

# JLC Beauty School

**16025 Gale Ave. Unit #A14 City of Industry, CA 91745**
**(626) 802-4585**
**jlcbeautyschool.com**

# Catalog of Courses
# January 1, 2025 to December 31, 2025

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## Institutional Mission and Objectives

The mission of JLC Beauty School is to provide students access to cosmetology programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This is accomplished by developing a student's basic manipulative skills, sanitation and technical knowledge, safety, judgment, and related occupational practical abilities. It is to this demand for professionalism that JLC Beauty School responds by providing its students with the latest information, techniques and instruction in keeping with the growth of the Cosmetology profession.
This approach, driven by a structured course curriculum and hands-on-training, ensures that our students are well equipped to enter into a career in the cosmetology industry. Part of our mission is to convey to students the importance of continuing education. In order to maintain a quality program, our instructors are required to update their knowledge by participating in advance programs of current trends in hair cutting, hair waving, hair coloring, salon management, new product development, and teacher training techniques. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment and to achieve higher levels in career excellence in the cosmetology industry.

**OBJECTIVES**

- To prepare students for the State Board Examination.
- Guide students and implement the principles and skills to be qualified to work in a Salon.
- To graduate qualified and competent students who successfully complete the program of study
- To build values and skills needed for salon and personal success.
- To provide students with training in the most current trends, methods and techniques.

## Description of the Facilities & Type of Equipment Used for Instruction

JLC Beauty School has approximately 4862 square feet of suitable space devoted to teaching the science and art of the beauty and wellness industry located on a busy thoroughfare on the first floor of a 30 year old retail strip setting. Adequate parking is available in the rear of the school. Our campus includes separate classrooms and practical training areas with ample amount of tables and chairs for our students comfort

The school contains modern functional equipment: work stations, hydraulic chairs, dryers, shampoo chairs and sinks, dryers, stoves, esthetics beds, skin care stations, manicure stations, mannequins, a projector for class room instruction, educational charts, DVD player for educational videos, and hair products and supplies.

Students will be issued minimal supplies covering instruction and practice during the first week of the course. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the course will be issued during the second week of attendance.

**Online Instruction:**

Students will be required to have a laptop or desktop computer equipped with built in speakers or headphones, a computer camera and internet access. Standard operating system software that should include a recent version of a generally available browser such as Internet Explorer, Google Chrome, or Firefox.

MindTap from Cengage Learning delivers a highly personalized, online learning platform. A cloud-based learning solution, MindTap combines all of the learning tools - readings, multimedia, activities and assessments into a singular Learning Path.
Each enrolled student will receive log in credentials and/or access to the software.

The Mind Tap software maintains of record of the dates that lesson assignments were completed, the amount of time the student has attended and the grades earned by the student. Students can expect that their lessons and assignments will be evaluated and a response provided within 3 days of submission.

Synchronous Distance Education (real time)
The primary software used to deliver lessons to students is called Zoom.
Zoom software creates a virtual "room", in which a student and an instructor can share what is on the student's monitor. It also allows students to permit the instructor to actually take control of the student's computer, load programs, provide lessons, allow the student to take back control of the student's computer and demonstrate to the instructor the student has mastered whatever lesson is at hand at the time. Zoom also allows the student to, through the use of the software, a computer camera, and headphones, talk to, listen to, see, and interact with the instructor.
Each enrolled student will receive log in credentials and/or access to the software.

The primary software used to facilitate student-to-student interaction and collaboration as well as instructor-to-student communication is called Slack. The Slack communication software is the key to teacher-student interaction. It includes functionality beyond chat, such as group messages, direct private messages, file transfers.
Each enrolled student will receive log in credentials and/or access to the software.

## Admissions Policies & Recognition of Credits

The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- Must present a photographic driver's license or Calif. I.D. and social security card.
- No Ability to Benefit Students will be admitted.
- Student must have graduated from high school, or earned a GED or equivalent.

