SCHOOL CATALOG

January 1

2025

"To provide quality education in the field of cosmetology, prepare the graduate for state licensure, and help the licensee launch a rewarding career in the beauty industry."

REDONDO BEACH BEAUTY COLLEGE

Any questions a student may have regarding this Student Catalog that the institution has not satisfactorily answered may be directed to:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd. Suite 225. Sacramento, CA 95834
Phone: (916) 574-8900 Fax: (916) 263-1897
E-mail: bppe@dca.ca.gov

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to check the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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**

Be informed that Redondo Beach Beauty College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

This catalog is updated annually and reflects all information on the approved curricular programs of Redondo Beach Beauty College to provide students and other interested persons before enrollment as required by Education Code 94909.

"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 (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov."

Any concern regarding this School Catalog may be directed to:

Redondo Beach Beauty College
23800 Hawthorne Blvd # 216
Torrance, CA 90505
Phone: (310) 370-7464 Fax: (424) 212-8697
www.RedondoBeachBeautyCollege.com

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MISSION STATEMENT

It is the mission of Redondo Beach Beauty College (RBBC) to provide quality education in the fields of Cosmetology, Barbering, Esthetician, Advanced manicuring, and Manicuring to prepare the graduate for state licensure and help the licensee launch a rewarding career in the beauty industry.

EDUCATIONAL OBJECTIVES

Our objective is to provide each enrolled student with a high-quality education and practical training in an environment conducive to learning all the basic skills necessary to pass the state licensing exam and become employable in the cosmetology, Barbering, Esthetician, Advanced manicuring and Manicuring fields. The licensee should be able to function effectively and gain entry-level employment in one of the many specialty areas, such as hair stylist, hair colorist, manicurist, makeup artist, cosmetician, or beauty salon operator. Many successful and dedicated beauticians go on to become salon operators, managers, or owners.

Students are provided structured instruction based on the board-approved curriculum in a modern school facility where they acquire hands-on experience and the knowledge and techniques necessary to become licensed professionals. Students are encouraged to utilize the resource library, which can supplement their learning experience. The school simulates salon conditions to help the students "learn by doing," with modern equipment and a variety of supplies that help enhance the students' product knowledge. Our objective is to help the student become "salon-ready" for an entry-level position in the beauty industry.

Redondo Beach Beauty College's faculty provides theory and practical lessons in the classroom and on the floor. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise in virtually all Cosmetology, Barbering, Esthetician, Advanced manicuring and Manicuring professions.

ADMISSIONS POLICY

We invite all prospective students to visit Redondo Beach Beauty College and meet with the admissions representative to discuss their personal goals, education and career plans. As a prospective beautician, you'll get an overview of the programs, cost and duration of each program, and various options available to you. You'll be given a tour of the facility. You'll be able to meet with faculty and other students and your questions will be answered by a school representative. Please see our school website, **www.rbbeautycollege.com** to access our school catalog.

We want to enroll students who have the education and aptitude to succeed in the beauty industry. We realize this is an important career choice and we want you to have all the information you need to make the right decision. On our part, we want to ensure that each student admitted has the desire and educational background to successfully complete the program, obtain the license, and then find suitable employment in the beauty industry.
The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

ADMISSION REQUIREMENTS:

1. If you're at least 17 and will need Federal Student Aid, a high school diploma or GED is required and you must:
    a. Visit the school and meet with the admissions representative;
    b. Provide a copy of your high school diploma, GED, or your California State Proficiency Test or its equivalent; An associate's, bachelor's, master's degree, or Ph.D. obtained from a school with accreditation recognized by the U.S. Department of Education
    c. Provide valid Social Security card or **Individual Taxpayer Identification Number**
    d. Provide driver's license or a government-issued photo identification card;

2. Foreign High School Diplomas: Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

3. If you do not have a high school diploma or its equivalent, the Federal Student Aid will not be available to you. If you still like to join the program without federal assistance you must:
    a. Be at least 18 years old;
    b. Must have completed 10th grade education level or its equivalent as required by the Program of Board of Barbering & Cosmetology and pass an Ability-to-Benefit test prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education. This test is administered by an independent test administrator. All Ability-To-Benefit students must take and pass the test prior to admissions. The Ability-to-Benefit tests used are the Wonderlic VS-I/QS-1 Test (passing score for the VS-1 section is 200 or higher and for the QS-1 section is 210 or higher) or CELSA Ability-to-Benefit test. Both tests are approved by the Secretary of Education, Washington, DC. Both tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available and the independent test agency will explain and provide you with there-testing procedures. Passing scores for CELSA for ATB Federal guidelines require that a "passing" ability to benefit score be the mean. The mean is a 97 scaled score on either form 1 or form 2. The raw score of 37 on form 1 and a raw score of 34 on form 2 equate to a scaled or "passing" score of 97.

INTERNATIONAL STUDENTS

Redondo Beach Beauty College does not offer visa services. To enroll in our programs, students must provide a valid passport, along with an I-20 form (F-1 or M-1), a SEVP form from another institution, and an Individual Taxpayer Identification Number (ITIN) from the IRS. Please note that Redondo Beach Beauty College does not issue Form I-20 for the M-1 visa.

Students enrolling the in Teacher Training program must:

A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2-1/2 years of technical experience in the industry.

STUDENT FINANCIAL AID ELIGIBILITY REQUIREMENTS.

To be eligible to receive federal student aid, you must:
1. be a U.S. citizen or eligible non-citizen.
2. have a valid Social Security number
3. be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. maintain satisfactory academic progress (as defined by the school's policy).
4. sign the certification statement on the Free Application for Federal Student Aid (FAFSA) form stating that:
a. you are not in default on a federal student loan,
b. you do not owe money on a federal student grant, and
c. you will use federal student aid only for educational purposes; and
5. show you're qualified to obtain a college or career school education by:
a. having a high school diploma or a General Education Development (GED) certificate.
b. completing a high school education in a home school setting approved under state law, or
c. enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit." Alternatives
The institution has procedures to evaluate the validity of a student's high school completion if the institution or the Financial Aid officer has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, then the institution has a right to verify.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: you must be one of the following to receive Federal Student Aid: U.S Citizen. U.S National. U.S permanent resident who has an I-151 or I-551 (Alien Registration receipt card)

ARTICULATION

Redondo Beach Beauty College has not entered into an articulation or transfer agreement with any other college or university. The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the National Accrediting Commission of Career Arts & Sciences.

TRANSFER/CREDIT EVALUATION POLICY:

The institution will consider clock hours from other institutions accredited by an agency recognized by the U.S. Department of Education or the National Accrediting Commission of Career Arts & Sciences.

Clock hours will be granted for knowledge and/or skills acquired through experience. Credit will be determined by written and/or practical examinations.
In order for clock hours to be Submit Official Transcript or considered, the student must:

1. Proof of Training
2. Satisfactorily perform practical skills assessment at the required level.

All students who present previous education related to the program must complete the Clock Hours Granting Request form, even if the student does not want the clock hours marking the box refusing clock hours. Coursework from all other institutions, including foreign institutions, require an institution-equivalency report. Previous education relating to the course program taken may be given clock hours upon presenting an official transcript of record. Clock hours will be calculated based on the hours of equivalency. The school does not give clock hours for experiential learning.

A maximum of 50% of the program length may be taken from another accredited institution to be considered for transfer. Request for clock hours granting and approval must be done and completed before commencing the Program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

The transferability of credits you earn at Redondo Beach Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Cosmetology, Manicuring, Esthetician, Barbering, and Advanced Manicuring or Teacher Training programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Redondo Beach Beauty College to determine if your credits, diploma or certificate will transfer.

RE-ENROLLMENT PROCEDURES:

1. A student may re-enroll and repeat a term in which the student has failed or did not complete provided space is available. Redondo Beach Beauty College will make every possible attempt to allow the applicant to repeat the Term. However, the student must first submit a signed and dated letter to the school Director detailing why he/she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination. In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. The school Director will make final approval of readmission, as well as the right to test any student for knowledge/skills assessment prior to consideration for readmission. Readmission to the program depends on space availability.

2. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed (150% of the program's scheduled hours).

REINSTATEMENT OF AID

Students may re-establish satisfactory progress and Title IV aid, as applicable, by at least meeting minimum attendance and academic requirements by the end of the probation period. The student may be required to attend make-up and/or additional hours under a written plan of the school. Moreover, students who re-enter the program within 180 days of withdrawal will be treated as if they have not withdrawn.

If you are seeking admission and will need Federal Student Aid, please see our FAFSA Verification Policy on our consumer disclosure page on our website, www.rbbeautycollege.com.

EDUCATIONAL PROGRAMS

COSMETOLOGY (1000 Hours)
(CIP #12-0401 - DOT # 332.271-010, SOC # 395010)

The curriculum for students enrolled in the Cosmetology program consists of 1000 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. The course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Course Description: Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of day- time and evening makeup to include the

application of individual and strip eyelashes, learn the proper procedure of manicuring including water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

Cosmetology Performance Objectives:

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

COSMETOLOGY CURRICULUM MINIMUM REQUIREMENT **(1000 Total Clock Hours)** **Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include MINIMUM technical and practical instruction in the following areas:**	**Minimum Technical Instructional Hours**	**Minimum Practical Operations Hours**
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	10	
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	50	50
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	50	150
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	50	150
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	50	100

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	20	30
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-on, dip, tips, wraps, and repairs.	60	110
Seeking Employment / On the Job	5	
The Salon Business **Blood Procedure**	5	10
Total Hours Completed in Cosmetology Program: <u>1000</u> hours (total minimum hours required) . Cumulative	400	600

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.
Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Instructional Methods Used:
The curriculum for students enrolled in a cosmetologist course shall consist of one hundreds (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology

GRADING SCALE:
GRADING SCALE:
90 - 100 EXCELLENT. 80 – 89 VERY GOOD. 70 – 79 SATISFACTORY. 69 and BELOW UNSATISFACTORY

REQUIRED TEXTS FOR COSMETOLOGY COURSE:
. Milady's Standard Cosmetology
. Milady's Exam Review

COURSE PROGRAM: Barbering (1,000 clock hours)
(CIP #12.0402 -DOT # 330.371-010, SOC # 39-5011)

The Curriculum for students enrolled in a Barber course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practice operation.

