COACHELLA VALLEY BEAUTY COLLEGE, INC.

COSMETOLOGY, BARBERING, BARBER CROSSOVER, MANICURING, ESTHETICAN,OR TEACHER TRAINING (COSMETOLOGY)

SCHOOL CATALOG

SCHOOL YEAR 2018-2019

www.coachellavalleybeautycollege.com

(July 1, 2018 – June 30, 2019)

Main Campus:
79450 Hwy 111
La Quinta, CA 92253
Phone: 760-772-5950
Fax: 760-772-1295

Branch Campus:
3643 W. Florida Ave.
Hemet, CA 92545
Phone: 951-769-0675
Fax: 951-769-0803

Updated 05/10/2019

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MISSION STATEMENT AND EDUCATIONAL OBJECTIVES

MISSION STATEMENT AND EDUCATIONAL OBJECTIVE:

Our prime objective at the **Coachella Valley Beauty College, Inc.,** is to prepare our students to become successful members of the cosmetology profession and successfully pass the State Board Examination. In order to fulfill our objective; we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give "individual" as well as "class" instruction. This combination helps serious students realize their goals.

Academic and career standards are maintained to assure graduates of capability in their profession. The curriculum is flexible enough to allow for new procedures and techniques, as they are developed, yet solid enough to maintain academic standards. The final objective is, of course, to graduate students who will secure and retain employment and advance their profession. Students who have successfully completed their program of study can use our job placement assistance program to assist in securing jobs. Student will have available to them, all required information regarding placement of former graduates.

A successful graduate at our school will have the vocational training needed to function effectively in any organization that requires these skills as needed in such specialty areas as:

- **Cosmetology**: Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, Manufacture Field Representative
- **Esthetician:** Facial Specialist, Make-Up Technician for T.V./Modeling Agency, Make-Up Specialist, Chemical Peel Specialist Hair Removal Specialist, Facial Specialist for Pre-op and Post-op camouflage make-up techniques for plastic surgery, Salon Owner or Mgr.
- **Manicuring:** Manicurist, Pedicurist**,** Nail Art Specialist, Salon Manager, Salon Owner, Product Sales
- **Teacher Training (Cosmetology):** Cosmetology Instructor, Supervisor, School Director, Manufacture Field Representative
- **Barbering:** Barber, Barber Stylist, Personal Assistant, Barber Shop Manager or Owner.
- **Barber Crossover:** Same job opportunities as Cosmetology to also Barbering.

GENERAL INFORMATION

APPROVAL AND DISCLOSURE STATEMENT:

Coachella Valley Beauty College, Inc. is a private institution that has been granted approval to operate from the Bureau for Private Postsecondary Education through May 21,2022, and under the terms of California Education Code section 94890(a)(1).

All courses are taught at:	Main Campus	79450 Highway 111 La Quinta, CA 92253
	Branch Campus	3643 W. Florida Ave. Hemet, CA 92545

COURSES APPROVED TO OFFER:

Cosmetology: (1,600 Clock Hours),	(SOC 39-5012, CIP # 12.0401)
Manicuring: (400 Clock Hours),	(SOC 39-5092, CIP # 12.0410)
Barbering: (1,500 Clock Hours),	(SOC 39-5011, CIP # 12.0402)
Barber Crossover: (200 Clock Hours),	(SOC 39-5011, CIP # 12.0402)
Esthetician: (600 Clock Hours),	(SOC 39-5094, CIP # 12.0409)
Teacher Training (Cosmetology): (600 Clock Hours)	(SOC 25-1194, CIP # 12.0413)

Prospective enrollees 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. Coachella Valley Beauty College, Inc. presently participates in financial assistance programs designed to provide grants and aid to pay tuition and fees for qualified students. Available financial assistance programs are the Federal Pell Grant, Federal Direct Loans and PLUS Loans. Complete consumer disclosure information are provided to all students prior to enrollment.

The following state boards, bureaus, department or agencies that set minimum standards for our program of studies:

- CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY
- BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
- NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, INC.
- VETERANS ADMINISTRATION **(APPROVED FOR THE TRAINING OF VETERANS AND ELIGIBLE PERSONS UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE)**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to: Cham T. Prince (President/Director).

