

# INSTITUTE OF BEAUTY CULTURE

## Catalog

[www.instituteofbeautyculture.com](http://www.instituteofbeautyculture.com)

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**Our internet website provides the following:**

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau’s website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

We encourage all prospects and students to view and review the catalog, the school performance fact sheet and the annual report in our website.

# **WELCOME TO THE INSTITUTE OF BEAUTY CULTURE**

It is a pleasure to introduce you to THE INSTITUTE OF BEAUTY CULTURE. We are focused upon career training for a student's successful professional future. We offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. THE INSTITUTE OF BEAUTY CULTURE maintains a long-term commitment to its students. The relationship between the School and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

## **APPROVAL DISCLOSURE STATEMENT**

The Institution is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 431-6959 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897.

The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and **does not** imply any endorsement or recommendation by the State or by the Bureau. Institutional approval is subject to continuing review. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

**We provide you a copy of the School Performance Fact Sheet and of this Catalog on your visit or to the general public when requested.** We also have it available in our web address: [www.instituteofbeautyculture.com](http://www.instituteofbeautyculture.com)

The following programs are approved:

<b><u>Course</u></b>	<b><u>Total Clock Hours</u></b>	<b><u># Weeks to Completion</u></b>
<b>Cosmetology</b>	<b>1600</b>	<b>40-80</b>
<b>Barbering</b>	<b>1500</b>	<b>36-72</b>
<b>Esthetician</b>	<b>600</b>	<b>15-30</b>
<b>Manicurist</b>	<b>400</b>	<b>10-15</b>
<b>Cosmetology Cross-over</b>	<b>200</b>	<b>10-15</b>
<b>Barber Cross-over</b>	<b>300</b>	<b>10-15</b>

All instruction is provided on campus. There are periods of clinical and externship dependent upon the particular program. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Our Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec, 1101 et seq.) SAN LUIS OBISPO BEAUTY COLLEGE is owned by INSTITUTE OF BEAUTY CULTURE, Inc., whose owners are Susan and Omar Aviles.

## **MISSION AND PHILOSOPHY**

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the College is innovative in its curricula, job-intensive in its focus, and responsive to employers' needs. The training provided at THE INSTITUTE OF BEAUTY CULTURE prepares graduates to obtain entry-level positions in their chosen field. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

## **COLLEGE OBJECTIVES**

1. HIRE qualified educators and student support staff;
2. DEVELOP courses that reflect the needs of the professional communities served;
3. UPDATE teaching techniques that communicate career theory and skills;
4. UTILIZE appropriate equipment;
5. OFFER programs in career fields with the best employment opportunities;
6. MAINTAIN a close relationship with potential and current employers of graduates;
7. PROVIDE reliable job placement assistance to our graduates.

## **AFFIRMATIVE ACTION STATEMENT**

THE INSTITUTE OF BEAUTY CULTURE is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

## **INSTRUCTIONAL FACILITIES**

THE INSTITUTE OF BEAUTY CULTURE is located at 325 E. Betteravia Ste B-1 in Santa Maria, CA. The School is readily accessible by the 101 Freeway and is accessible from the many surrounding areas. Classrooms for each program of study at THE INSTITUTE OF BEAUTY CULTURE contain equipment and supplies sufficient to meet the needs of the course of the students.

THE INSTITUTE OF BEAUTY CULTURE is a well-designed building that assimilates the salon environment for the sole purpose of beauty education; equipped with the most modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

THE INSTITUTE OF BEAUTY CULTURE has 5,275 square feet of modern facilities devoted to teaching the science and arts of cosmetology. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle videotapes and blackboard demonstrations. THE INSTITUTE OF BEAUTY CULTURE has extensive shampoo facilities and chair hair dryers and blow dryer stations in addition to the workstations provided for each student. A reference library is maintained and administrative and counseling offices are on-site. THE INSTITUTE OF BEAUTY CULTURE provides lockers, restrooms and break room areas.

The building is equipped with heating and air conditioning systems, well lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. The school's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located within blocks away from the College, in the same shopping center and nearby it.

## **EQUIPMENT FOR EACH PROGRAM OF STUDY**

The instructional classrooms for the Cosmetologist contain equipment designed to assist the student learning to become an integral member for the business world. Equipment includes: Dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straighteners, etc.

The reference library, which consists of appropriate texts and reference books to assist students and staff in each program of study, is located in the main office. Students and staff can check out any of these books and reference materials while in school and to be returned to the school when not needed.