Course Description:
Acquire knowledge of laws and rules regulating California Barbering establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to barbering.

Barbering Performance Objective:

1. Acquire knowledge of laws and rules regulating California Barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair.
3. Acquire knowledge of general theory relative to Barbering including sanitation.
4. Acquire Business management techniques common to cosmetology.

BARBERING CURRICULUM MINIMUM REQUIREMENT **(1000 Total Clock Hours)**		
Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include MINIMUM technical and practical instruction in the following areas:	**Minimum Technical Instructional Hours**	**Minimum Practical Operations Hours**
Board Approved Health & Safety Course (B&P 7389(a): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	20	
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	60	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	20	60
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	100	220
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	80	210
Shaving and Trimming of the Beard: Including instruction	100	100

on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.		
Seeking Employment / and on the Job	10	
The Salon Business	10	
Blood Procedure		10
Total Hours Completed in Barbering Program: <u>1000</u> hours required. Cumulative	400	600

Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 1000-hour requirement for the course.
Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of

GRADING SCALE:
90 - 100 EXCELLENT. 80 – 89 VERY GOOD. 70 – 79 SATISFACTORY. 69 and BELOW UNSATISFACTORY

REQUIRED TEXTS FOR BARBERING COURSE:
. Milady's Standard Barbering
. Milady's Exam Review Barbering

<u>ESTHETICIAN (600 Hours)</u>
(CIP #12-0409 - DOT # 332.271-010, SOC # 39-5094)

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Technical instruction and Practical Training. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Course Description: Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Esthetician services, learn the application of daytime and evening makeup including the application of individual and false strip eyelashes, and learn the proper procedure of plain and electrical facials.

Esthetician Performance Objectives:

Acquire the knowledge of laws and rules regulating California Esthetic establishment 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, and chemistry, and acquire business management techniques common to Esthetics.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours

The Cosmetology Act and the Program's Rules & Regulations	10	
Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	40	
Disinfection and Sanitation (shall include 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 should be emphasized throughout the training period and must be performed before the use of all instruments and equipment.)	10	120
Bacteriology, Anatomy, and Physiology, Skin Analysis and Conditions.	20	
Facials **A**. **Manual** (shall include skin analysis, cleansing, scientific manipulations, packs, and masks. **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 current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) **C. Chemical** (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only 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:** Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post- operative care, CPR/AED, salon and spa skills.	70	140
Preparation Analysis / CPR & AED	15	30
Eyebrow arching and hair removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) A. Tweezers B. Wax and depilatories	15	50
Makeup (shall include skin analysis, complete and corrective makeup, and the Application of false eyelashes).	10	40

Career Development (Seeking employment and the Salon Business) This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax information relating to booth renters, independent contractors, employees, and employers. Fundamentals of business management are taught in salon management and are Incorporated into all the practical classes in theory.	10	
Microdermabrasion Facial		**10**
Blood Procedure		**10**
Cumulative	**200**	**400**

Instructional Methods Used:
The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For 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. Please note that 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an Esthetician.

GRADING SCALE:
90 - 100 EXCELLENT. 80 – 89 VERY GOOD. 70 – 79 SATISFACTORY. 69 and BELOW UNSATISFACTORY

REQUIRED TEXTS FOR ESTHETICIAN COURSE:
. Milady's Standard Esthetician
. Milady's Exam Review

ADVANCED MANICURING COURSE (600 Hours)
(CIP #12-0410 - DOT # 331.674-010, SOC # 39-5093)
The beginning hours of instruction are devoted to freshman training- comprising of the study and practice of the basic areas of each subject in the course. Students will practice on artificial hands and each other. The next phase is the senior floor, comprising of an additional number of hours, where they will practice on clients who pay a reduced rate for services for manicuring, pedicuring, nail wraps and repairs and artificial nail applications. We use lectures, demonstrations, audio visuals, and students. **THE STATE MANDATED HOURS ARE 400 HOURS AND THIS PROGRAM WAS DESIGNED GREATER THAN THE REQUIRED HOURS TO INCLUDED GEL PRODUCTS LEARNING AND PERSONAL DEVELOPMENT.**

Course Description:
Manicuring is a 600-hour course designed to prepare the students to pass a state board exam in order to obtain a manicurist license and to enter the field of manicuring as a nail technician in the salon and spa performing services such as manicuring, pedicuring, artificial nail applications, brush-on and tips, nail wraps. Additionally, it will prepare students how to use instruments like e-files. They will also be prepared to work with podiatrists in
order to understand the nail diseases and disorders. Students will study the theoretical areas of these subjects to be able to make sound judgments when advising clients regarding these services.

Advanced Performance Objectives:
Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry , and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

Technical Subject:	**MINIMUM THEORY HOURS**	**MINIMUM PRACTICAL OPERATION HOURS**
The Cosmetology Act and the program's Rules and Regulations.	10	
Health and Safety/ Hazardous Substances (Shall include the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	30	
Disinfection and Sanitation (Shall include procedures to protect the health and safety to consumer as well to technician. The fifteen required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	30	20
Bacteriology, anatomy, and physiology.	20	
Water and Oil Manicures, including hand and arm massage.	30	30
Complete Pedicure, including foot and ankle massage.	30	30
Application of Artificial nails (A) Acrylic: Liquid and Powder (B) Nail Tips (C) Nail wraps and repairs	20	180
(D) Gel Enhancements (E) Gel Polish (F) Nail Art	20	130
Seeking Employee How federal income tax and social security and Medicare taxes are paid 1. Preparing and filing W-2 Form 2. What should you do with your earning? 3. What is the best time to rent a station? 4. Earnings 5. Recommendations to be successful in business 6. If you are working g at a salon for a while and you feel ready to buy a salon 1. What is a triple net lease?	5	

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Blood Procedure		**10**
Cumulative	200	400

Instructional Methods Used:
The curriculum for students enrolled in a manicurist pedicurist course shall consist of six hundred hours (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 60 hours are devoted to clinical/theory experience which will include all phases of manicuring.

GRADING SCALE:
90 - 100 EXCELLENT. 80 – 89 VERY GOOD. 70 – 79 SATISFACTORY. 69 and BELOW UNSATISFACTORY

REQUIRED TEXTS FOR MANICURING COURSE:
Milady's Standard Nail Technology.

MANICURING (400 Hours)
(CIP #12-0410 - DOT # 331.674-010, SOC # 395093)

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Technical Instruction and Practical Operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. Students who diligently attend class full time can complete the 400 hours California state law requires to apply for a Manicuring license examination in as little as ten weeks.

Course Description: Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.

Manicuring Performance Objectives:
Acquire the knowledge of laws and rules regulating California Cosmetology establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed, and acquire business management techniques common to manicurist.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
The Cosmetology Act and the Program's Rules & Regulations.	10	
Health and Safety/Hazardous Substances (shall include 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, communicable diseases, including HIV/AIDS and Hepatitis B.)	25	
Disinfection and Sanitation (shall include 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 should be emphasized throughout the training period and must be performed before the use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedure detailed in sections 980.1, 980. 2 and 980.3.	20	30
Bacteriology, Anatomy and Physiology, and Nail Analysis and Conditions.	10	
Water and Oil Manicures (including hand and arm massage.)	20	30
Complete Pedicure (including foot and ankle massage.)	20	30
Application of Artificial Nails A. Acrylic: Liquid gel and Powder Brush-on B. Nail Tips C. Nail Wraps and Repairs and Nail Analysis	25	160
8. Seeking Employment/On the job and The Salon Business) Includes professional ethics, etiquette, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, and essential tax responsibilities related to independent contractors, booth renters, employees, and employers. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.	5	
The Salon Business	**5**	
The Blood Procedure		**10**
Cumulative	**140**	**260**

Instructional Methods Used:

The curriculum for students enrolled in a manicurist/pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring.

GRADING SCALE:
90 - 100 EXCELLENT. 80 – 89 VERY GOOD. 70 – 79 SATISFACTORY. 69 and BELOW UNSATISFACTORY

REQUIRED TEXTS FOR THE MANICURE COURSE:
. Milady's Standard Manicure
TEACHER TRAINING (600 Hours)
(CIP #12-0413 - DOT # 075.127-010, SOC#251194)

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up a demonstration.

Course Description: Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines, procedures and tests that will ensure student comprehension and will instill the will to learn in even the most difficult student; development of a course content reflecting a comprehensive, correlated unit of study; development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Teacher Training Performance Objectives:
To help develop the ability to.
1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids, and tests.