UNRESOLVED COMPLAINTS MAY BE DIRECTED TO: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Ste 400 Sacramento, CA 95833 www.bppe.ca.gov / Phone (888)370-7589/Fax (916) 263-1897

Coachella Valley Beauty College, Inc., which includes La Quinta and Hemet campuses, is under the sole ownership of Cham T. Prince.

All information in the content of this school catalog is current and correct and is so certified as true by:
Ms. Cham T. Prince (President/Director)

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 at 2535 Capitol Oaks Dr., Ste 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Note: The information supplied in this catalog is current as of April 30, 2019, and will be updated on a yearly basis, or as deemed necessary, at which time copies of the revised catalog will be provided to students and staff.

RECRUITMENT POLICY

Our school *does not* recruit students already attending or admitted to another school offering a similar program of study.

BANKKRUPTCY STATEMENT

Coachella Valley Beauty College, Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had a petition of bankruptcy filed against it within 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq.)

LICENSES, ACCREDITATION OR APPROVALS

MAIN CAMPUS:

- California State Board of Barbering and Cosmetology — School Code: 03012
  P.O. Box 944226 Sacramento, CA 94244-2260 (800) 952-5210
- Bureau for Private Postsecondary Education — School Code: 78192525
  2535 Capitol Oaks Dr., Ste 400 Sacramento, CA 95834 (888) 370-7589
- U.S. Department of Education — OPE ID#: 04115300
  50 Beale Street, Ste. 9800 San Francisco, CA 94105 (415) 486-5677
- NACCAS (National Accrediting Commission of Career Arts & Sciences — School Code: 014342-00
  3015 Colvin St. Alexandria, VA 22314 (703) 600-7600

BRANCH CAMPUS:

- California State Board of Barbering and Cosmetology — School Code: 13004
  P.O. Box 944226 Sacramento, CA 94244-2260 (800) 952-5210
- Bureau for Private Postsecondary Education — School Code: 31196630
  2535 Capitol Oaks Dr., Ste 400 Sacramento, CA 95834 (888) 370-7589
- U.S. Department of Education
  50 Beale Street, Ste. 9800 San Francisco, CA 94105 (415) 486-5677 — OPE ID#: 04115301
- NACCAS (National Accrediting Commission of Career Arts & Sciences
  3015 Colvin St. Alexandria, VA 22314 (703) 600-7600 — School Code: B14342-01

DESCRIPTION OF SPACE, FACILITIES, AND EQUIPMENT

Coachella Valley Beauty College, Inc. in La Quinta occupies a floor space of approximately 8,200 square feet, and the branch campus in Hemet occupies 3,945 sq. ft. Both locations are divided into reception area, offices, wet lab, theory and practical classrooms, clinic, student lounge, library, and restrooms for male and female students. **Coachella Valley Beauty College, Inc.'s** main campus is located at 79450 Highway 111 in the city of La Quinta, CA., and the branch campus is located at 3643 W. Florida Ave. in the city of Hemet, CA. At both locations work stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, lockers (students to provide their own locks), and other equipment are furnished for the benefit of students.
The school assumes no responsibility or liability for lost or stolen personal items.

Educational classroom equipment consists of still and VCR/DVD equipment, visual aides, teaching machine and tape records, which are for the use of students. A kit consisting of all equipment necessary to complete the course is to be purchased by the students.

Each student will be issued their equipment during their freshman phase. The kit contains the equipment necessary for satisfactory completion of the enrolled course. Students are expected to maintain the kit by replacing any lost or broken articles. ***The school is not responsible for a student's equipment, either lost or stolen.*** Students must learn to be responsible for the tools of their trade.

Facilities for the handicap can be discussed with the School before enrollment.

Maximum number of students by course is as follows:

LA QUINTA:	**Cosmetology:**	**80**	**Barbering:**	**30**	**Esthetician:**	**15**	**Manicuring:**	**5**
HEMET:	**Cosmetology:**	**50**	**Barbering:**	**20**	**Esthetician:**	**15**	**Manicuring:**	**5**

CODE OF ETHICS

Coachella Valley Beauty College, Inc. operates under the following code of ethics:

- The college provides its students and patrons of the college with qualified instructors that provide quality instruction as well as service.
- The college strives to provide the most up-to-date instruction, knowledge, and the most current techniques.
- The college observes all rules and regulations issued by the Department of Consumer Affairs and Health Departments.
- The college participates in and attends educational conferences and seminars in order to stay current with the beauty industry.
- The college makes use of a variety of teaching techniques and training aids, such as textbooks, workbooks, films, videos, and other audio and visual aids, in order to provide the best possible training for its students.
- The college strives at all times to be honest and fair with its students, patrons, and affiliated agencies. The college prides itself on providing quality equipment and supplies to be used for the instruction of our students.
- The college provides the most accurate and truthful representation to its students and patrons.
- The college and its representatives refrain from any criticism towards other institutions of higher learning.