## **HOURS OF OPERATION**

Tuesday through Saturday — 8:30 a.m. to 5:00 p.m.

## **PRE- ENROLLMENT INFORMATION AND GENERAL RULES**

Each prospective student receives a catalog and the school's performance fact sheet together with the annual BPPE School's report. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The practices and procedures of THE INSTITUTE OF BEAUTY CULTURE comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act of 1974 (as amended) and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and review the information contained within the records for these students. Confidentiality of student (and staff) records is strictly protected.

The College complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without: a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements.

## **ADMISSION REQUIREMENTS**

The general requirements for admission to THE INSTITUTE OF BEAUTY CULTURE are as follows:

1. Shall possess a high school diploma, graduation transcripts, or GED.
2. Provide a copy of a current valid ID (Driver's License, etc.)
3. Pay the required for Kit, Books and Supplies and any other charges if so incurred.

## **ADMISSION PROCEDURES/POLICY**

Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the School may better understand the career goals of the applicant, and the applicant can better understand the programs of the Beauty College.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission;
2. Have an interview with a representative of the Admissions Department;
3. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans;
4. Complete all necessary paperwork for admission;
5. Receive a catalog;
6. Take a tour of the facility.

Upon completion of the admission procedures, the student will be notified of the College decision regarding admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made (Fact Sheet). In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with a College catalog, it is the responsibility of that student to familiarize himself/herself with all the College rules and comply with the contents of the catalog. THE INSTITUTE OF BEAUTY CULTURE through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously state provisions either written or oral.

As part of our Admissions policies, this is our policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students: "Our Institution does not have an articulation agreement, between our institution and any other College or university that provides for the transfer of credits earned in the program of instruction."

## **Class Schedules**

Day classes are scheduled to start every three or six weeks beginning on Tuesday.

School Hours are:

Tuesday through Saturday 8:30am until 5pm

\* Day classes are held: Tuesday through Saturday from 8:30am until 5:00pm.

## **ENGLISH AS A SECOND LANGUAGE**

The College **does not** provide instruction for English as a Second Language, and neither does it provide services for obtaining a visa. **All instruction is provided in the English language ONLY. Students must be able to read and write at the tenth grade level.**

The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

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

(a) "The transferability of credits you earn at THE INSTITUTE OF BEAUTY CULTURE, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Cosmetology, Barbering, and/or Manicuring program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending THE INSTITUTE OF BEAUTY CULTURE to determine if your diploma will transfer."

(b) If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.

(c) An institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

Students previously enrolled in an approved school of Cosmetology may submit their academic records to THE INSTITUTE OF BEAUTY CULTURE for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:

1) accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study. and/or

2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

Credits earned at THE INSTITUTE OF BEAUTY CULTURE **may be** transferable to other similar schools at the discretion of that school. Transfer of credit may occur if there is an agreement between that school and THE INSTITUTE OF BEAUTY CULTURE or under certain regulatory requirements. In addition, a **certificate** earned at THE INSTITUTE OF BEAUTY CULTURE **may not** serve as a basis for obtaining a higher-level degree at another school or university. However, partial credits earned at THE INSTITUTE OF BEAUTY CULTURE's Licensed Vocational Cosmetology Program are transferable to some other postsecondary schools offering a similar cosmetology program and may be transferable to some community schools at their discretion and according to their policy.

We **do not** award credit for prior experiential learning, therefore **No** assessment policies or procedures are stated, including any appeal or charges that student may be required to pay.

**THE INSTITUTE OF BEAUTY CULTURE does not recruit students already attending or admitted to another school offering a similar program of study.**

## **STUDENT SERVICES**

The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College; however, students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing, nor has dormitory facilities under its control. They are several housing facilities within blocks from the College that rental varies between \$550.00 to \$1,800.00 depending in rooms needed and family size.

## **HEALTH CARE SERVICES**

THE INSTITUTE OF BEAUTY CULTURE does not provide health care services on the premises. Campus personnel are on duty during all hours of operation. Any medical emergency should be reported to the front desk or College personnel immediately. These reports will be transmitted to the on-site administrator, the police, fire or emergency medical services as applicable. In cases of non-emergency, a list of facilities is posted on bulletin boards and is available at the front desk.