SUBJECTS	Theory Hours
The Cosmetology Act and the Program's Rules & Regulations.	20
Preparatory Instruction **A. Instructional techniques:** method of instruction; lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning. **B. Organization techniques**: 4-step teaching method; performance objectives; and learning domains, etc. **C. Lesson planning:** Subject; title; outlines; development; and visual aids, etc. **D. Techniques of evaluation**: purpose of tests; types of tests; test administration; scoring and grading, etc.	60 40 80 30

Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations (shall be conducted under the supervision of a licensed instructor.)	140
Supervising and training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. **A. Organization techniques:** 4-step teaching method: performance objectives; and learning domains, etc. **B. Lesson planning:** Subject; title; outlines; development; and visual aids, etc.	100 50 50
Career Development: Seeking Employment/On the job and The salon Business Includes professional ethics, decorum, effective communication and human relations, sales- man ship, compensation package and payroll deductions, record keeping, client service records and licensing requirements and regulations	*30*

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CUMULATIVE	600

Note: A student enrolled in the Teacher Training course may not engage in the school in a complete Service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

Prerequisite:
A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2-1/2 years of technical experience in the industry.

Instructional Methods Used:

The curriculum for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience, which shall include all phases of being an instructor.

REQUIRED TEXTS FOR TEACHER TRAINING COURSE:
. Milady's Master Educator

PROGRAM LENGTH

Cosmetology (1000 hours, 30-50 weeks)
The curriculum for students enrolled in the Cosmetology program consists of 1000 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. The course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
- Learn the application of daytime and evening makeup to include the application of individual and strip eyelashes.
- Learn the proper procedure of manicuring including water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.
-

Barbering (1000 hours, 30-50 weeks)

- The Curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Practical training shall mean the time it takes to perform a practice operation.

- Learn the procedures, terminology, and proper use of implements in performing all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
- Learn the proper procedure of manicuring and terminology used in performing all barber services.

Esthetician (600 hours, 10-30 weeks)

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all Esthetician services.
- Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
- Learn the application of daytime and evening makeup including the application of individual and false strip eyelashes.
- Learn the proper procedure of plain and electrical facials.

Advanced Manicuring (600 hours, 10-30 weeks)

The curriculum for students enrolled in the Manicuring program consists of 600 clock hours of Technical Instruction and Practical Operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nails.
- Develop the knowledge to recognize various skin conditions and disorders.
- Acquire the knowledge of analyzing the hands and feet, prior to all services to determine

any disorders.
- Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.
- UV Gel and The Creative Touch

Manicuring (400 hours, 5-20 weeks)
The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Technical Instruction and Practical Operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nails.
- Develop the knowledge to recognize various skin conditions and disorders.
- Acquire the knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
- Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.

Teacher Training (600 hours, 10-30 weeks)
The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up a demonstration.

- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures and tests that will ensure student comprehension and will instill the will to learn in even the most difficult student.
- Develop a course content reflecting a comprehensive, correlated unit of study.
- Develop instructional materials that will facilitate set-up and preparation of class.
- Develop supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

SCHOOL'S PHYSICAL FACILITIES AND EQUIPMENT

The school building consists of a clinic area, classroom, office supply room and dispensary, utility, offices, restrooms and lounge.

The clinic area is furnished with equipment necessary for the practical training of cosmetology. All clinic practice is under the supervision of instructors.

Classrooms are equipped for both theory and practical classes. Desk-type chairs, work tables, styling chair, teacher's desk and chair, whiteboards, mannequins, dryers and chairs, shampoo bowls and chairs, facial area, manicure area, visual aids (such as charts, films, library books, and a video recorder) relative to the study of cosmetology.

The School Director's office is for the purpose of interviewing, counseling and business administration.

A lounge is provided for break time and lunch period.

Student arm chairs, demonstration platform, whiteboard, bulletin board, and mannequin bars are provided in the classroom. Each student must purchase a kit, book and mannequin. RBBC

furnishes dresserettes, shampoo bowls, sterilizers, manicuring tables and stools, curling irons, dryers, portable dryers, and other equipment for the benefit of each student. All required supplies, such as towels, shampoo, and other practical materials are furnished by the school.

Educational classroom equipment consists of computer equipped with CD/DVD player, TV, anatomy charts, styling posters, and procedure charts.

The school maintains a comprehensive library of books and periodicals available to students and staff on a check-out basis.

Chairs, tables, microwave oven, toaster, vending machines, and refrigerator are provided in the student lounge.
The address where the instruction will be provided is:

REDONDO BEACH BEAUTY COLLEGE
23800 Hawthorne Blvd # 216
Torrance, CA 90505.
Contact (310) 370-7464
Email: **rbbeautycollege@yahoo.com**

Redondo Beach Beauty College occupies 4,412 square feet of commercial space that can accommodate 150 people at any one time. Our school is on the main boulevard of the city of Torrance, just 3.9 miles from the ocean (Redondo pier), and in walking distance of a Best Buy, gas station, and several restaurants. Public buses stop every fifteen minutes right in front of the school allowing for each access to those who have no alternative modes of transportation. The facility consists of combined lecture/lab rooms, workshop areas; administrative offices, student resource library and student break room. Redondo Beach Beauty College is equipped with modern furniture, fixtures, and latest beauty products to assure students the optimal learning experience. The school is fully compliant with all fire, safety and health regulations.

Redondo Beach Beauty College employs bilingual instructors proficient in either English and Spanish or English and Vietnamese to better serve the majority of the diverse local community

GRADUATION REQUIREMENTS

To receive a Proof of Training course completed from the Redondo Beach Beauty College, you must:

1. Attained the required number of training hours per the enrollment agreement/contract.
2. Complete and receive passing grades in practical and theoretical projects.
3. Pass all written and practical exams with a cumulative average of 70%.
4. Completed the required program hours.
5. Fully settled all financial obligations.

INSTITUTIONAL REFUND POLICY

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

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

   Cancellation of this agreement can occur up to: _____
   Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: REDONDO BEACH BEAUTY COLLEGE, 23800 Hawthorne Blvd. Suite # 200. Torrance, CA 90505. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail and properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received. If the applicant is not accepted by the school, he/she is entitled for a full refund except a non-refundable registration or administration fee.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00 and less any deduction for equipment not returned in good condition within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- If a student does not return or call from the student's leave of absence within 72 hours of the student's expected return, the student shall be considered terminated. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning.
- Unofficial withdrawal is determined if there is no notification made after two consecutive weeks of absence. The date of the student's withdrawal shall be deemed the last date of recorded attendance. Unofficial withdrawals for clock hours students are determined by the school through monitoring clock hours attendance at least every thirty (30) days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge minus non-refundable fees, divided by the number of days in the program) multiplied by the number of days scheduled to attend prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

A registration fee of $100.00 is a non-refundable item. Equipment, books, supplies, uniforms, 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 beyond the fifth class day or the seventh day after enrollment as the cancellation period allowed, the school will refund any money that you paid, less any deduction for the

registration fee and equipment. After more than seven days after the class starts, you may be entitled to a partial refund and received provided the student has not completed 60% or more of instruction in the pay period or period of enrollment. 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. 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. The official withdrawal date is on the student's notification or the school's determination.

If a course is canceled subsequent to a student's enrollment and before instruction in the course or program has begun, the school provides a full refund of all monies paid. If a school cancels a course or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school. If the school closes permanently and ceases to offer instruction after students have enrolled and instructions have begun, the school must make arrangements for students; the school has to provide a pro-rata refund.

REFUND CALCULATION (Based on scheduled hours)

Example 1: The Cosmetology program at Redondo Beach Beauty College has 1000 hours of instructional time, and tuition costs $9,000. The student withdraws from the program after attending 300 hours of instruction of the 450 hours (66%) in 1st period. The school received $2,822.50 from the Pell Grant and a $500 cash payment for a total amount of $3,322.50.

What would be his refund, if any?
First, the cost per hour of instruction is established by dividing the total hours of the program (1000) into the total cost of the program ($9,000.00): $9,000.00 / 1000 = $9.00/hour. Since the student has completed/attempted 300 hours of the 450 hours of instruction in the 1st period, 66% of the 1st period, at the time of withdrawal he will be charged for the full 450 hours, he's obligated to pay $9.00 x 450 = $4,050.00. His refund is calculated in the table below in example 1:

Example 2: The Cosmetology program at RBBC has 1000 hours of instructional time, and tuition costs $9,000. The student withdraws from the program after attending 265 hours of instruction of the 450 hours (59%) in 1st period. The school received $2,822.50 of the Pell grant and $700 cash payment for a total amount of $3,522.50 less Pell grant to be returned since student's hours fell below 60%.

What would be his refund, if any?
First, the cost per hour of instruction is established by dividing the total hours of the program (1000) into the total cost of the program ($9,000.00): $9,000.00 / 1000 = $9.00/hour. Since the student has completed/attempted 265 hours of the 450 hours of instruction in the 1st period, 59% of the 1st period, at the time of withdrawal, **a return to Title IV will be calculated**, and he's obligated to pay $9.00 x 265 = $2,385.00. His refund is calculated as below in example 2:

Example 1		**Example 2**	
Amount paid including Pell	$500.00	Amount student paid in cash	$700.00
Pell after return to Title IV calculation	$2,822.50	Pell after return to Title IV calculation	$1,662.00
Tuition cost incurred (450 x 9.00) = (4,050.00)	(4,050.00)	Tuition cost incurred (265 x 9.00 = (2,385.00)	(2,385.00)
Less: $100 non refundable fee	(100.00)	Less: $100 non refundable fee	(100.00)
Less: Equipment received as of withdrawal date (Kits and Books)	(1,650.00)	Less: Equipment received as of withdrawal date (Kits and Books)	(1,650.00)
Less: STRF	(27.50)	Less: STRF Fee	(27.50)
Student responsible to pay:	**$ 2,405.50**	**Student responsible to pay:**	**$1,800.50**
Refund Due to Student:	**$ 0.00**	**Refund Due to Student:**	**$ 0.00**

The refunds are received by the recipient in a timely manner by a cancelled check.