**Recognition of Credit Policies**

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Students transferring from another cosmetology school will complete our Transfer Student Agreement and provide an official transcript from the previous school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a $100.00 registration fee. The student will be required to purchase a JLC Beauty School student kit and a book if needed. Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

## 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, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a registration fee not to exceed two hundred fifty dollars ($250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the Chief Academic Officer, 16025 Gale Ave. #A14, City of Industry, CA 91745 by email to jlcbeautyschool@gmail.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Cancellation is effective on the date written notice of cancellation is sent.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of scheduled attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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

## Refund Policy

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:
The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

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

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

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

## Instructional Location

JLC Beauty School
16025 Gale Ave. Unit #A14 City of Industry, CA 91745

### Library Resources

Our library is comprised of learning resources that consist of Milady's Cosmetology, Manicurist and Esthetician Textbooks, Hair color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library will also consist of Videos, DVD's or CD's that contain lessons and demonstrations for students viewing that concern the Cosmetology, Manicurist and Esthetician programs. The policies and procedures for supplying them to students who will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student will result in their future privileges for checking out learning material may consist of a four hour time frame before they must be returned to the library.

## Online Cosmetology Resources Available to Our Students

# Web Sites

• **Salon Channel**
Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.
http://www.salonchannel.com/

• **Beauty Site**
Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.
http://beauty.about.com/index.htm

• **Beauty Tech**
Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.
http://www.beautytech.com/

• **BeautyLink**
News, experts' tips, answers to beauty questions.
http://www.beautylink.com/

• **Beautynet**
Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.
http://www.beautynet.com/

• **Behind the Chair**
Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.
http://www.behindthechair.com/

• **Lipstick Page**
Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.
http://broadroom.net/lp/blogs/

• **Milady**
A leading publisher of beauty education materials.
http://www.milady.com/
Created by David W. Rash Page 2 5/20/2009

• **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*
http://www.bls.gov/oco/ocos169.htm

• **National Cosmetology Association**
NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.
http://www.ncacares.org/

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

"The transferability of credits you earn at JLC Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 JLC Beauty School to determine if your certificate will transfer."

## Grades and Standards for Student Achievement

Grading System: Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

| **Academic Grading** | **Point Grades for Practical Work** |
|---|---|
| 100% - 95% A...Superior Performance | (GPA 4) 4 POINTS = A |
| 94% - 85% B...Above Average | (GPA 3) 3 POINTS = B |
| 84% - 75% C.....Average | (GPA 2) 2 POINTS = C |
| 74% - 65% D.....Unsatisfactory | (GPA 1) 1 POINTS = D |
| 64% - 00 % F….Fail | (GPA 0) 0 POINTS = F |

**Grades for Practical Work**

A - EXCELLENT, No Errors (All steps followed correctly).
B - 1 to 2 Procedures incorrect, student is making GOOD satisfactory progress.
C - 3 Procedures incorrect (SATISFACTORY progress).
D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
F - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

Student Clock Hour Policy**:** The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students are given up to seven (7) minutes to clock in and receive credit for the quarter (¼) hour. This seven minute period applies to the start of the class day. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in our out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination.

Time Card Credit**:** The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
- The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.

**STANDARDS OF SATISFACTORY PROGRESS**

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines.

The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
- Complete the course within a maximum time frame of one and one-half (1 1/2) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 44 weeks (including grace time for absences, two weeks) he or she must complete within 66 weeks
- Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.
- The following factors will be measured to determine Academic Progress:
    - Theory test grades and practical work (including mannequin and patron work).

**REQUIRED PRACTICAL OPERATIONS**

Policy and Regulatory Agencies require student to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models or clients. The requirements listed are minimum operations that each student must successfully complete prior to graduation. Additional operations may be scheduled by the instructor, based on training needs and

clientele volume. Practical assignments are evaluated as completed and counted toward course completion only when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades.

**Learning Expectations**
Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text books, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## Attendance Policy

The course of student training and total number of hours are established by the State of California. Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks, he or she must complete within 66 weeks. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer.

- Each student is required to attend school daily, Monday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.
- Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Chief Academic Officer and amend the Enrollment Agreement to show the days and hours of attendance.
- Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.
- Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Monday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

**Makeup hours:** upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, the school will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost extra. (see fee schedule). Sick days, personal religious holidays, etc., are subjected to this

charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

**ABSENCES**

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, the Cosmetology program requires that minimum hours be completed before a student is eligible for graduation. (Cosmetology 1,600 hours, Esthetician 600 hours, Manicurist 400 hours)

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

**TARDINESS**

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

## Professions – Requirements for Eligibility for Licensure

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a $125 non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Cosmetology Program: Completed 1600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Be at least 17 years of age.•
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business• and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.

- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician or Manicurist course described previously and passed the examination with an overall average score of 75%.

## Program Length Disclosures

The minimum number of hours required by the Board of Barbering and Cosmetology is 1000 hours for the Cosmetology course and 600 hours for the Esthetician course. We feel that our students can be better served by being provided additional theory hours and practical instruction, which is why we are offering the originally required amount of hours in Cosmetology (1600 hours). With the exception of the Anatomy and Physiology topic, all topics of instruction which are covered in our courses are also covered in the state required minimum number of hours; we are adding additional time to provide an enhanced learning experience for our students.

For our Esthetician program, we feel that offering an additional 25 hours of training in the topic of hair removal and lash and brow beautification is of best benefit to our students, as these services have become increasingly popular with the public in recent years. This added training makes the Esthetician program of study 625 hours instead of the minimally required 600.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

| Program Name | Tuition | Registration Fee* | STRF*** | Kits** | MindTap Fee (Online Programs) | Books & Insurance** | Total Program Charges |
|---|---|---|---|---|---|---|---|
| Cosmetology Direct Instruction | $7,500 | $246 | $0 | $150 | n/a | $120 | $8,016.00 |
| Cosmetology Hybrid | $7,500 | $246 | $0 | $150 | $120 | $120 | $8,136.00 |
| Cosmetology 1000 Direct Instruction | $6,800 | $246 | $0 | $150 | n/a | $120 | $7316.00 |
| Cosmetology 1000 Hybrid | $6,800 | $246 | $0 | $150 | $120 | $120 | $7436.00 |
| Esthetician Direct Instruction | $3,500 | $248 | $0 | $150 | n/a | $120 | $4,018.00 |
| Esthetician Hybrid | $3,500 | $248 | $0 | $150 | $120 | $120 | $4,138.00 |
| Manicurist Direct Instruction | $1,300 | $249 | $0 | $70 | n/a | $120 | $1,739.00 |
| Manicurist Hybrid | $1,300 | $249 | $0 | $70 | $120 | $120 | $1,859.00 |

Transcript Fee: $25 (two copies)
Late payment Fee: $15
MindTap Fee: $120 (online courses only)
I-20 Fee: $3000 (international students only)

*Registration Fee: (non-Refundable.)
**These charges include all applicable sales tax (non-refundable)
***Student Tuition Recovery Fund Fee. (non-refundable)

- Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility.
- If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for a refund those items which were unused. The condition of books or supplies is to be determined by the instructor or a school administrator.
- Extra Instruction Charges:
    - Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: $8.00, Manicuring: $8.00, Esthetician $8.00.
- Students withdrawing from JLC Beauty School prior to completion of their contracted program must pay all balances in full prior in order to receive the Proof of Training and/or Record of Withdrawal documents for the hours completed in the school.
- The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

**Cosmetology Program (Direct Instruction)**

- Total charges for current period of attendance $8,016.00
- Estimated total charges for the entire educational program $8,016.00

**Cosmetology Program (Hybrid)**

- Total charges for current period of attendance $8,136.00
- Estimated total charges for the entire educational program $8,136.00

**Cosmetology 1000 Program (Direct Instruction)**

- Total charges for current period of attendance $7,316.00
- Estimated total charges for the entire educational program $7,316.00

**Cosmetology 1000 Program (Hybrid)**

- Total charges for current period of attendance $7,436.00
- Estimated total charges for the entire educational program $7,436.00

**Esthetician Program (Direct Instruction)**

- Total charges for current period of attendance $4,018.00
- Estimated total charges for the entire educational program $4,018.00

**Esthetician Program (Hybrid)**

- Total charges for current period of attendance $4,138.00
- Estimated total charges for the entire educational program $4,138.00

**Manicurist Program (Direct Instruction)**

- Total charges for current period of attendance $1,739.00
- Estimated total charges for the entire educational program $1,739.00

**Manicurist Program (Hybrid)**

- Total charges for current period of attendance $1,859.00
- Estimated total charges for the entire educational program $1,859.00

## Faculty

All faculty members demonstrate the professionalism and excellent communication skills required of an effective teacher, and are all required to have at minimum 3 years of experience in the beauty industry. Our faculty members, detailed below, exemplify these qualities and possess the required qualifications, experience, and licenses.