## **CLIENT POLICY**

After clients have been received at the front desk, when the client has decided on their service(s) and once the payment is

received the student will introduce themselves to the client, walk them to their designated chair, and perform a second consultation. After completion of the service, the student must walk their client to the front desk, at this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

## **STUDENT RECORDS**

Official school records are maintained for all students from their original start date. Our College maintains institutional and student records for a five-year period only. The records pertaining to Hours earned in our College are maintained forever. All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student's written request to any other institution, or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology may inspect, review and copy the student's records without the student consent. **Transcripts are kept permanently.**

## **STUDENT COMPLAINT PROCEDURE (GRIEVANCE POLICY)**

THE INSTITUTE OF BEAUTY CULTURE is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the College and a student, the College's complaint resolution policy is as follows:

1. Start with the instructor - if your complaint is not resolved;
2. Consult the Lead Instructor;
3. See the Student Services Coordinator;
4. Make an appointment with the Associate Director or Director of Education;
5. Refer your complaint to the Complaint Resolution Committee, directed to:

**Omar Aviles (Director)**  
**325 East Betteravia Ste. B-1**  
**Santa Maria, CA 93454**

In addition, Student Request Forms are available for students to put their requests in writing. The Student Services Coordinator ensures that the request is submitted to the associate director for action. If the student has a concern, the Student Services Coordinator makes the necessary arrangements for the student to meet and discuss their concern with the instructor and the associate director. If no resolution is reached, the Student Services Coordinator arranges for the student to meet with the Director of Education. If the concern is still outstanding, a committee is formed to review the circumstances.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

### **Bureau for Private Postsecondary Education**

**2535 Capitol Oaks Drive. Suite 400,**

**Sacramento, CA. 95833 or**

**Phone No. 1+(916) 431-6959 Toll Free No. 1+(888) 370-7589**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**PO BOX 980818,**

**West Sacramento, CA 95798-0818**

**Fax. No. 1+(916) 263-1897**

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

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1+(888) 370-7589 (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)".

Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

**(I) Bureau for Private Postsecondary Education**

**2535 Capitol Oaks Drive. Suite 400**

**Sacramento, CA 95833 Phone N. (916) 431-6959 Toll Free (888) 370-7589 Fax. No. (916) 263-1897**

## **Attendance**

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn. In addition, students who fall below 70% attendance (four (4) days in a period or phase) will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation

in writing and are counseled. At the end of the thirty-day period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance.

## **ATTENDANCE POLICY**

1. **Absences** - Attendance is taken on a daily basis. Students are advised to call the school to inform their instructor of their absence. **The call must be made by 8:30am to be considered valid.** In the event that a student does not call they are considered NO CALL-NO SHOW. **THREE DAYS IN A ROW AND THEY WILL BE SUSPENDED.** **The only excused absences allowed are: jury duty, military leave, immediate family death, medical or incarceration.** Other extenuating circumstances will be evaluated on a case by case basis. A legitimate note must be submitted to the Administrator's office within three days of the absence.
2. **Tardiness/Leaving Early** - Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students must arrive by 8:30am, in order to be considered "on time." Calls for being tardy must be done by 8:30am. If the student does not make it to class by 8:30am, they will not be allowed to clock in until 10:00 am and they must be here by 11:00 am.
3. **Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met: \*
  - 1) Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment or test. There will only be one make-up test allowed per subject.
  - 3) Make-up of assignments. The appropriate instructor must approve tests or retests.
4. **Leave of Absence Policy**- The College will consider a written request for a leave of absence, and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to school. The College may only approve a leave of absence if:
  - 1) The leave is requested in writing, must be signed and dated by the student;
  - 2) The withdrawal must be done in a timely manor with Hancock College.
  - 3) Only one leave of absence is granted to the student in a 12-month period except for the following exceptions as stated by Law:
    - a) Jury duty, military reasons, and circumstances covered under the Family and Medical Leave Act of 1993;
    - b) Under exceptional circumstances the school may grant a subsequent Leave of Absence for 30 days;
  - 4) Prior arrangements have been made for the student to be able to complete the academic coursework upon return from the leave of absence.
5. **Advanced Notices for Leaving Early and for Absences** – Students leaving early must sign the Advanced Notice for Leaving Early form. If the reasons for leaving are justified then the early departure will be excused. If the departure is not deemed justified, the student will not be allowed to leave early, or the student may leave, but the early departure will be noted as unexcused. Please refer to the above rules on unexcused absences and "left early" policy.

For students who wish to have a day off during the school week, the Advanced Notice of Absence must be filled out Seven days prior to the day being requested.

For example, if a student wants to have a day off for a birthday party or wedding, the student must turn in their Advanced Notice of Absence at least Seven days prior to the event in order to have the day considered excused. If this form is not filled out ahead of time, the request may be declined and if the student decides to take the day off, then the absence will be considered unexcused.