RETURN OF TITLE IV POLICY

Special note to students receiving Pell 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 receive 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. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation: Completing 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 applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

Redondo Beach Beauty College's refund policy complies with the amended version of 34 CFR Section 668.22 of the Higher Education Amendment of 1998. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, he /she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school's Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. Students who withdraw from all classes prior to completing more than 60% of a payment period or term will have their eligibility for aid recalculated based on the percent of the payment period completed. For example, a student who withdraws completing only 30% of the payment period will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period completed = The number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period. Up through the 60% point in each payment period a prorate schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If a student withdraws after 60% (or more) of the period, he/she is considered to have "earned" all of the federal aid for the period. No repayment is necessary. If a student after enrollment never attended any classes, he/she did not establish eligibility for any funds. All Title IV disbursed must be returned.

Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Parent (PLUS) Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other Title IV Assistance
8. Other Federal Sources of Aid
9. Other State, Private, and Institutional Aid

When a student withdraws from Redondo Beach Beauty College, the withdrawal date used to determine the refund is the date the student began the school's withdrawal process, although the school reserves the right to use the last date of attendance at an academically related activity. The withdrawal date is:

- First, the date the student began the institution's withdrawal process or officially notifies the school of their intent to withdraw or
- Second, the last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or

If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds when applicable. If a student earned more aid than was disbursed to him/her, the school would owe the student a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the school determines that the student withdrew. The following rules apply when completing a return calculation for a student:

1. The school will return any unearned Title IV funds within 45 days of the date the school determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.

2. The school will disburse any Title IV funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The student is obligated to return any Title IV overpayment in the same order mentioned above. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier the date the school sends the student notice of the overpayment or the date the school was required to notify the student of the overpayment. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

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.

Student Tuition Recovery Fund (STRF): 5, CCR § 76215(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 Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 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.

ENGLISH LANGUAGE PROFICIENCY

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

EMPLOYMENT ASSISTANCE SERVICES/GUARANTEE DISCLAIMER

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available

EMPLOYMENT PLACEMENT SERVICES

The school provides its graduates with employment assistance with an attempt to place everyone but cannot guarantee employment.

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the follow-up process begins. Students are encouraged to return for placement assistance by reviewing the listing of salon seeking employees and the requirements, salary, and other pertinent information as well.

We assist our students in:

1. Exploring a full range of career and work possibilities that match their career goals
2. Preparing job-search competencies and tools to present themselves effectively as candidates for employment such as job search skills, resume writing, interview techniques and career portfolios.
3. Obtaining information on employment opportunities and prospective employers.
4. Connecting with employers through campus interviews, job listings, referrals, networking, publications, and information technology

BUSINESS HOURS

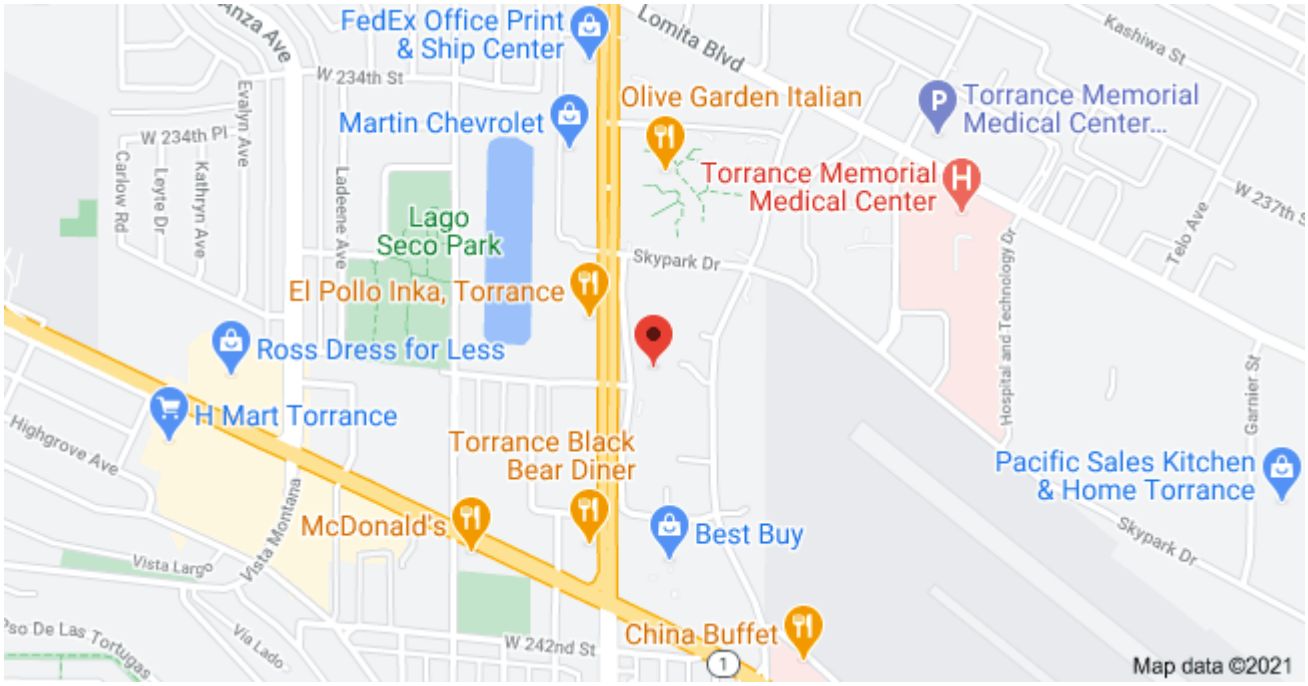
Hours of Instruction: Monday – Friday from 9:00 am – 5:30 pm

Office Hours: Monday – Friday from 9:00 am – 4:30 pm

CALENDAR/HOLIDAYS

Redondo Beach Beauty College is closed on Saturday and Sunday and on the following holidays: Memorial Day, Labor Day, Martin Luther King, President's day, Fourth of July day, and the of Thanksgiving Day, and days between Christmas and New Year. A "special" holiday may be declared for emergencies. Holidays of all religious beliefs are respected and allowed. The school reserves the right to change days of holidays with prior notice.

Orientation classes for day students are held every Monday morning between 9:00 a.m. to 10:00 a.m. Evening student orientation is held between 2:00 p.m. to 3:00 p.m. All new students, transfers, and re-enrollment students are required to attend an orientation prior to beginning the class. Alternatively, the school can conduct the orientation immediately after enrollment, as needed.



NON-DISCRIMINATORY POLICY

Redondo Beach Beauty College does not discriminate on the basis of race, color, religion, national or ethic origin, ancestry, sex, age, medical condition, mental and physical disabilities, marital status, and sexual orientation, in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment in the school's programs and activities.

HANDICAPPED STUDENTS

This school offers programs for handicapped students depending on their physical ability of the handicapped student. RBBC does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, other students, or employees.

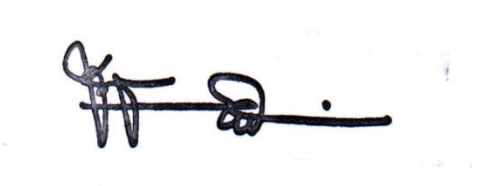
WELCOME NOTICE TO SCHOOL OWNER

Redondo Beach Beauty College. We've been training young people in the exciting field of cosmetology since 1992 and it is a special pleasure to have you join here. You are entering a field that will provide you an opportunity for building a successful career in the beauty industry.

At Redondo Beach Beauty College, we offer you the classroom instruction and practical training to pass the State Board of Barbering and Cosmetology examination. At the school you'll learn how to be a successful beautician and a salon operator and pick up the fundamentals of business management. This requires hard work, dedication, and desire to succeed on your part. The degree of your success will depend on the effort you're willing to apply during the course of your training.

We'd like to invite all prospective students interested in the beauty and related arts career to visit the school. We're conveniently located on a main thoroughfare in Redondo Beach. Come in and see our student facilities, meet with the teaching staff, and consider the many advantages that our school has to offer. We'll be pleased to answer all of your questions.

Sincerely,



Vijay Fadia

President/Owner

STUDENT RECORDS MANAGEMENT AND RETENTION

Redondo Beach Beauty College shall describe how records will be organized and maintained, the types of documents contained in student files, how the records are stored, and whether academic and financial records are maintained in separate files. The description shall include a statement of the institution's procedures for the security and safekeeping of records.

The institution shall maintain a file for each student who enrolls in the institution, whether or not the student completes the educational service.

The file shall contain all of the following pertinent student records:
1. Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to the institution or the institution's award of Credit or acceptance of transfer credits, including the following:
   A. Verification of high school completion or equivalency or other documentation establishing the Student's ability to do college-level work, such as successful completion of an ability-to-benefit Test;
   B. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
   C. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes; and
   D. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit.
2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation;
5. A transcript showing all of the following:
   A. The courses or other educational programs that were completed or were attempted but not completed, and the dates of completion or withdrawal;
   B. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
   C. Credit for courses earned at other institutions;
   D. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
   E. The name, address, website address, and telephone number of the institution.
7. A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency;
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
10. Copies of any official advisory notices or warnings regarding the student's progress; and
11. Complaints received from the student.

