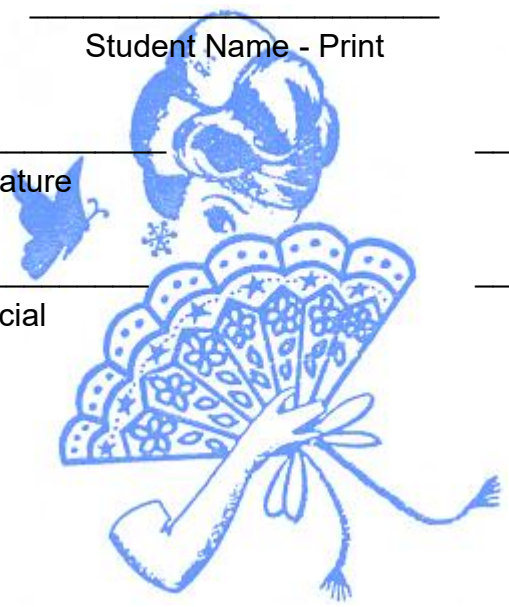

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7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

12. "First Available Exam Date" is the date for the first available exam after a student completed a program.

13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

15. "Salary" is as reported by graduate or graduate's employer.

16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

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

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

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

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **$100.00 is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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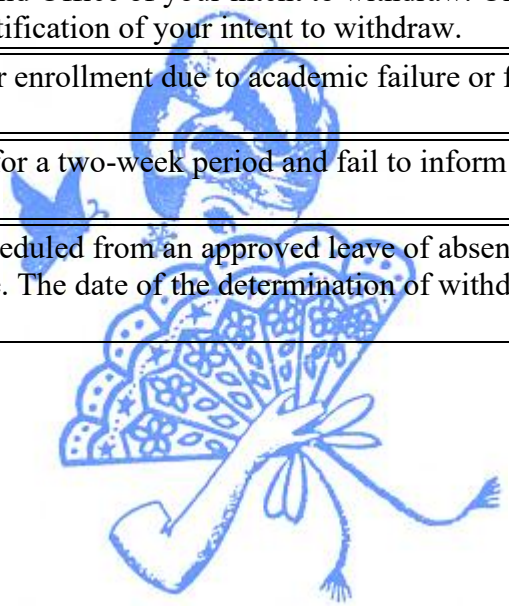
If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount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

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

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



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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS: 2021 & 2022

ESTHETICIAN-600 Hours

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	16	16	3	19%
2022	22	22	2	9%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	20	20	19	95%
2020	14	14	9	64%
2021	16	16	13	81%
2022	22	22	21	95%

Student's Initials:_____ Date:_____

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Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	16	13	13	9	69%
2022	22	21	21	14	67%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	9	9
2022	0	14	14

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	9	0	9
2022	14	0	14

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	3	9
2022	5	14

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	9
2022	0	14

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	13	13	12	1	92%
2022	21	18	16	2	89%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials:_____ Date:_____

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Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$1 - $5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	$25,001 - $30,000	$30,001 - $35,000
2021	13	9	5	4	0	0	0	0	0
2022	21	14	14	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$35,001 - $40,000**	**$40,001 - $45,000**	**$45,001 - $50,000**	**$50,001 - $55,000**	**$55,001 - $60,000**	**$60,001 - $65,000**	**$65,001 - $70,000**
2021	13	9	0	0	0	0	0	0	0
2022	21	14	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**$70,001 - $75,000**	**$75,001 - $80,000**	**$80,001 - $85,000**	**$85,001 - $90,000**	**$90,001 - $95,000**	**$95,001 - $100,000**	**$100,000 over**
2021	13	9	0	0	0	0	0	0	0
2022	21	14	0	0	0	0	0	0	0
Calendar Year	**Graduates Available for Employment**	**Graduates Employed in Field**	**No Salary Information Reported**						
2021	13	9	0						
2022	21	14	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials:_____ Date:_____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2021: $11,100.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: $11,700.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	0.00	50%	42%	$8,198.67
2022	0.00	79%	74%	$7,197.00

1The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials:_____ Date:_____

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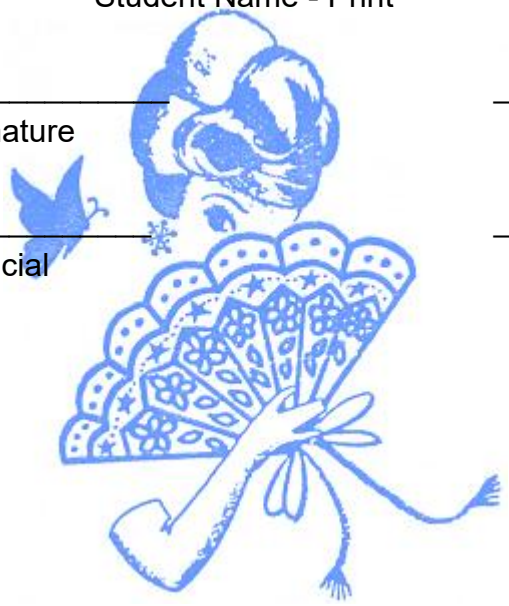
This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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 at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

_____
Student Name - Print

_____ _____
Student Signature Date

_____ _____
School Official Date



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Definitions

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

6."150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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12. "First Available Exam Date" is the date for the first available exam after a student completed a program.

13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.

15. "Salary" is as reported by graduate or graduate's employer.