**The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. If you fail to return to school on the scheduled return date, you will be subject to the school's withdrawal policy, and will be withdrawn from school immediately. This will affect your payment plan, financial aid received (if any) and other scholarships (if any).**
6. **Personal Service Days** – Personal Service Days are a privilege that the students must earn. If the student is absent the week prior, the student will forfeit the right to having a personal service day. Personal service days are limited to Tuesday-Thursday and clients must always take priority.

## **CLOCK HOURS POLICY**

The Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. A result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. **A thirty (30) minute lunch break** shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30

minutes), the half hour must be deducted from your daily total and you must clock in and out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter UNTIL 10:00 am.

**Instructors may not sign a student in or out. If an error is made on the student time card the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.**

At the completion of the last day of your week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day's time card. The time card must be signed by the student and the instructor daily.

**Time cards reflect the student daily record of hours and operations.**

**It is important that all of your hours and operations are recorded properly and accurately.**

**The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster.**

**The time cards are the property of the school and must remain in the school at all times.**

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

## **TIME CARD CREDIT**

**The following is a guideline for the instructor to issue credits:** Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board gives for each operation:

▪ Shampoo/Set = 1½ hours	▪ Scalp Treatment = ½ to 1 hour
▪ Permanent Wave = 2 to 2 ½ hours	▪ Facial = 1 ½ to 2 hours
▪ Manicure = ½ hour	▪ Hair Cut = ½ to 1 hour

**Using the above, the Bureau would understandably not consider a student capable of performing more than three permanent waves per day.**

## **DIPLOMA GRANTED**

**No Diploma will be issued, unless the student has completed the required clock hours, theory hours and practical operations, has a Grade average of 70% or a "C", and has paid his/her financial obligation in full or made satisfactorily arrangements with the College.**

## **HOLIDAY CALENDAR**

THE INSTITUTE OF BEAUTY CULTURE observes the following holidays during which the school is closed and there are no classes held on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Also any Holidays that Hancock College makes us take off. They will vary by the calendar.

## **LICENSURE ELIGIBILITY**

ALL STUDENTS at THE INSTITUTE OF BEAUTY CULTURE, must complete all required operations (practical) and theory for the course of study and have passed all tests with a minimum of 70% or "C" and had an attendance of over 67% and have paid all Tuition and fees in full to the College or have made arrangements for satisfactory payment.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS:**

**This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:**

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations)

and other required course work.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ) regardless of the average level of attendance. Students that are attending the course programs and are receiving Title IV aid to assist in their tuition costs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. All students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages.

3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

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

#### **EVALUATION PERIODS:**

**ALL Students** must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a warning SAP status.

If at the end of a payment period following the period under a warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student be informed by the institution of the steps to take to initiate an appeal process.

**Special Note:** The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**Warning Status:** Warning status means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. A student on a warning may continue to attend school despite a determination that the student is not making satisfactory academic progress.

**ACADEMIC PROBATION:** Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies

regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

**APPEAL PROCEDURES:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress **must** submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame. (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

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

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 16 hours per week. Part-time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. **At this time we do not offer part-time.**

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at **25%, 50%, 75% and 100%** of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at **45% and 90%** of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**ACADEMIC GRADING**

**100% - 90% A.....Superior Performance**  
**89% - 80% B.....Above Average**  
**79% - 70% C.....Average**  
**69% - 60% D.....Unsatisfactory**  
**59% - 00 % F.....Fail**

**POINT GRADES FOR PRACTICAL WORK**

**(GPA 4) 8 POINTS = A**  
**(GPA 3) 6-7 POINTS = B**  
**(GPA 2) 4-5 POINTS = C**  
**(GPA 1) 3 POINTS = D**  
**(GPA 0) 0 POINTS = F**

**1. Satisfactory Progress -**

The schools general grading policy in order to determine satisfactory progress is as follows:

90% - 100% (A) Excellent  
80% - 89% (B) Good  
70% - 79% (C) Satisfactory  
0% - 69% (F) Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 75%. Please note: Some programs demand more stringent requirements than others. Consult your instructor for additional information.