The institution maintains records for each student, whether or not the student completes the educational service, for a period of not less than six (6) years at 23800 Hawthorne Blvd # 216. Torrance, CA 90505. The institutional record definitively includes transcripts that are preserved permanently, safeguarding the integrity of academic accomplishments.

Redondo Beach Beauty College stores student records on a computer, making records accessible through electronic retrieval. These records are in an electronic format that is readily available and open to inspection by the Bureau upon request.

Printed copies of student records, historical and contemporary, are readily available as well. All hard-copy records are maintained in storage cabinets.
The institution also maintains complete and accurate records of all the educational programs offered and the curriculum for each, and information of all previous and current faculty and staff files. The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized to inspect and copy records.

The School Director conducts a quarterly review to ensure that records management and retention are being properly handled.

STUDENT RECORD:
. All personal records and files are kept in the director's office or in student records office. All records are kept confidential and under lock and key, and accessible only to the administrative staff.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY
Students shall have access to his/her files at all times upon written request and under the direct supervision of a school official.

Release of Information to Regulatory Agencies or another third-party request
Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies. NACCAS reserves the right to inspect student records for any accreditation purposes. The institute requires written consent from the student for the release of records in response to each third-party request unless otherwise required by the law.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution.)
The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to: 1. Review their education records, 2. Seek to amend inaccurate information in their records, and 3. Provide consent for the disclosure of their records.

FERPA Disclosures to Parents
The school requires student to sign authorization form in order to release students' academic, attendance, enrollment status, financial aid and/or any other information to parents. While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

All other persons needing access to these records and files must have a written release on a previously signed waiver from the student.

. **SCHOLARSHIP AND FEE WAIVERS**
Redondo Beach Beauty College may offer scholarships and Fee waivers. Check with the Admissions Director for any scholarships or Fee waivers currently available. **THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES WILL NOT AFFECT ATTENDING STUDENTS**.

HOUSING

The institution does not have dormitories or provide housing assistance to students. Rental housing near the school is available for around $1,700 to $2,300 per month for a one-bedroom unit, according to **https://www.apartments.com**.

EXTRA – INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period and grace period allotted, additional training will be billed at the rate of $15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

APPROVAL DISCLOSURE STATEMENT

Redondo Beach Beauty College is a private institution approved to operate in California by the Bureau for Private Postsecondary Education (BPPE). The Board of Barbering and Cosmetology and NACCAS 'The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of Cosmetology Arts and Sciences and Massage therapy, including those offered via Distance Education'

The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions; it does not imply any endorsement or recommendation by the State or the Bureau. The BPPE, BBC, and NACCAS have approved the following programs:

– Cosmetology:	1000	Clock Hours	- Advanced Manicuring:	600	Clock Hours
_ Barbering:	1000	Clock Hours	- Manicuring:	400	Clock Hours
– Esthetician:	600	Clock Hours	–Teacher Training:	600	Clock Hours

The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to higher management.

Unresolved complaints may be directed to:

Bureau for Private and Postsecondary Education
1747 North Market Blvd, Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 Fax: (916) 263-1897
Email: www.bppe@dca.gov

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281
Website: www.Barbercosmo.ca.gov

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
Tel (703) 600-7600
Website: www.naccas.org

CLASS SCHEDULES

Day and evening classes for Cosmetology, Manicuring, Esthetician, Barbering, Advanced Manicuring, and Teacher Training courses start weekly, every Monday. **Flexible schedules** are available for full-time, part-time, and evening classes. Your schedule will be determined based on the specific program you choose.

ATTENDANCE POLICY

The student is expected to attend every meeting of all classes. Disregard of this policy may result in dismissal from the program according to the following policy:

School officially begins at 9:00 a.m. & closes at 5:30 p.m. Monday – Friday.
Class hours are from Monday - Friday for those who qualify and meet the course requirement.

Full -Time:	9:00a.m. – 3:30p.m……...1:00p.m. – 7:30p.m.
Part-Time	9:00a.m. – 1:00p.m……..3:30p.m. – 7:30p.m.

Students enrolled in the part-time program of 20 hours per week are required to meet their weekly requirement and no less. Part-time students must also attend lecture classes.

TARDY POLICY

1. All students are required to be in a lecture class. The morning or evening lecture is daily from Monday – Friday, and the practical class is also. Students arriving late after the 9:05 AM roll call will be subject to credit reduction in the theory lecture, and the practical class begins at 10:30 a.m.

2. Any student arriving after 9:05 a.m. cannot clock in until 10:00 a.m. No exceptions.

3. Friday attendance is a must and is required for students to attend school. **Excluded are students who, upon enrollment, have a written excuse agreement according to the terms and conditions of the contract**. Failure to attend school on Friday will be subject to a written warning. After three warnings, the student is subject to a three-day suspension.

4. All theory and/or practical training absences must be made up. Instructors will issue advisories for theory/clinical absences and tardies. The student is responsible for keeping records of his/her clinical and theory absences and/or tardies. Objectives missed because of absences will have to be met before the student progresses to the next term. Arrangements have to be made with the instructor and approved by the Program Director.

5. Absences and tardiness will be evaluated on a student-by-student basis as to whether the student will be retained or dismissed from the program.

6. Unexcused absences: 5 consecutive days within a week will be put on attendance probation and for student absent 10 consecutive days within 2 weeks on the 15th day will be automatically withdrawn. If withdrawn and you wish to re-enroll, you will be subject to any price changes that have occurred.

7. Excused Absences: In order to avoid an absence counting against you in terms of the completion time limit, you must have one of the following excuses: A doctor's statement, family weddings, and funerals with proof.

8. Contagious illnesses, the demise of a family member, and other unforeseen Circumstances causing absences will be taken into consideration for student retention

MAKE-UP WORK

Students requiring to make-up projects, quotes or tests must do before the end of their unit. Failure to comply will result in receiving an unsatisfactory grade (69%) for that assignment. All absences for theory and/or practical training must be made-up.

STANDARDS FOR STUDENT CONDUCT

(California Code of Regulations, Title 5, Article 2, Section 41301)

Redondo Beach Beauty College is committed to maintaining a safe and healthy working and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate sanctions.

STUDENT RESPONSIBILITIES

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and school life.

TERMINATION/DISMISSAL POLICY BY INSTITUTION

1. Dismissal may be initiated if a student fails to meet the terms of any warning and/or probation, i.e., academic, attendance.
2. Displays inappropriate behavior.
3. An instructor may recommend dismissal at any time that he or she feels that student problem or situation has seriously jeopardized a client, violated a safety principle, or interfered with the welfare of the school or clinical site.
4. If a student commits a serious infraction during practical training, the instructor will remove a client from the training area. Any student action that places a client in danger is grounds for immediate dismissal.
5. When an infraction occurs on campus the student will be sent to the Program Director's office for evaluation and advisement.

UNACCEPTABLE STUDENT BEHAVIORS/RULES AND REGULATIONS

Following unacceptable behaviors are subject to disciplinary sanctions:

1. Dishonesty, including:
    a) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
    b) Furnishing false information to a school official, faculty member, or campus office;
    c) Forgery, alteration, or misuse of a school document, key, or identification instrument;
    d) Misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of school property
3. Willful, material and substantial disruption or obstruction of a school-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the school, or infringes on the rights of members of the school community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus school-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a school-related activity, or directed toward a member of the school community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or

sexual misconduct.

8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation
   while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section."
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
11. Theft of property or services from the school community, or misappropriation of school resources.
12. Unauthorized destruction, or damage to school property or other property in the school community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives,
   other weapons, or dangerous chemicals on campus or at a school-related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
    a) Unauthorized entry into a file for any purpose;
    b) Unauthorized transfer of a file;
    c) Use of another's identification or password;
    d) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community
    e) Use of computing facilities and resources to send obscene or intimidating and abusive messages;
    f) Use computing facilities and resources to interfere with normal school operations;
    g) Use of computing facilities and resources in violation of copyright laws.
    h) Violation of a campus computer use policy.
16. Violation of any published school policy, rule, regulation or presidential order.
17. Failure to comply with directions of, or interference with, any school official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations.
19. Violation of the Student Conduct Procedures, including:
    a) Falsification, distortion, or misrepresentation of information related to a student disciplinary matter;
    b) Disruption or interference with the orderly progress of a student disciplinary proceeding;
    c) Initiation of a student disciplinary proceeding in bad faith;
    d) Attempting to discourage another from participating in the student disciplinary matter;
    e) Attempting to influence the impartiality of any participant in a student disciplinary matter;
    f) Verbal or physical harassment or intimidation of any participant in a student disciplinary matter;
    g) Failure to comply with the sanction(s) imposed under a student disciplinary proceeding.

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline. Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

MINOR STANDARD VIOLATIONS

Minor violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

Any time during the student's program the violation of a minor standard may result in disciplinary actions, and repeated violations may result in suspension from the school or termination.

MINOR STANDARD SUSPENSION

Students who are suspended by the Director of Education have up to 3 days to provide the Director documentation that the stipulations have been met. Once the Director of Education has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended. If a student on suspension fails to respond in 3 days, the student is automatically terminated.

MAJOR STANDARD VIOLATIONS

Major standards include using controlled substances/alcohol, defacing or destroying property, possession of concealed weapons, stealing, and falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and/or federal laws. At anytime during a student's program, the violation of a major standard will result in termination.