**Carey Chan**

This instructor is a licensed Cosmetologist who has 4 years of teaching experience.

**Yi Liu**

This instructor is a licensed Cosmetologist who has over 20 years of job related work experience and 6 years of teaching experience.

**Chi Huei Liu**

This instructor is a licensed Cosmetologist who has 3 years of teaching experience.

## Programs

## Cosmetology (Offered in Direct Instruction, Hybrid Distance, Direct Instruction Chinese and Hybrid Distance Chinese)

| | |
|---|---|
| **Description of Program** | This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services. |
| **Program Mission and Objectives** | The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.(SOC 39-5012) Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology. |
| **Graduation Requirements** | All cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1100), with a minimum grade of "C". Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. |
| **Program Length in Hours** | 1600 hours - 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. |
| **Final Tests or Exams** | A final skills exam is administered |
| **Required Internship or Externship** | None Required |

**Hair Dressing**
**The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.**

| Module | Description | Technical Instruction | Practical Training |
|---|---|---|---|
| Hairstyling | This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling. | 65 hours | 340 hours |
| Permanent Waving and Chemical Straightening | This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions. | 40 hours | 205 hours |
| Hair Coloring and Bleaching | This module will provide technical and practical instruction in the following techniques and procedures (also including, | 60 hours | 190 hours |

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| | the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers | | |
| Hair Cutting | This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting. | 20 hours | 180 hours |
| **Technical Instruction in Health and Safety**<br>**The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.** | | | |
| Module | Description | Technical Instruction | Practical Training |
| Laws and Regulations | This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations. | 20 hours | |
| Health and Safety Considerations | This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B. | 45 hours | 55 hours |
| Disinfection and Sanitation | This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | 20 hours | 45 hours |
| Anatomy and Physiology | This module will provide technical instruction in Human Anatomy and Human Physiology. | 15 hours | |
| **Esthetics**<br>**The required subjects of instruction in Esthetics shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.** | | | |
| Module | Description | Technical Instruction | Practical Training |
| Manual, Electrical, and Chemical Facials | Facials<br>(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)<br>(B) Electrical (Shall include the use of all electrical modalities, including 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.)<br>(C) Chemicals (Shall include chemical skin peels, packs, | 25 hours | 100 hours |

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| | masks and scrubs. Training shall emphasize that only non-living, upper-most layer 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.) | | |
| Eyebrow Beautification and Make-up | Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)<br>Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.) | 25 hours | 50 hours |
| **Manicuring**<br>**The required subjects of instruction in Manicuring shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.** | | | |
| Module | Description | Technical Instruction | Practical Training |
| Manicuring and Pedicuring | Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, and foot and ankle massage. | 10 hours | 40 hours |
| Artificial Nails and Wraps | Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs | 25 hours | 25 hours |

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

- The minimum combined total clock hours of 1600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Esthetician (Offered in Direct Instruction, Hybrid Distance, Direct Instruction Chinese and Hybrid Distance Chinese)

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|---|---|
| **Description of Program** | This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching ad hair removal (other than by electrolysis), make- up artist, and skin care product representative. |
| **Program Mission and Objectives** | The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.(SOC 39-5094) The objective is to acquire the knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics. |
| **Graduation Requirements** | When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. |
| **Program Length in Hours** | 625 hours - 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. |
| **Required Internship or Externship** | None Required |

| **Required Courses 625 Hours of Technical 'Instruction and Practical Training as Follows** | | **Technical Instruction** | **Practical Training** |
|---|---|---|---|
| **350 Hours of Technical Instruction and Practical Training in Facials** | | | |
| Manual, Electrical and Chemical Facials: | In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the | 70 hrs | 200 Hours |