The following is a breakdown of the grading system:

Written and Practical Tests = 50%  
Attendance = 25%  
Quizzes = 15%  
Professionalism = 10%

Attendance will be graded as follows:

0 Absences = A (100%); 1 Absence = A ( 95%); 2 Absences = B+ ( 89%); 3 Absences = B- ( 80%)  
4 Absences = C ( 75%); 5 or more absences will result in an "F" or "0" for the phase

## 2. **Unsatisfactory Progress -**

THE INSTITUTE OF BEAUTY CULTURE adheres to the following procedure for unsatisfactory progress:

- This would be left to the discretion of Hancock College.
- Unsatisfactory progress may result in additional tuition charges assessed to the student. If certain classes/courses need to be repeated, or the student does not complete his or her program on time, the College may charge the student for additional educational expenses. Students may only repeat the same class/course once throughout the program.

3. **Re-Establishing Satisfactory Academic Progress** - A student who is placed on suspension/probation or in a warning status, is consider to be making satisfactory academic progress as stated on the enrollment agreement. The student in writing may request reinstatement. The following departments subsequent to academic counseling with the Director of Education, Associate Director, and the Registrar, will review such requests.
4. **Re-Entry Procedure - Any student who requests re-entry to THE INSTITUTE OF BEAUTY CULTURE must first obtain** and complete a Re-entry Clearance Form from the Registrar's Office which will be processed and reviewed for approval prior to the re-entry. Students may only re-enter the College once. Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the College may be considered.
5. **Maximum Time Frame** - All students must complete their program of study in a period of time not to exceed one and one-half times the period specified on their enrollment agreement. At each registration the students will be evaluated and Hancock College will make the determination as to the students enrollment time.
6. **Course Withdrawals** - The College does not allow subject or course withdrawals within a program.
7. **Course Repetitions** - If a student is required to repeat a course, both the original and the repeated course are considered as courses attempted. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.
8. **Non-Credit Remedial Courses** - The College does not offer non-credit remedial courses.
9. **Class Cancellations** - Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first week of the scheduled class days, in which case the College will refund all monies due if applicable.

## **PRE-APPLICATION**

Pre-applications to the Board of Barbering and Cosmetology (known as the "Board") are applications that are sent out at 75% of the Cosmetology, Barbering and Esthetician course and 60% for the Manicuring Course. The pre-application to the board allows the student to apply sooner so as to get a test date as soon as ten days after graduation. It is considered a privilege, not a right, to the student. It is not beneficial to the student or the school to send a student that is not prepared for the examination. Therefore, in order for a student to be granted permission to pre-apply to the Board, a student must not have more than two (2) absences per phase. Departure from this policy will result in the forfeiture of the privilege to pre-apply.

## **ATTITUDE, ATTIRE, GROOMING**

Cosmetology is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry you have to treat each and every customer as if your entire career depended on her/him. While a student in school, in addition to learning basic cosmetology skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude at all times.

**Attitude**— The single most important aspect required to succeed in the industry. You can be one of the best skilled hairdressers, esthetician or manicurists in the industry, but if you don't have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and be consistent with motivating your clients, your employees, and yourself. A good attitude

means treating others with respect at all times and always making the customer feels good about herself/himself and your service.

**Attire**— While in school, students must follow the school dress code. The basic dress policy specifies solid black scrub tops (no prints, logos, stripes, or design): black scrub pants (ankle length, no jeans or tights), with black closed toed walking shoes and no head covering. If there is clothing to be worn underneath the scrubs, they must be either solid black or solid white. Free day consists of closed toe shoes, no tank tops; short sleeves must cover upper arms, no overt body exposure determined by the instructors at the discretion of instructors. Conservative attire is required and the instructor will have discretion of what is appropriate and what is not. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains). Facial jewelry should be avoided or kept to a minimum while in school. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for the benefit of other students and the public. All dress attire must be according to gender. If the student arrives at the school without the proper attire, they will be asked to go home to change and return to school. One hour will be deducted from their timecard. **All students are required to wear their ID badges while on campus.**

**Grooming**— As you are entering a salon-like atmosphere of training, good grooming is a prerequisite. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly and presentable in a professional manner so as not to be annoying to the public. In order to gain a client's confidence you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect, comfort and feelings of others. Proper presentation and sanitation is the way to win friends and influence people!

## **RULES AND REGULATIONS**

**These are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having a school rule or regulation:**

1. Out of respect and for the feelings, comfort and safety of others in school, including students, patrons and staff.
2. To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
3. To comply with state, federal and accrediting expectations.

A complete list of Rules and Regulations prepared for your benefit will be provided to you. The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Students are not allowed to use the College telephones for personal use, unless granted permission ahead of time. If a student receives a call at THE INSTITUTE OF BEAUTY CULTURE, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and Smart Watches are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a **lunch break** must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – THE INSTITUTE OF BEAUTY CULTURE maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. THE INSTITUTE OF BEAUTY CULTURE is not responsible for any personal items or possessions left in the school. The student must furnish the lock.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card. Timecards are property of THE INSTITUTE OF BEAUTY CULTURE and must remain on the property of the school. Taking home the timecards will result in disciplinary action.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.