DRESS CODE POLICY

1. Must wear all black daily.
2. Slack or Capri's
3. Dresses or skirts allowed must be knee length or longer
4. Shirt must cover the armpit and hang over the shoulder
5. No print on clothing is acceptable
6. Clothing must be professional clean, and free of stains and hole
7. Shoe should be worn at all times and must be closed toe
8. Hair must be clean and style PRIOR to arriving at school
9. Cloths must be appropriate and cover ENTIRE torso at all times.

The following is a list of unacceptable dress. It should not be construed as an exhaustive list ultimately dress will be subject to the approval of school

1. Foot thongs or beach sandals
2. Tank or sleeveless tops
3. Sweatpants and shirts
4. Print T-shirt
5. Short skirts that fall more than 2 above the knee
6. Shorts spandex or biking shorts

Students who fail to comply with this school dress code will be asked to leave and return with appropriate attire.

ACADEMIC HONOR CODE

CHEATING

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

15. The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor and/or lab administrator. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
16. Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
17. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one's self.
18. Altering grades, class work, and resubmitting that work for reconsideration.
19. Engaging in any kind of unauthorized assistance or communication with another person during an exam.
20. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work

FALSIFICATION/FABRICATION

Any act of inventing or altering information in order to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

1. Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
2. Falsifying signatures on required forms or other academic records.
3. Using another person's identification, falsifying one's identification, or representing one's self as another person. Changing official academic records or documents without proper authorization.

Student will receive a failing grade on the examination or the course for failing to comply with the academic code.

FACULTY AND ADMINISTRATION

- Vijay Fadia
  President/Owner

  Christy Magles
  Chief Financial Officer

  George Dayrit
  Financial Aid Director

- Vy Cong Pham
  School Director
  Head Instructor
  Teaching Credential License # 12056364
  Cosmetology License # KK 326605
  Cosmetology Program Instructor

- Linda Lamb
  Cosmetologist License # KB 39550
  Barber License # B 100571
  Cosmetology Program Instructor
  Manicuring Program Instructor
  Esthetician Program Instructor
  Barber Program Instructor

- Thi Lan Phuong Nguyen
  Esthetician License # Z 143288
  Manicurist License # M351177
  Esthetician Program Instructor
  Manicuring Program Instructor

- Phu Cong Pham
  Cosmetology License # KK 472676
  Cosmetology Program Instructor
  Clinic Service

- Cu Van Le
  Manicurist License # M62164
  Manicuring Program Instructor

- Gonzalez, Cindy Elizabeth
  Esthetician License # 148875
  Esthetician Program Assistance Instructor

SCHEDULE OF CHARGES

** The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program**

	COSMETOLOGY	BARBERING	ADVANCED MANICURING	ESTHETICIAN	MANICURING	TEACHER TRAINING
Tuition (a)	$10,000.00	$9,000.00	$3,600.00	$6,000.00	$1,600.00	$4,800.00
Registration fee* (c)	100.00	100.00	100.00	100.00	100.00	100.00
STRF*	0.00	0.00	0.00	0.00	0.00	0.00
Books and Supplies* (b)	1,750.00	1,300.00	1,200.00	1,600.00	700.00	600.00
Uniforms* (d)	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges	**$11,850.00**	**$10,400.00**	**$4,900.00**	**$7,700.00**	**$2,400.00**	**$5,500.00**

*Non-refundable

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF THE 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.

PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date plus the grace period alloted at the rate of $15.00 per hour, payable in advance until graduation. The school may charge a $20.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of $100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $100.00. The tuition rates current at the time of re -entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Results of the Satisfactory Academic Progress evaluation are provided to students and require a signature of receipt. The results are posted in the student's file and may be accessed upon request. *All evaluations will be completed within seven (7) school business days following each established evaluation period*

EVALUATION PERIODS
Students are evaluated for Satisfactory Academic Progress on Actual hours as follows:

Cosmetology 1000 clock hours		**Full Time**	**Part Time**
		(30 hours per week)	**(20 hours per week)**
1st Evaluation Period end	450 Clock (actual) hours. and	15 weeks.	(23 weeks for part-time)
2nd Evaluation Period end	900 Clock (actual) hours. and	30 weeks.	(45 weeks for part-time)

Barbering 1000 clock hours		**Full Time**	**Part Time**
		(30 hours per week)	**(20 hours per week)**
1st Evaluation Period end	450 Clock (actual) hours. and	15 weeks.	(23 weeks for part-time)
2nd Evaluation Period end	900 Clock (actual) hours. and	30 weeks.	(45 weeks for part-time)

Esthetician 600 clock hours		**Full Time**	**Part Time**
		(30 hours per week)	**(20 hours per week)**
1st Evaluation Period end	300 Clock (actual) hours. and	10 weeks.	(15 weeks for part-time)
2nd Evaluation Period end	600 Clock (actual) hours. and	20 weeks.	(30 weeks for part-time)

Advanced Manicuring 600 clock hours		**Full Time**	**Part Time**
		(30 hours per week)	**(20 hours per week)**
1st Evaluation Period end	300 Clock (actual) hours. and	10 weeks.	(15 weeks for part-time)
2nd Evaluation Period end	600 Clock (actual) hours. and	20 weeks.	(30 weeks for part-time

Teacher Training 600 clock hours		**Full Time**	**Part Time**
		(30 hours per week)	**(20 hours per week)**
1st Evaluation Period end	300 Clock (actual) hours. and	10 weeks.	(15 weeks for part-time)
2nd Evaluation Period end	600 Clock (actual) hours. and	20 weeks.	(30 weeks for part-time

Manicuring 400 clock hours		**Full Time**	**Part Time**
		(40 hours per week)	**(20 hours per week)**
1st Evaluation Period end	200 Clock (actual) hours. and	5 weeks.	(10 weeks for part-time)
2nd Evaluation Period end	400 Clock (actual) hours. and	10 weeks.	(20 weeks for part-time)

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint in the course. The academic year of all programs is 900 hours.

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

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks	1500
Cosmetology (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Barbering (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks	1500
Barbering (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Esthetician (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Esthetician (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Advanced Manicuring (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Advanced Manicuring (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Teacher Training (Full time, 34hrs/wk) – 600 Hours	30 Weeks	900
Teacher Training (Full time, 20hrs/wk) – 600 Hours	45 Weeks	900
Manicuring (Full time, 40 hrs/wk) - 400 Hours	15 Weeks	600
Manicuring (Part time, 20 hrs/wk) – 400 Hours	30 Weeks	600

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame will convert **to a cash-pay basic**.

ACADEMIC PROGRESS EVALUATIONS (QUALITATIVE)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written and practical grade average of 70%. Students must make up for failed or missed tests and incomplete assignments.

GRADING SYSTEM:
Each program consists of both a theoretical and hands-on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical operations completed by the student are recorded on the back of the student's timecard. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy, assigning them an absolute grade of "yes" or "no." The total number of "yes" answers is divided by the number of questions on the grading criteria, which gives the final grade for the operation evaluated. The cumulative score of both academic exams and practical evaluations make up a student's overall GPA. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

ACADEMIC GRADING

100%-90% A….Excellent
89%-80% B….. Very Good
79%-70% C….. Satisfactory.
69%- Below….. Failing and Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining

Satisfactory Academic Progress may have their Title IV HEA program Funding interrupted, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in a status of probation. The institution will notify the student in writing of the evaluation, if the evaluation impacts the student's eligibility for financial aid.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period is placed on probation and considered to be making satisfactory academic progress, while during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the 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 to be 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 deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS OR LEAVE OF ABSENCE.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return with the same satisfactory academic progress status as at the time of withdrawal.

TRANSFER 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. In the case transfer hours are accepted, SAP evaluation periods are based on actual contracted hours at the school.

APPEAL PROCEDURE
If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.
If the student's appeal is granted, the School may disburse Title IV funds for one payment period and by the next payment period, the student is expected to:

- Be making SAP; or
- Be successfully following an academic plan designed to ensure student will be able to meet SAP by a specific point in time

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the Complaint to the school's accrediting agency, if applicable.

The student's participation in the complaints procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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 website **www.bppe.ca.gov**. Students may also pursue any resolved complaints with, The National Accrediting Commission of Career Arts & Sciences. 3015 Colvin Street. Alexandria, VA 22344 Tel. (703)600-7600. Complaint forms *are available through* ***www.NACCAS.org*** *Students are required to try to resolve problems through the institution's* complaint procedure prior to filing a complaint with NACCAS. (At present, the institution has an accreditation with NACCAS.) If the student is not satisfied with the decision, the student is referred to the:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market. Suite 225
Sacramento, CA 95834
Phone :(916)574-8900
Email: **bppe@dca.ca.gov**

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281
Website: Barbercosmo.ca.gov

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
Tel (703) 600-7600
Website: **www.naccas.org**

APPEAL POLICY AND PROCEDURE FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 15 days of the negative determination. Please see SAP policy for more detailed information.

_____Financial Aid Package _____SAP Determination _____Extra Instructional Charges

_____Other:

Attention Campus Director:
I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

_____

_____

_____

_____

_____

_____

_____

Supporting Documentation Attached: _____YES _____NO

_____ _____

Student Signature Parent or Guardian (If applicable)

OFFICE USE ONLY _____APPEAL _____APPEAL DENIED
EXPLANATION OF DECISION:
REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

_____ _____

School Director Date

LEAVE OF ABSENCE POLICY

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
   a. A student must follow the institution's policy in requesting an LOA.
   b. A student must apply in advance for an LOA 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 the institute, the student would not have been able to request the LOA in advance.
   c. The LOA may be granted for the following reasons:
      - Health concerns
      - Family emergency
      - Pregnancy
      - Financial struggle
   d. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the 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 school to be the first date the student was unable to attend school because of the accident.
2. Leave of Absence Request Process:
   a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence form from the School Director.
   b. The Request for Leave of Absence form must be submitted to the School Director prior to the Leave of Absence start date.
      i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
      ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.