LEGAL NOTICES AND CERTIFICATIONS

NOTICE OF STUDENT RIGHTS

As a Student of Coachella Valley Beauty College, Inc., you have certain legal rights.

1. You may cancel your contract for school, without any penalty or obligation, after the date of registration through the seventh business day following your first class session as described in the *Notice of Cancellation* form that will be given to you at the time of your enrollment. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you lose your *Notice of Cancellation* form, ask the school for a copy.
2. After the end of the cancellation period, you also have the right to cancel your enrollment at any time. You have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before the conclusion of your instruction, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for further information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Ste 400
Sacramento, CA 95833
www.bppe.ca.gov / Phone (888)370-7589/ Fax (916) 263-1897

NON-DISCRIMINATION POLICY

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

STUDENTS WITH DISABILITIES

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or reasonable accommodations, please contact the School Director – You may request academic adjustments or reasonable accommodations at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title Ill of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting reasonable accommodation or service should follow this procedure: **1.** Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or service. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at 760-772-5950. **2.** The School Director will respond within two weeks of receiving the request.

RIGHT OF PRIVACY / STUDENT RECORDS

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* provides for the right of students and parents or guardians of dependent minor students to have the right to inspect, review and challenge information contained in their education records. Such documents include grades, attendance, counseling reports, and other documents directly relating to a student and maintained by the institution. This institution requires written consent from the student or guardian (each time) before releasing any student information in response to a third party request, other than a request by NACCAS (our accrediting agency) unless otherwise required by law. All current student records are maintained on location in fire-resistant, lockable filing cabinets. Records of former students are not required to be maintained for longer than five years. Students may request a review of their records by writing the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Coachella Valley Beauty College, Inc., Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Coachella Valley Beauty College, Inc., Inc. is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Coachella Valley Beauty College, Inc., Inc. to determine if your credits or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

COPY OF CATALOG FURNISHED TO STUDENT:

Upon request, a copy of this publication will be furnished to the student, parent, counselor, high school or any other institution or government department. The catalog can also be viewed at: http://www.cvbeautycollege.com/

THIS SCHOOL OFFERS NO GUARANTEE FOR EITHER EMPLOYMENT, OR INCOME COMPENSATION LEVELS, however, every effort will be made to assist the graduate, but the ultimate responsibility for securing employment belongs to the graduate.

HEALTH AND PHYSICAL CONSIDERATIONS

We encourage potential students to keep in mind that in most aspects of this industry there is a great deal of standing, walking, bending, pushing, and stretching for extended periods of time. Each person must consider his/her own physical limitations in choosing a career with these demands. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands and succeed in such a way that would not preclude employment within their selected program area of study, to include areas in admissions, counseling, training, placement employment or any other activities. If a female student is pregnant prior to or after enrollment, a release letter stating that it is safe for her to work around and with beauty chemicals as well a standing on her feet daily will be required from a Medical Doctor.

STUDENT TUITION RECOVERY FUND STATEMENT (STRF)

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 prepays all or 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. 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. **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). **CCR §76215**(b)

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 within180days 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 this 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.". However, no claim can be paid to any student without a social security number or taxpayer identification number.

CHANGE IN STATUS

All students are required to notify the administrative office of any changes in your enrollment status, such as your address, phone number, email address, emergency contact information, etc. The school needs to have your most updated information on file at all times.