13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats, theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.
20. Drug Abuse Policy – THE INSTITUTE OF BEAUTY CULTURE has a zero tolerance policy on drugs found on the campus. Anyone found abusing drugs on campus will be subject to immediate expulsion.
21. Work kits must be kept sanitary and complete. Students shall not borrow equipment without special permission of instructor.

## **Grounds for Disciplinary Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.
5. INSUBORDINATION IS NOT TOLERATED.

## **Disciplinary Procedures & Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the conduct policy.

## **Appeals Policy**

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

## **FINANCIAL PLANNING SERVICES**

The following programs are available to participants:  
ALAN HANCOCK COLLEGE

## **TUITION POLICY**

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the first day of class unless other arrangements have been made with the Financial Planning Department. Payments must be made consistently and on time, otherwise late payment penalties may be assessed. If a student exceeds the length of time under the contract terms, extra tuition will be charged. It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the course of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default(if applicable). Defaulting on a payment plan will have serious consequences.

# **Collection of Delinquent Tuition and/or Other Fees Owed**

## **Students “In” School**

Payment of tuition as listed on the **Student Installment Contract** is due and payable on the 1<sup>st</sup>, 15<sup>th</sup>, 30<sup>th</sup> of each month depending on the arrangements made on the financial contract. Payments not made within three (3) business days of the scheduled due date will be subject to a late charge of ¼ % per month. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

## **Students “Out” of School**

Payment is due on the 1<sup>st</sup>, 15<sup>th</sup>, or 30<sup>th</sup> of every month as listed in the student’s **Student Installment Contract**. Payments not made within three (3) business days of the scheduled due date will be subject to a late charge of ¼% per month. The College will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The College will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The College will not provide job placement assistance, subsequent enrollment, or any other student services until the student’s account balance is current. The College reserves the right to withhold a graduate student’s diploma until that student’s account balance is current as per the terms of the agreement signed by the student.

# **FINANCIAL PLANNING STUDENT RIGHTS**

Students have the right to know:

- (1) Types of payment plans available at THE INSTITUTE OF BEAUTY CULTURE.
- (2) The basis for eligibility and the process of fulfilling these needs.
- (3) The refund policy of the school, including the pro rata refund policy.

This information is available at the Financial Planning Department and contained within this catalog.

# **WITHDRAWAL PROCEDURES**

For purposes of processing student withdrawals and calculating refunds or balances owed to the College, THE INSTITUTE OF BEAUTY CULTURE uses the student’s last day of attendance in school in the refund calculations described in the “Cancellation, Withdrawal, and Refund Policy” sections of this catalog. **The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.** Students who withdraw and re-enter will be charged tuition at the contractual rate before withdrawal for six months. After this, the current rate will be charged.

If a student withdraws after midnight of the seventh business day following their first scheduled class session, any registration fee paid (not to exceed \$75.00) will not be refunded. The school will earn tuition on a pro-rata basis. Refunds are based on the portion of the program not completed, less the registration fee (not to exceed \$75.00).

# **CANCELLATION, WITHDRAWAL, REFUND POLICY**

## **Cancellation**

**The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.** Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the notice of cancellation. The College will not refund any consideration paid by the student for supplies or equipment costs. Once the student pays for the supplies or equipment, it belongs to that individual without further obligation. Kits purchased for the use of the course are considered non-refundable. All refunds will take (45) forty-five days to process.

## **Withdrawal**

If a student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, the College will remit a refund less a \$75.00 registration fee within 45 days following the student’s withdrawal. The student is obligated to pay only for the educational services rendered and for the unreturned supplies or equipment (if any) plus the registration fee mentioned above.

If a student withdraws prior to completing the program he or she is enrolled in, a refund will be made for the unused portion of the tuition. The amount charged to the student shall not exceed the pro rated portion of the total charges for tuition. The calculation is based on the length of the complete portion of the program relative to its total length. If student completes over 60% of schedule attendance for the payment period students is withdrawing at, then 100% of tuition is earned by the Beauty College.

**If student obtain a student loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.**

## **Sample California State Refund Calculation**

The following sample refund calculation is for a student who withdraws 200 clock hours have elapsed in a program of study that costs \$18,030.00 and paid in full.