          Examples: court documentation for criminal proceeding in which the student is court ordered to attend; military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.

1. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date.
2. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
3. The school reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
4. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
5. All LOA requests are subject to approval by the Program Director. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
6. The school shall not assess the student any additional institutional charges as a result of a requested LOA.
7. The school shall grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
8. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

9. The school shall extend the student's maximum time frame and the contract enrollment period by the same number of calendar days taken in the LOA. Changes to the enrollment agreement will be initialed by all parties and shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the school.
10. Student will withdraw if the student takes an unapproved LOA. In the event that the student does not return or call from his/her leave of absence within three days of his/her expected return, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

COSMETOLOGY PROFESSION

Hairdressers, hairstylists, and cosmetologists offer a wide range of beauty services, such as shampooing, cutting, coloring, and styling of hair. They may advise clients on how to care for their hair at home. In addition, cosmetologists may be trained to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces.

A number of workers offer specialized services. Manicurists and pedicurists, called nail technicians in some States, work exclusively on nails and provide manicures, pedicures, polishing, and nail extensions to clients. Another group of specialists is skin care specialists, or estheticians, who cleanse and beautify the skin by giving facials, full-body treatments, and head and neck massages, as well as apply makeup. They also may remove hair through waxing or, if properly trained, with laser treatments. Finally, in larger salons, shampooers specialize in shampooing and conditioning hair.

In addition to working with clients, personal appearance workers may keep records of hair color or skin care regimens used by their regular clients. A growing number actively sell, hair, skin, and nail care products. Barbers, cosmetologists, and other personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

WORK ENVIRONMENT

Many full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. Many workers, especially those who are self-employed, determine their own schedules. In 2008, about 29 percent of barbers, hairstylists and cosmetologists worked part time, and 14 percent had variable schedules.

Barbers, cosmetologists, and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Most work in a salon or barbershop, although some may work in a spa, hotel, or resort. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves, or aprons, may be worn.

QUALIFICATIONS

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They also must keep a neat personal appearance and a clean work area. Interpersonal skills, image, and attitude play an important role in career success. As client retention and retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

ADVANCEMENT

Advancement usually takes the form of higher earnings, as barbers and cosmetologists gain experience and builds a steady clientele. Some barbers and cosmetologists manage salons, lease booth space in salons, or open their own salons after several years of experience. Others teach in barber or cosmetology schools or provide training through vocational schools. Still others advance to other related occupations, such as sales representatives for companies that sell salon-related products, image or fashion consultants, or examiners for State licensing boards.

EMPLOYMENT

Barbers, cosmetologists, and other personal appearance workers held about 821,900 jobs in 2008. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicurists 76,000, skin care specialists 38,800, and shampooers 22,900.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States.

About 44 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner.

In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

JOB OUTLOOK

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Overall employment of barbers, hairstylists, and cosmetologists is projected to grow 7 percent from 2023 to 2033, faster than the average for all occupations.

About 89,100 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from replacing workers who transfer to different occupations or exiting the labor force, such as to retire. This info is based on **https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm**

Employment trends are expected to vary among the different occupational specialties. The employment of hairdressers, hairstylists, and cosmetologists will increase by about 20 percent, while the number of barbers will increase by 12 percent. This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists. Employment of shampooers will grow by 15 percent, as many cosmetologists and barbers are able to perform shampooing services, as well.

Continued growth in the number of full-service spas and nail salons will also generate numerous job openings for manicurists, pedicurists, and skin-care specialists. Estheticians and other skin-care specialties will see large gains in employment and are expected to grow almost 38 percent, primarily due to the popularity of skin treatments for relaxation and medical well-being. Manicurists and pedicurists, meanwhile will grow by 19 percent.

EARNINGS: Please see Performance Fact Sheet for the most updated information.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a cosmetologist, barber, esthetician or manicurist must first complete the state-required curriculum at an approved school and then pass the state licensing exam with an overall average of 75%.

We assist our graduates find entry-level positions in the beauty industry, although we do not guarantee employment.

BACKGROUND CHECKS

The application for examination by the Board of Barbering and Cosmetology requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, or of any state or local jurisdiction, or of any foreign country to determine a student's eligibility to obtain a beautician's license. Individuals who have been convicted of a crime can still apply to take the examination but the Board will request documents relating to the conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any criminal conviction will prevent the person from obtaining the required State Board license. For more information about state licensure requirements, an individual should contact the Board as follows:

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281
www.barbercosmo.ca.gov

STUDENT ADVISEMENT POLICY

The school maintains an "open door" policy for the welfare of the student. Positive and corrective issues are encouraged to be discussed during the advisement meeting whether requested by the student, instructor, or administrator. All advisement forms are required to be signed by both the student and the school. During Evaluation, students are given the opportunity to make comments on their evaluation form. All information will be kept confidential. Advisement is done at least every six weeks or as needed

Students are counseled individually, as often as necessary to review the student's progress and adjustment. Students may request additional counseling sessions at any time. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when required.

The School does not maintain professional counselors at the schools on a regular basis but recommend students to seek professional help off campus; however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where the student may receive additional assistance. The staff is always willing to listen to a student at any time and provide available information But cannot provide professional on-going or long-term counseling for those students needing that type of help, however, Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the school.

STUDENT SERVICES

Redondo Beach Beauty College is committed to providing a "whole person" education. Classroom learning is supplemented by students' personal growth and development achieved through activities and programs.

Faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually. RBBC provides a comprehensive program of student services. All activities and programs are designed to help students have positive and rewarding personal growth experiences while at RBBC

The following areas are included in Student Services:

Advising Services - where students obtain help with educational, career, and personal concerns from Academic Adviser.

Tutoring Services – help students struggling in their subjects and for those who know that their study skills are weak and have trouble in particular courses.

Career & Employment Services – provide a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals.

Campus Learning Assistance Services - help students increase their mastery of course material through course-specific tutoring and academic skills development. This provides small group tutoring and workshops on note-taking, time management, reading, exam preparation, memory and concentration, and other study skills to assist students in developing their academic skills.

State Board Exam Preparation **–** prepares the student for the state licensure exam by systematically strengthening their knowledge base throughout their education to increase pass scores on their state board exam and also to lower program attrition rates by early identification of student at risk.

THE SCHOOL LIBRARY

The school's library supports the audio-visual and computer-based education and training programs offered by the school. It houses books, journals, newspapers, online reference resources, CD-ROMS, videotapes, and computer workstations for online access and research.

It supplies various innovative materials and services necessary to support instructional programs.

Students can use the variety of materials it offers for research, projects, assignments, homework, review, remediation, and other enrichment activities.

The assigned custodian/librarian shall be advised to monitor the logbook for sign-in and sign-out of students using this facility.

Service Hours:

Monday-Friday 9 am-5:30 pm

Regulations:

1. Leave your school ID and bag before entry.
2. Users must not make noises disturbing those studying/reading.
3. Users should only talk as necessary to conduct business inside.
4. Users should set their cell phone to silent mode and not use it while inside.
5. Eating and bringing food and beverages are not allowed inside.
6. Users must treat furniture, equipment, books, and other property carefully.
7. Users must not damage, mark or deface library materials. They must not dog-ear pages or use paper clips or post-its in books.

Borrowing Policy:

1. Items may be renewed one time for the same length of time as the original check out unless another student has placed a hold on it.
2. Each student is limited to checking out two items only.
3. The circulation period for each item is only three days.
4. Any item(s) kept after three days is considered overdue. Borrowing privileges are suspended after the second overdue notice.
5. Overdue Fines: 10 cents per day per item; the maximum fine per item is $10.00
6. Whenever fines accumulate to $10.00 or more, borrowing privileges are suspended.
7. Library patrons are expected to return library materials in as good of condition as when borrowed. Each student will be responsible for materials checked out, including fines for late returns, lost items, and items damaged beyond repair.
8. For lost and damaged items, the replacement cost will be charged. A lost or damaged item may be replaced with an exact, new copy of the item.
10. All videos are for classroom use only

State Financial Aid Programs:

Redondo Beach Beauty College is proud to offer exceptional education; however, it is important to note that we do not participate in the State of California financial aid programs. This means that students at our institution are not eligible for state funding options, such as the Cal Grant Program administered by the California Student Aid Commission (CSAC).

For those considering their financial aid options, we encourage you to explore the California Student Aid Commission website at www.csac.ca.gov. There, you can find comprehensive information about eligibility and discover other participating institutions that may align with your financial aid needs. Your education is important, and exploring all options can help pave the way to your success.

FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA)

Redondo Beach Beauty College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
8. The school should always seek a written consent from the student before disseminating educational records to third parties.