NOTICE OF CANCELLATION-Right to Cancel

The Student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel the contract with the school, without any penalty or obligation, within seven (7) days from the first class session. If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment and you were charged for it, you must return it within 30 days of the date you signed the Cancellation Notice. If you do not return the equipment within the 30-day period, the school may keep an amount of what you paid that equals the price of the equipment written in the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment. To cancel the contract for training with the school, mail or deliver a signed and dated copy of this Cancellation Notice, or any other written notice or send a telegram or facsimile to the school office, ATTENTION: Office of the Registrar. This Notice of Cancellation must be sent or delivered to the school no later than midnight of seven (7) business days from the first day of class. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the seventh (7^{th}) business day, any refund due to you or liability for tuition you may owe is determined by the refund policy in the school's catalog and on the enrollment agreement. **Note: You will receive two (2) copies of this notice during orientation.**

ADMINISTRATIVE & ACADEMIC POLICIES

ADMISSION POLICY

The school is accepting applications for admissions as regular students for all courses once any of the following criteria have been met:

- Provide a verifiable copy of his/her U.S. High School Diploma, a transcript showing high school completion, GED (General Education Diploma) diploma, or has completed homeschooling at the secondary level as defined by state law. For applicants with a foreign high school diploma, verification needs to be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- Teacher Training applicants must have the High School diploma or GED Diploma in addition to a current cosmetology or barber license.

Other items required for enrollment include: Government Issued Identification (i.e. Drivers License, Cal. ID card), Social Security Card, Proof of Citizenship (i.e. Green Card, Birth Certificate, Passport, etc.), and a completed Enrollment Application. In addition, all students are required to take and pass the Admissions Test. Coachella Valley Beauty College uses the WONDERLIC SLE (Passing score of 15 or higher). Students must take and pass the test before being admitted in school.

REHABILITATION

This school is approved to accept students who qualify for retraining benefits through public or private agencies and insurance companies.

PRIOR CREDIT EVALUATION

It is our School policy that appropriate credit will be granted for prior training or experience upon review and verification by school officials of its validity (proof of training from another institution) under the Cosmetology Act and the Bureau of Barbering/Cosmetology Rules and Regulations. No other Credit will be granted unless is from a Cosmetology field and a Proof of Training is provided to us verifying its status. Occasionally, a student's acceptance by the school will depend entirely on the Bureau of Barbering and Cosmetology. (Out of State and out of the country individuals).

ENGLISH AS A SECOND LANGUAGE

Coachella Valley Beauty College does not offer ESL (English as a Second Language) courses. Classes and materials will be provided in English, but as the need arises, Spanish instruction and materials will also be made available. However, Bilingual students are encouraged to practice reading and speaking English during their studies at the school. Cosmetology, Esthetician, and Manicurist students may choose to take the written portion of the State Board Exam in either English, Spanish, or Vietnamese. Our policy is to provide all enrollment agreements, disclosures, statements to students, and recruitment materials in English only,

ORIENTATION CLASS

All new students, transfers, and re-enrollment students are required to attend prior to admission. Orientation is held on Fridays, the day before the first day of class.

COURSE START DATES / CLASS SCHEDULES

Classes for all courses are scheduled to start the first Monday of each month, or the first available business day of the week if the Monday should fall on a Holiday:

2018: 01/08/18, 02/05/18, 03/05/18, 04/02/18, 05/07/18, 06/04/18, 06/25/18, 07/09/18, 08/06/18, 09/04/18, 10/01/18, 11/05/18, 12/03/18

2019: 01/07/19, 02/04/19, 03/04/19, 04/01/19, 05/06/19, 06/03/19, 06/24/19 07/01/19, 08/05/19, 09/03/19, 10/07/19, 11/04/19, 12/02/19

(For Instructor Training, there are no start dates due to the BBC not recognizing the Instructor Training Program at this time). When deemed necessary, the school reserves the right to modify course start dates.

School hours: Monday through Friday 8:00 a.m. until 5:00 pm.

SCHOOL HOLIDAYS

Coachella Valley Beauty College, Inc. observes the following holidays: Memorial Day, Thanksgiving Day, 4TH of July, Christmas Day, Labor Day, New Year's Day. * When deemed necessary, the school reserves the right to call for additional closure dates. The school will then extend the student's graduation date by the number of additional closure dates taken.

STUDENT PHOTO RELEASE

While students are attending Coachella Valley Beauty College, Inc. they give the school the absolute right and permission to take photographs and/or video of them on the clinic floor, or in class, for trade publications and/or other lawful practices.