16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

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

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

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

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **$100.00 is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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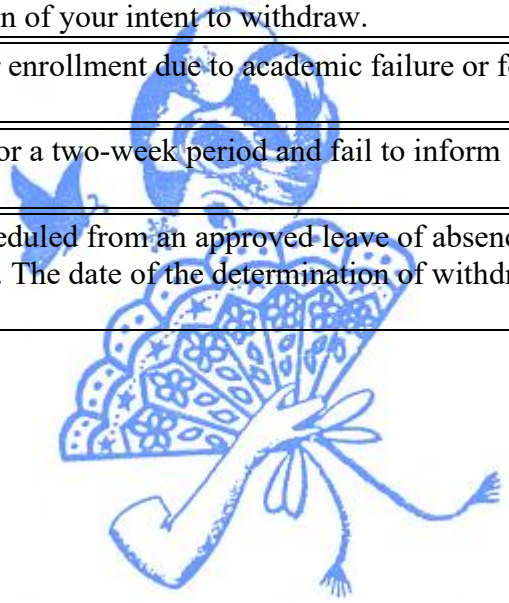
If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount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

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

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



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SCHOOL PERFORMANCE FACT SHEET
CALENDAR YEARS: 2021 & 2022

MANICURING-400 Hours

On-Time Completion Rates (Graduation Rates)

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2019	0	0	0	0%
2020	0	0	0	0%
2021	0	0	0	0%
2022	0	0	0	0%

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

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Job Placement Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2021	0	0	0	0	0%
2022	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

Gainfully Employed Categories

(Includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2021	0	0	0
2022	0	0	0

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, or an employer who shares ownership with the Institution	Total Graduates Employed in the Field
2021	0	0
2022	0	0

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

License Examination Passage Rates

(Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2021	0	0	0	0	0%
2022	0	0	0	0	0%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

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Salary and Wage Information

(Includes data for the two calendar years prior to reporting)

Annual Salary and Wages Reported for Graduates in the Field

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$1 -$5,000	$5,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	$25,001 - $30,000	$30,001 - $35,000
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$35,001 - $40,000	$40,001 - $45,000	$45,001 - $50,000	$50,001 - $55,000	$55,001 - $60,000	$60,001 - $65,000	$65,001 - $70,000
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	$70,001 - $75,000	$75,001 - $80,000	$80,001 - $85,000	$85,001 - $90,000	$90,001 - $95,000	$95,001 - $100,000	$100,000 over
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	No Salary Information Reported
2021	0	0	0
2022	0	0	0

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

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Cost of Educational Program

Total charges for the program for students completing on-time in 2021: $6,264.00. Total charges may be higher for students that do not complete on-time.

Total charges for the program for students completing on-time in 2022: $6,264.00. Total charges may be higher for students that do not complete on-time.

Student's Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Calendar Year	Most Recent Three-Year Cohort Default Rate, As Reported by the United State Department of Education1	The Percentage of Enrolled Students Receiving Federal Student Loans to Pay for This Program.	The Percentage of Graduates Who Took Out Federal Student Loans to Pay for This Program.	The Average Amount of Federal Student Loan Debt of Graduates who Took Out Federal Student Loans at This Institution
2021	0.00	0%	0%	$8,198.67
2022	0.00	0%	0%	$7,197.00

1The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials:_____ Date:_____

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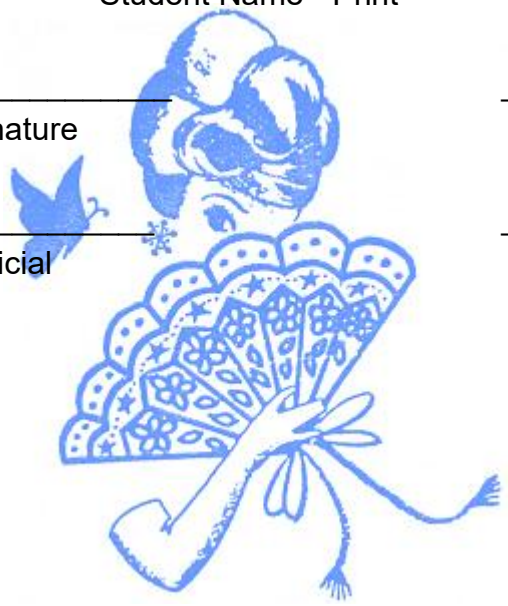
_____
Student Name - Print

_____ _____
Student Signature Date

_____ _____
School Official Date



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Definitions

1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.

5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).

6."150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.

8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

9. "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
15. "Salary" is as reported by graduate or graduate's employer.
16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

CEC 94919. Institution Participating in Federal Student Financial Aid Programs

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

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

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

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

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **$100.00 is a non- refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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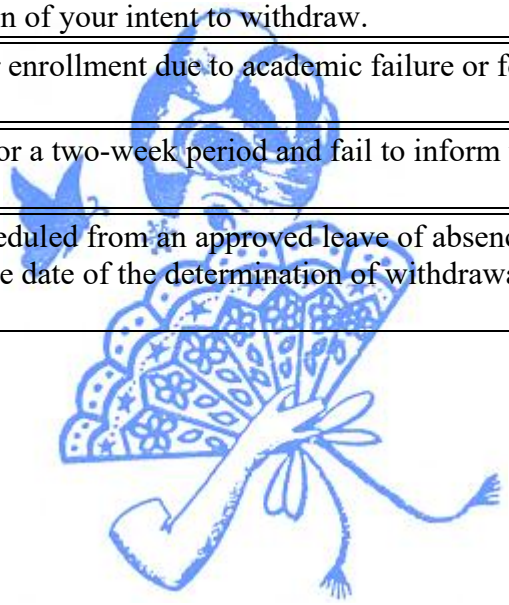
If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount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

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

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



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