Total Tuition, Costs + Books	X	#	of	hours	elapsed
School Catalog					

<b>and Supplies</b>		<b># of hours in course</b>
\$16,730.00	X	200
		1600
<b>Total College May Retain</b>	+	<b>Registration Fee Kit &amp; Textbooks</b>
\$2,091.25	+	\$100.00 + 1200.00 = \$3,391.25
<b>Total Student Refund</b>	=	<b>\$14,638.75</b>
Total College May Retain \$2,091.25	+ \$ 1,200.00 +	\$100.00 = \$3,391.25

### Return Policy for Kit Rentals

When a student purchases a cosmetology, manicuring kit, or barber kit, the sale is final. There are no refunds on kits and textbooks.

## TUITION CHARGES

COURSE	TUITION	REGISTRATION (NON-REFUNDABLE)	KIT & SUPPLIES (NON-REFUNDABLE)	STRF (NON-REFUNDABLE)	HOURLY RATE	TOTAL CHARGES
<b>COSMETOLOGY</b>	<b>9,600.00</b>	<b>75.00</b>	<b>903.96/inc.tax</b>	<b>.00</b>	<b>6.00</b>	<b>\$10,578.96</b>
<b>ESTHETICS</b>	<b>6,600.00</b>	<b>75.00</b>	<b>1406.16/inc.tax</b>	<b>.00</b>	<b>11.00</b>	<b>\$ 7,992.16</b>
<b>MANICURIST</b>	<b>3,100.00</b>	<b>75.00</b>	<b>916.83/inc.tax</b>	<b>.00</b>	<b>7.75</b>	<b>\$ 4,091.83</b>

Extra Tuition will be charged for those students who exceed the term of their contract.

The extra tuition is charged on an hourly rate multiplied by the remaining hours required to complete the course. The calculation is illustrated below.

$$100 \text{ Hours} \times \$ 5.50 = \$ 550.00$$

Itemized Charges By Payment Period	1st Payment Period	2 <sup>nd</sup> Payment Period	3 <sup>rd</sup> Payment Period	4 <sup>th</sup> Payment Period	Total Charges for Entire Course
Tuition					
Fees (Non-Refundable)					
Supplies (Non-Refundable)					
Other Charges (Non-Refundable)					
STRF (Non-Refundable)					
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.</b>					
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>					
<b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</b>					
<b>Estimated Payments:</b>					
Cash					
Other					
<b>Total Estimated Payments</b>					

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### **Amount of STRF Assessment; § 76120.**

(a) Each qualifying institution shall collect an assessment of ZERO cents (\$ 0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is ZERO cents (\$ 0.00).

To qualify for STRF reimbursement, you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. However, **no claim can be paid to any student without a social security number or a taxpayer identification number.**

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**

**2535 Capitol Oaks Drive, Suite 400**

**Sacramento, CA 95833**

**or**

**PO BOX 980818,**

**West Sacramento, CA 95798-0818**

**Phone N. (916) 431-6959 Toll Free (888) 370-7589 Fax. No. (916) 263-1897**

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

## **JOB PLACEMENT/CAREER SERVICES DEPARTMENT**

All graduates have equal access to the Career Services Department. The College will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The College hosts employer open houses so that employers may visit the College. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Career Services Department in the job search activities, and will demonstrate a good faith effort in securing a position in their field of study.

No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

## **GRADUATION REQUIREMENTS**

Graduation for all vocational programs of study is accomplished by satisfactory completion of all course requirements, maintaining satisfactory attendance and the required grade point average, and arranging for payment of all financial obligations. Upon graduation, a student will receive a diploma in his/her field of study. Students in all programs should check with their Instructor, Registrar, Financial Planning Department, and the Placement/Career Services Department to be certain that they have satisfied all specific department criteria for graduation.

## **CLASS SIZE**

Classes do not generally exceed a ratio of one (1) instructor/lecturer to 25 students for lecture classes and a ratio of one (1) instructor to 20 students for lab classes.