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| | 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 | 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 | 15 hrs | 65 hours |
| **200 Hours of Technical Instruction and Practical Training in Health and Safety** | | | |
| Law and Regulations | In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations. | 10 hrs | |
| Health and Safety Consideration | In this module the student will received training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment. | 40 hrs | 65 hours |
| Disinfection and Sanitation | In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.<br><br>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | 10 hrs | 60 hours |
| Anatomy and Physiology | In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions. | 15 hrs | |
| **75 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up** | | | |
| Hair Removal | In this module the student will learn and have practical training in hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories. | 10 hours | 30 hours |
| Lash and Brow Beautification | In this module the student will learn about and have practical training in skin analysis, eyebrow shaping, tinting and perming eyelashes and brows and the application of false eyelashes. | 10 hours | 25 hours |

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

- The minimum combined total clock hours of 625, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Manicurist (Offered in Direct Instruction, Hybrid Distance, Direct Instruction Chinese and Hybrid Distance Chinese)

| Name of Program | Manicurist |
|---|---|
| **Description of Program** | This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs. |
| **Program Mission and Objectives** | The mission of the Manicuring course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail-care specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring |
| **Graduation Requirements** | Requirements for Satisfactory Completion of Course: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No externship is required. |
| **Program Length in Hours** | 400 hours - 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. |
| **Final Tests or Exams** | A final skills exam is administered |
| **Required Internship or Externship** | None Required |

**Required Course**
**400 Hours of Technical 'Instruction and Practical Training as Follows**

| **300 Hours of Technical Instruction and Practical Training in Nail Care** | | | |
|---|---|---|---|
| Module | Module Description | Theory Hours | Practical Hours |
| Manicures and Pedicures | The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis. | 60 hrs | 240 Hours |
| **100 Hours of Technical Instruction and Practical Training in Health and Safety** | | | |
| Laws and Regulations | The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and | 10 hrs | |

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|---|---|---|---|
| | the Board's Rules and Regulations. | | |
| Health and Safety Considerations | The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B. | 25 hrs | |
| Disinfection and Sanitation | The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.<br>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. | 20 hrs | 35 Hours |
| Anatomy and Physiology | The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition | 10 hrs | |

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

- The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Cosmetology 1000 (Offered in Direct Instruction, Hybrid Distance, Direct Instruction Chinese and Hybrid Distance Chinese)

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|---|---|
| **Description of Program** | This program covers all aspects of cosmetology: hair services, lash and brow services, skin care, manicuring and pedicuring. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Cosmetology license and pursue employment in the field. |
| **Program Mission and Objectives** | The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills obtained in this course will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator (SOC 39-5012).<br><br>• Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.<br>• Understand general theory relative to required topics of Cosmetology training<br>• Develop practical procedure skills in hair cutting, styling, chemical hair services, facials, lash and brow beautification, and manicures & pedicures<br>• Demonstrate the proper use of implements and products relative to all Cosmetology services<br>• Effectively analyze the scalp, hair, face, and hands before all services, to determine any physical conditions and disorders.<br>• Use the correct terminology used in performing all Cosmetology services<br>• Demonstrate correct and skillful application of the procedures for Cosmetology services<br>• Understand and demonstrate proper procedure of manicuring and pedicuring |
| **Graduation Requirements** | All cosmetology students are required to complete 1000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours, with a minimum grade of "C". Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. |
| **Program Length in Hours** | 1000 hours - 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. |
| **Final Tests or Exams** | A final skills exam is administered |
| **Required Internship or Externship** | None Required |

**Outline of Subject Matter: Cosmetology**

| **Topic** | **Total Hours, Technical & Practical** |
|---|---|
| Health & Safety | 100 |
| Disinfection & Sanitation | 100 |

| | |
|---|---|
| Chemical Hair Services | 225 |
| Hairstyling Services | 225 |
| Skin Care | 200 |
| Hair Removal and Lash and Brow Beautification | 50 |
| Manicure & Pedicure | 100 |
| **Total Hours** | **1000** |