FERPA gives parents or guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

  School officials with legitimate educational interest;
  Other schools to which a student is transferring;
  Specified officials for audit or evaluation purposes;
  Appropriate parties in connection with financial aid to a student;
  Organizations conducting certain studies for or on behalf of the school;
  Accrediting organizations;
  To comply with a judicial order or lawfully issued subpoena;
  Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department Compliance Office
600 Independence Avenue, SW
Washington, DC 202-4605

DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS (DFSCR)

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees**.**

RBBC is in compliance with these regulations. The school adopts and implements a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. The school has program that complies with the regulations such as:
A. Annually notifying each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of available treatment programs.
B. Developing a sound method for distributing annual notification information to every student and staff member each year.
C. Conducting a biennial review on the effectiveness of its AOD programs and the consistency of sanction enforcement.
D. Maintaining its biennial review material on file.

RBBS's DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risks associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-Free Workplace and Drug-Free Schools and Campuses Act.

It is a goal of the school to provide a safe, productive, and healthy environment in which all members of the school community can learn, work, and grow from a wealth of different school experiences. The school is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with AODs

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects school's commitment to provide an environment of excellence in teaching, research and learning. As members of the school community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

The school's comprehensive approach to addressing substance abuse emphasizes:
A. Taking effective steps to create and maintain a drug-free workplace and educational environment
for students, faculty, and staff.
B. Providing continual prevention, education, and counseling services along with referrals to off-campus treatment facilities as appropriate.
C. Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling, and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

School's policy on alcohol and other drug use respects all legal requirements including, but not limited to:

A. Federal and California controlled substance laws, as well as other administrative regulations
concerning alcohol and other drugs.

B. The Drug–Free Workplace Act of 1988 sets forth special requirements for employees on federal
contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to the funding agency within ten calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.

C. California Drug Free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in the Controlled Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.

D. Federal and California controlled substance laws, as well as other administrative regulations
concerning alcohol and other drugs.

CAMPUS SECURITY/CLERY ACT POLICY

In compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, information pertaining to specific crime categories at RBBC is being reported and made known to students and employees that will include:

1. Murder/Non-negligent homicide
2. Negligent Manslaughter
3. Forcible Sex/Non-forcible Sex Offenses
4. Robbery
5. Burglary
6. Motor vehicle theft
7. Aggravated assault
8. Arson
9. Hate crime
10. Liquor law violations
11. Drug law violations
12. Illegal weapons possessions

The school shall publish and distribute an annual campus security report to current and prospective students and employees disclosing crime statistics and shall make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.

The school shall maintain a public log of all crimes reported to them, or those of which they are made aware that contains the nature, date, time and general location of each crime and disposition of the complaint.

REDONDO BEACH BEAUTY COLLEGE
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Torrance, CA 90505
Phone: (310) 370-7464 Fax: (310) 791-0135
rbbeautycollege@yahoo.com
www.rbbeautycollege.com

Waiver of Liability Agreement

Parties Involved:

- **School: REDONDO BEACH BEAUTY COLLEGE**
- **Student Name**: _____

Description of Activities:

- This waiver pertains to participation in using school products such as furniture, facial beds, hair stations, nail tables, and chairs.

Acknowledgment of Risks:

- The undersigned acknowledges that participation in the above activities may involve risks, including but not limited to school products, furniture, physical injury, and accidents. The undersigned voluntarily assumes all such risks.

Release of Liability:

- In consideration of being allowed to participate in the activities, the undersigned at this moment releases and discharges REDONDO BEACH BEAUTY COLLEGE, its employees, agents, and representatives from any claims, demands, and causes of action arising from any injury, loss, or damage that may occur during participation.

Indemnification:

- The undersigned agrees to indemnify and hold harmless **REDONDO BEACH BEAUTY COLLEGE** against any claims, actions, or lawsuits arising from the undersigned's participation in the activities.

Medical Consent:

- The undersigned grants permission for the school to obtain medical treatment in the event of an emergency and agrees to be responsible for any medical expenses incurred.

Governing Law:

- The laws of the state of CALIFORNIA shall govern this waiver.

Acknowledgment of Understanding:

- The undersigned acknowledge that they have read and understood this waiver and voluntarily agree to its terms.
-

Signatures:

- Student's Name: _____Date_____

Self-Monitoring Procedures to Ensure Compliance with the Bureau's Laws and Regulations

To ensure that the institution maintains its compliance with the Bureau's laws and regulations, the Executive Committee was created that consists of the School President, School Director and Supervisor Instructor that will oversee the planning, implementation, and assessment of school's overall educational programs and services.

The following specific measures will be taken to provide assurance of school's adherence to the BPEE's laws and regulations:

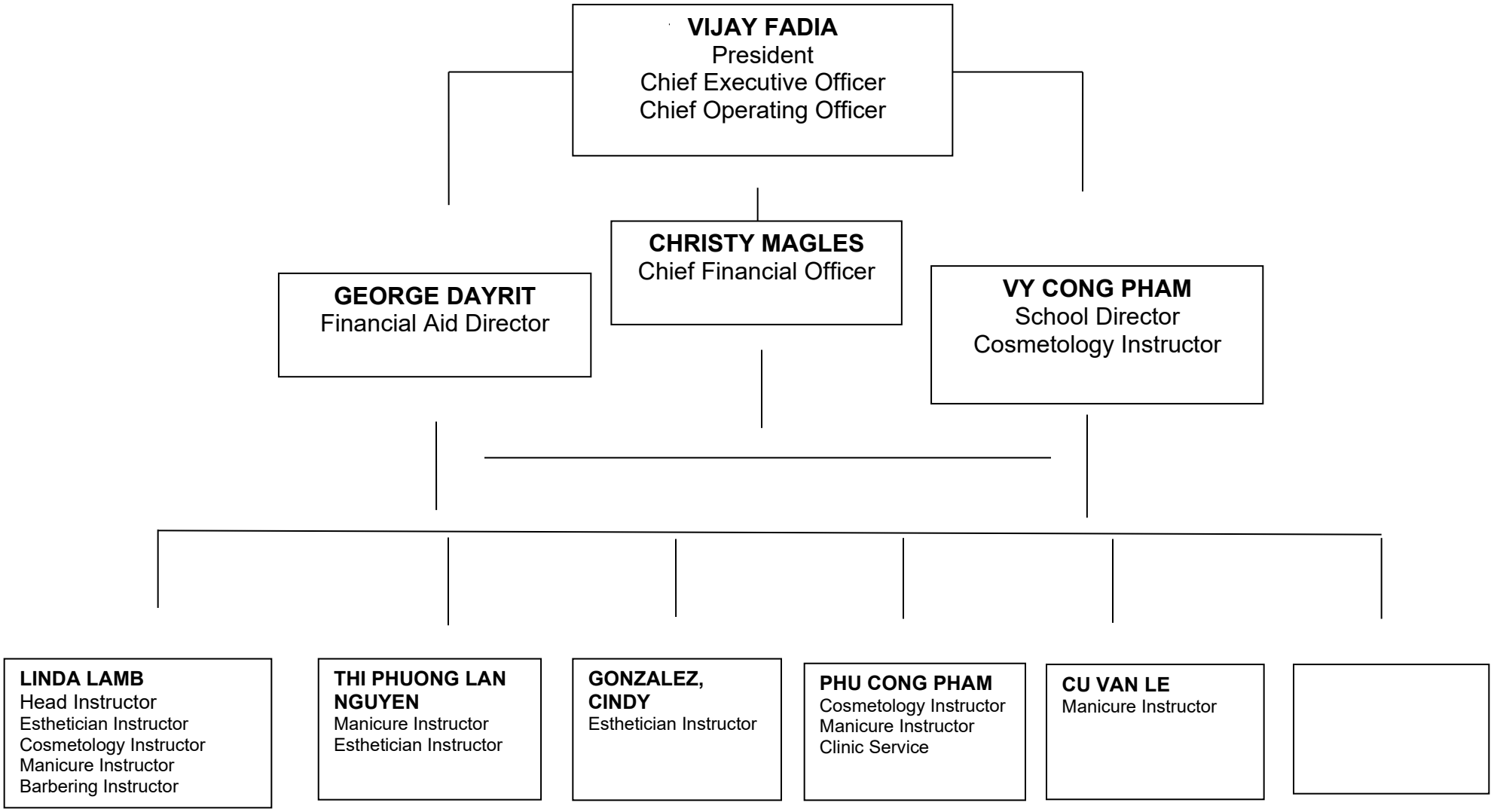
1. The institution shall make effective use of its all resources and on a regular basis, shall perform periodic assessment and regular check and balance of all school operations.

2. Regular monthly executive meeting shall be conducted to determine and discuss urgent concerns, propose plan of actions, implement strategies and evaluate their outcomes and effectiveness.

3. Periodic auditing of administrative, academic and financial departments to ensure that the institution's standard minimum requirements for the following areas are being implemented and maintained: STRF, catalog, enrollment agreement, administration, admissions, educational programs, faculty, facility, advertisement, student and faculty files, records maintenance, and student services.

4. The institutions shall visit periodically the Bureau's website for any updates, changes, and announcements pertinent to regulatory requirements.

REDONDO BEACH BEAUTY COLLEGE
Organizational Chart



POLICY RELATIVE TO UPDATING INSTITUTION'S CATALOG

RBBC's School Catalog is updated annually and reflects all information of the approved curricular programs of the school to provide students and other interested persons prior to enrollment

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that rules, regulations, and policies change from time to time and that these changes may alter the information contained in the school catalog.

Updated information about new and modified curricula, regulations, policies, procedures, dates, services and fees will be disseminated as addenda of the existing current catalog and will be part of the catalog's next publication date.

The school reserves the right to make changes to any policies and procedures at any time to comply with the laws, rules and regulations set forth by Bureau for Private Postsecondary Education (BPPE).