**We do not participate in any State or Federal Aid Programs at this time. This Institution is not accredited by NACCAS an accrediting agency recognized by the United States Department of Education. No Distance education is planned or anticipated at this time.**

## **COURSES OF STUDY**

### **Cosmetology, Manicurist and Esthetics**

## **CURRICULUM FOR COSMETOLOGY COURSE (1,600 HOURS)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the all 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. Such technical instruction and practical operations shall include:

### **MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	80	Permanent Waving
25	Chemical Straightening	80	Haircutting
20	Hair Bleaching	50	Hair Coloring
20	Scalp and Hair Treatments	10	Manual Facials
15	Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)
10	Make up applications	20	Eyebrow Arching and Hair Removal
15	Water and Oil Manicures	10	Complete Pedicure
50	Liquid and Powder Brush ons	50	Artificial Nail Tips
20	Nail Wraps and Repairs		

### **SUBJECT OF TECHNICAL INSTRUCTION:**

		<b>Minimum Hours of Technical Instruction:</b>
1.	The Cosmetology Act and the Bureau's Rules & Regulations	20
2.	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, And skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, Physical and chemical changes of matter.)	20
3.	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, and communicable diseases, including HIV/AIDS and HepatitisB.)	20
4.	Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05
5.	Disinfection and Sanitation ( shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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 through -out the entire training period and must be performed before use of all instruments and equipment.)	20
6.	Bacteriology, anatomy, and physiology.	15
7.	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	35
8.	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	30
9.	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10.	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11.	Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12.	Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Haircoloring (B) Bleaching	60
13.	Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
14.	Facials (A) Manual (Shall include 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 an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or 6cc.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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	10

	section 992 regarding skin peeling.)	10
15.	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16.	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17.	Manicuring and Pedicuring	
	(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
	(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	05
	(C) Artificial Nails	15
	1. Liquid and Powder Brush-on	10
	2. Artificial Nail Tips	
	3. Nail Wraps and Repairs	

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

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

**SKILLS TO BE DEVELOPED:**

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 daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

**ATITUDES AND APPRECIATION’S TO BE DEVELOPED:**

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber or Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with a minimum overall average of 70%.

**CURRICULUM FOR MANICURIST COURSE (400 HOURS)**

The curriculum for students enrolled in a manicurist and 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. Such technical instruction and practical operations shall include:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

- 10 Disinfection and Sanitation      40 Water and Oil manicures
- 20 Complete Pedicures                80 Acrylic: Liquid and Powder Brush on nails
- 60 Nail Tips                                40 Nail Wraps and repairs

<u>TECHNICAL SUBJECT</u>	<u>MINIMUM THEORY HOURS</u>
1. The Cosmetology Act and the Bureau's Rules and Regulations.	10
2. Cosmetology Chemistry related to manicuring practices. Includes the chemical composition and purpose of nail care preparations.	10
3. Health and Safety/Hazardous Substances - Includes training in 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.	15
4. Disinfection and Sanitation - Includes 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 through-out the entire training period and must be performed before use of all instruments and equipment.	20
5. Bacteriology, anatomy, and physiology.	10
6. Water and Oil Manicures, including hand and arm massage.	15
7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial Nails,	25
(A) Acrylic: Liquid and Powder Brush-Ons	25
(B) Nail Tips	25
(C) Nail wraps and repairs	10

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATER:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

#### **MANICURIST PERFORMANCE OBJECTIVE:**

Acquire knowledge of laws and rules regulating California Cosmological 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.

#### **SKILLS TO BE DEVELOPED:**

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the 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 use of manicuring, pedicure and artificial nails.

#### **ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:**

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

#### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:**

Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

#### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

#### **LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 70%.

## **Curriculum for Esthetics Course 600 Clock Hours**

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

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

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

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

Manual, Electrical and Chemical Facials (70 Hours of Technical Instruction and 140 Practical Operations)

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

Preparation (15 hours of Technical Instruction)

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety. The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

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

Health and Safety Considerations (40 hours of Technical Instruction)

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

Disinfection and Sanitation (10 hours of Technical Instruction)

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

Anatomy and Physiology (15 hours of Technical Instruction)

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

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

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

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations)

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations)

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

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

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

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

## **CAREER OPPORTUNITIES IN THE FIELD OF BEAUTY CULTURE**

Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. The following list shows just some of the many positions available:

Cosmetology

Hair Stylist

Hair Colorist

Manicurist

Make-Up Artist

Facial Expert

Wig and Hairpiece Specialist

Skin-Hair-Scalp Specialist

Beautician on an ocean liner

Barber

Hair Stylist

Hair Colorist

Wig and Hairpiece Specialist

Hair-Scalp Specialist

Barber on an ocean liner

Manicuring

Manicurist

Pedicurist

Nail Art Specialist

Also various other career opportunities that would apply to each of the fields listed above:

Salon Manager

Salon Owner

School Administrator

School Director

State Board Member

State Board Examiner

Beauty Consultant

Traveling or Platform Artist

Manufacture Field Representative

Demonstration – Lecturer

Beauty Products Buyer

Beauty Products Research

Beauty Products Sales