- **Health & Safety**
  - Infection Control & Regulations
  - Principles of Infection Prevention Measures
  - Chemicals and your Health
  - Safety Data Sheets: What you need to know
  - Protecting Yourself from Hazardous Chemicals
  - Safe Chemical Handling in the Establishment
  - Communicable Diseases: Prevent the Spread
  - Health and Safety Laws and Agencies
  - Solving Health and Safety Problems
  - Ergonomics: Fitting the Job to the Person
  - Worker's Rights
  - Sexual & Physical Assault Awareness
- **Disinfection and Sanitation**
  - Protecting the Health & Safety of the Consumer & You
  - Proper Hand Washing
  - Disinfectants
  - Cleaning and Disinfecting nonelectrical tools and implements
  - Standard protection precautions
  - Personal protective equipment
- **Chemical Hair Services**
  - Hair Analysis & Predisposition
  - Identify natural hair color and tone
  - How chemical services affect the structure of hair
  - Techniques for permanent waving
  - Soft Curl permanents
  - Techniques for chemical hair relaxers/straightening
  - Safety precautions for chemical hair relaxing services
  - Hair color consultation & strand tests
  - Alternative hair coloring techniques: Balayage, Ombre
  - Proper mixing and formulation of hair color
  - Applying hair color
  - Hair color retouches
  - Bleaching: How to use lighteners
  - Color correction and effective use of dye removers
  - Hair coloring safety precautions
- **Hairstyling Services**
  - Styling and arranging of various hair lengths and styles
  - Pin curls
  - Roller curls
  - Hair wrapping

    - Master comb-out techniques
    - Basic blow dry styling techniques
    - Thermal hair straightening
    - Curling iron techniques
    - Safety in thermal hairstyling
    - Shampooing principles and techniques
    - Basic haircutting techniques
    - Principles of wet and dry hair cutting
    - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
    - Posture and body position
- **Skin Care**
    - Manual Facials
    - Electrical Facials
    - Chemical Facials
    - Methods of treating the face, scalp, neck or body without ablation or destruction of live tissue:
        - Hands
        - Esthetic devices
        - Cosmetic products
        - Antiseptics, lotions, tonics and creams
- **Hair Removal and Lash and Brow Beautification**
    - Eyelash tinting and perming
    - Application of eyelashes
    - Eyebrow tinting and perming
    - Eyebrow shaping
    - Hair analysis
    - Hair removal best practices and techniques
    - Acceptable hair removal methods:
        - Depilatories
        - Waxing
        - Sugaring
        - Nonprescription chemicals
        - Tweezing
        - Electrical hair removal devices (excluding laser/light wave devices)
- **Manicure and Pedicure**
    - Differences of Water and oil manicures
    - Performing the Basic Manicure
        - Nail analysis
        - Manicuring techniques
        - Hand and arm massage
    - Performing the Basic Pedicure
        - Nail analysis
        - Pedicuring techniques
        - Foot and ankle massage
    - Artificial Nail Services
        - Acrylics application best practices & techniques
        - Understanding Brush-ons: Liquid & Powder
        - Nail Tips and Wraps: Why and How

- Artificial Nail Repairs:
  - Nail wrap maintenance
  - Repairs
  - Proper removal

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

- The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

**REQUIRED DISCLOSURES**

- This institution does not admit students from other countries, so no visa related services are offered.
- JLC Beauty School has approval from the U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP) to enroll non-immigrant foreign students. JLC Beauty School will certify a foreign student's enrollment status on an accepted student visa application. Additional fees related to visa processing for foreign students are detailed in the Fees section of the catalog. NOTE: Our programs lead to licensure in the state of California by preparing students to take and bass the State Board licensing exam from the Board of Barbering and Cosmetology. Graduates of the program cannot work without obtaining their license. An Individual Taxpayer Information Number is required to take the State Board exam.
- For a student enrolling in an English language program whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.
- For a student enrolling in a Chinese language program whose high school or equivalent coursework was not completed in Chinese, and for whom Chinese was not a primary language, the student must attain qualifying score of 120 or above on the Chinese Proficiency Test (HSK). This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the Chinese language. Similarly, this requirement does not apply to students who have completed coursework, in Chinese, at the college level.
- Instructions will be given in no language other than English and Chinese, proficiency in each language to be demonstrated by the student's possession of a high school diploma or equivalent in that language.
- This institution does not provide ESL instruction.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave. Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 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 toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with

minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has 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.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Policies and Procedures Regarding Financial Aid. The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Financial Aid Disclosures: The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students who fall one month behind in their tuition payments are subject to disenrollment for a minimum of 6 months or until previous balance is paid in full and/or student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

**Student Tuition Recovery Fund Disclosures.**

"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 N. Market Ave. 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 noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race,

color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## Academic Freedom

JLC Beauty School is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

JLC Beauty School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: JLC Beauty School 16025 Gale Ave. Unit #A14 City of Industry, CA 91745

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

## Leaves of Absence

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 16025 Gale Ave. Unit #A14, City of Industry, CA 91745 and must be approved by the Chief Academic Officer.(CAO) An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Do

not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

## Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: JLC Beauty School, 16025 Gale Ave. Unit #A14, City of Industry, CA 91745

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures
Right to Cancel
Student Tuition Recovery Fund
Notice Concerning Transferability of Credits
Student Grievance Procedures
Student Rights to Inspect Records and Obtain Transcripts
Non-Discrimination Policy
Academic Freedom
Sexual Harassment

## Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Those students experiencing academic or other problems related to their enrollment, may request a personal meeting with an Instructor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional personal meetings if desired. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

## Placement Services

This institution does not provide placement assistance.

## Student Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately $1,500 a month. (www.apartmentguide.com)

## Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## 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 educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll-free (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

## MANICURIST KIT

| | |
|---|---|
| **Miscellaneous Items** | |
| 3 | Large Bags w/ Liners |
| | 1- Soiled Linen |
| | -Trash |
| | - Items To Be Disinfected |
| 30 | Blue Paper Towels |
| 1 | Hand Sanitizer |
| 1 | Disinfectant Spray |
| 1 | Pencil |
| 1 | First Aid Kit |
| **Sculptured Nail** | |
| 1 | File |
| 1 | 3-Way Buffer |
| 1 | Emery Board |
| 1 | Orangewood Stick |
| 1 | Odorless Nail Liquid, 1oz. |
| 1 | Nail Powder, 1/4oz. |
| 1 | Primer |
| 4 | Touch Tab Forms |
| 1 | Nail Brush |
| 2 | Dampen Dishes |
| **Artificial Nail** | |
| 1 | Bag of Cotton |
| 1 | Polish Remover |
| 1 | Nail Dehydrator |
| 1 | Cuticle Oil |
| 1 | Towel |

| | |
|---|---|
| **Nail Tip Application** | |
| 1 | Bag of Assorted Tips |
| 1 | Nail Glue |
| 1 | Emery Boards |
| 1 | Orangewood Sticks |
| 1 | 3-Way Buffer |
| 1 | File |
| 1 | Nail Clipper |
| 1 | Scissors |
| **Manicure & Polish Application** | |
| 1 | Finger Bowl |
| 1 | Bag of Cotton |
| 1 | Finger Brush |
| 6 | Q-Tips |
| 1 | Plastic Pusher |
| 1 | 3-Way Buffer |
| 1 | Emmery Board |
| 2 | Orangewood Sticks |
| 1 | Polish Remover |
| 1 | Cuticle Remover |
| 1 | Cuticle Oil |
| 1 | Hand Lotion |
| 1 | Nail Dehydrator |
| 1 | Base Coat |
| 1 | Red Polish |
| 1 | Top Coat |
| 1 | Towel |

## ESTHETICIAN KIT

**MISC. ITEMS**

3 Large Bags w/ Liners
- -Soiled Linen
- - Trash
- -Items To Be Disinfected

Disinfectant Spray
1 Pencil
1 First Aid Kit
1 Hand Sanitizer
30 Blue Paper Towels (1 Pack)
6 white Towels (1 Pack)
1 Tissue Box

**CLEANSING/SCRUB/MASSAGE BAG**

1 Cleansing Cream
1 Astringent
1 Exfoliant
1 Sponge To Exfoliate
1 Massage Cream
10 Plastic Spatulas
1 Bag of cotton
2 Towels
2 Orangewood Sticks
10 Soufflé Cups
1 Head Bonnet

**TWEEZE & WAX/MASK/MAKEUP**

10 Spatulas
1 Bag of Cotton
1 Pair of Gloves
10 Soufflé Cups
2 Orangewood Sticks
2 Towels
1 Head Bonnet
1 Pair of Gloves
1 1 oz. Antiseptic
1 1 oz. Powder
1 1 oz. Post Epilation
1 Simulated Wax
1 Small Spatula
1 White Spatula
2 Wax Strips

**EYELASH ENHANCEMENT**

1 Small Scissors
2 Mascara Brushes
1 Pair Lashes
1 Lash Glue
5 Toothpicks

**CLEAN INSTRUMENTS**

10 Spatulas
1 Bag of Cotton
2 Eye Pads
1 Head Bonnet
1 Pair of Gloves
10 Souffle Cups

**FACIAL MASK**

1 Mask
1 1 oz. Astringent
1 Moisturizer
1 Mask Brush

**MAKEUP**

1 Cape
1 Powder
1 Foundation
1 Mascara
1 Blush
1 Eye Shadow
1 Eyebrow Brush
2 Lip Brushes
1 Lip Liner (Red)
1 Lipstick (Red)
1 Brow Pencil (Brown)
1 Eyeliner (Black)
1 Makeup Sponges
6 Spatulas
2 Mascara Wands (Disposable)
4 Eye Shadow Applicators (Disposable)

**MICRODERMABRASION**

1 1 oz. Degreaser/Prep-Solution
2 Eye Pads
1 Pair of Gloves
1 Goggles
1 Face Mask
1 Mock Microdermabrasion Handpiece
1 1 oz. Water

## COSMETOLOGY KIT

| **Tote Bag** | | **Hair Color** | |
|---|---|---|---|
| 1 | Spray Water Bottle | 6 | Foil Paper |
| 30 | Blue Paper Towels | 3 | Tint Brush |
| 1 | Disinfectant Spray 3oz. | 1 | Protective Cream |
| 1 | Hand Sanitizer | 3 | Pair Gloves |
| 1 | Pencil | 2 | Spatulas - Small |
| 1 | First Aid Kit | 1 | PD Testing Bag |
| **Table Set Up** | | 1 | Container - Tint Product |
| 2 | Styling Combs | 1 | Container – Lightener Product |
| 1 | Rat Tail Comb | **Relaxer** | |
| 1 | Tint Brush | 1 | Bleach Comb |
| 1 | Cape | 1 | Tint Brush |
| 1 | Pair of Gloves | 1 | Container - Relaxer Product |
| 6 | Butterfly Clips | 1 | Protective Cream 1oz. |
| 2 | White Towel | 2 | Pair of Gloves |
| 1 | Kleenex Packet | 2 | Spatulas - Small |
| **Thermal Curling** | | **Facial** | |
| 2 | Rat Tail Comb | 1 | Cleansing Cream |
| 1 | Cape | 11 | Massage Cream |
| 4 | Butterfly Clips | 1 | Astringent |
| 3 | Towel | 4 | Spatulas |
| 1 | Paper for Testing | 1 | Head Bonnet |
| **Hair Cutting** | | 1 | Moisturizer |
| 2 | Styling Comb | 1 | Moisturizer |
| 2 | Rat Tail Comb | 1 | Exfoliating Sponge |
| 1 | Brush | 4 | Souffle Cups |
| 4 | Butterfly Clips | 1 | Kleenex Package |
| 1 | Shaper w/ Blade | 1 | Orangewood Stick |
| 1 | Hair Cutting Shear | 1 | Bag of Cotton |
| **Chemical Waving** | | 5 | Towels |
| 2 | Styling Comb | **Sculptured Nail** | |
| 2 | Rat Tail Comb | 1 | Odorless Nail Liquid 1oz. |
| 1 | Bag Purple Perm Rod | 1 | Odorless Nail Powder 1/4 oz. |
| 1 | Bag White Perm Rod | 1 | Primer |
| 1 | End Paper | 4 | Touch-Tab Forms |
| 1 | Case | 1 | Nail Dehydrator |
| 1 | Exfoliant | 2 | Plastic Dappen Dish |
| 4 | Towel | 1 | Nail Brush |
| 9 | Butterfly Clips | 1 | File |
| 1 | Coil Cotton Strip | 1 | 3-Way Nail Buffer |
| 1 | Protective Cream 1oz. | 1 | Emery Board |
| 1 | Pair Gloves | 1 | Orangewood Stick |
| 2 | Spatulas - Small | 1 | Bag of Cotton |
| 1 | Plastic Bottle 6oz. | 2 | Towels |
| 1 | Brush | 1 | Manicure Brush |
| | | 6 | Blue Towels |

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