ADMISSIONS and FINANCIAL AID INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Mon.- Fri. between 8:30 a.m.- 5:00 p.m.
Person to contact**:** Ms. Nilza Price, Mr. Lee Jones **(**760) 772-5950 or (951) 769-0675

FINANCIAL AID: Applicants or students may secure Financial Aid information Mon.– Fri. between 8:30 a.m.-5:00 p.m.
Person to contact: Ms. Denise Harker - Financial Aid Officer **(**760) 772-5950 or (951) 769-0675

PLACEMENT ASSISTANCE: Available Mon. – Fri. between: 8:30 a.m. through 5:00 p.m.
Person to contact: Ms. Nilza Price , Mr. Lee Jones (760) 772-5950 or (951) 769-0675

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP):

All students of this institution, regardless of the course enrolled in will be evaluated using the criteria of the SAP to receive an academic (Qualitative) and attendance (Quantitative) evaluation based on their course hours, schedule of attendance, along with theory and practical requirements per the Board of Barbering and Cosmetology. This policy is established and maintained for all Title IV and private pay students attending this school. Students who receive funds from the Federal Title IV Financial Aid program must maintain SAP in order to continue eligibility for funding.

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 at the end of each evaluation period on all tests, work projects (operations) and other required course work. Test grades, along with practical assessments will be combined to obtain a combined GPA for the qualitative element of the SAP policy.

Theory (tests) Grading Scale:
90% - 100% A.....Excellent
80% - 89% B.....Good
70% - 79% C.....Satisfactory
0% - 69% F….Fail

Practical Work Grading Scale:
70-100 POINTS = Satisfactory
0- 69 POINTS =Unsatisfactory

2. Maintain a cumulative average attendance level of at least 67% of the scheduled hours in order to be considered maintaining satisfactory attendance progress. 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 with the maximum time frame (150% of the course length) allowed.

3.

Maximum / Minimum Time Frame:

COURSE		MINIMUM TIME FRAME		MAXIMUM TIME FRAME	
Manicuring	Full Time	16 weeks	4 months	24 weeks	6 months
Esthetician	Full Time	24 weeks	6 months	36 weeks	9 months
Cosmetology	Full Time	64 weeks	16 months	96 weeks	24 months
Barbering	Full Time	60 weeks	15 months	90 weeks	22 months
Barber Crossover	Full Time	8 weeks	2 months	12 weeks	3 months
Teacher Training (Cosmetology)	Full Time	24 weeks	6 months	36 weeks	9 months

If at time of evaluation it is determined that the student will not be able to complete the program within the established 150% maximum time frame while attending at a pace that is manageable for the student, the student will be dropped from the program.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

3. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Academic Progress Evaluation Periods: Students will be evaluated when they have reached the actual attended hours in the program for which they are enrolled. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

- The **Cosmetology Program** totals 1,600 hours , with 900 hrs. in Academic Year (AY) 1, and 700 hrs. in AY 2.
- The **Barbering Program** totals 1,500 hours, with 900 hrs. in AY 1, and 600 hrs. in AY 2.
- The **Barber Crossover Program** totals 200 hours, with all 200 hrs. in AY 1.
- The **Esthetician Program** totals 600 hours, with all 600 hrs. in AY 1.
- The **Manicuring Program** totals 400 hours, with all 400 hrs. in AY 1.
- The **Teacher Training (Cosmetology) Program** totals 600 hours, with all 600 hrs. in AY 1.

Cosmetology 1,600 hrs.	*Barbering 1,500 hrs.*	*Barber Crossover 200 hrs.*	*Esthetician 600 hrs.*	*Manicuring 400 hrs.*	*Teacher Training (Cosmetology) 600 hrs.*	*Evaluations will occur at the end of each Scheduled Payment Period*
450 hrs.	450 hrs.	100 hrs.	300 hrs.	200 hrs.	300 hrs.	*Academic Year 1*
900 hrs.	900 hrs.	200 hrs.	600 hrs.	400 hrs.	600 hrs.	*Academic Year 1*
1250 hrs.	1200 hrs.					*Academic Year 2*
1600 hrs.	1500 hrs.					*Academic Year 2*

*For transfer or re-enrolled students, the evaluation period will be the midpoint of the contracted hours or the established evaluations periods, whichever comes first.

Academic Progress Evaluations:

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period and maintained in their student file. 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 (Theory) GRADING:

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

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

Determination of Satisfactory Academic Progress:

Students meeting the minimum requirements for attendance and academic progress at the evaluation point will be considered to be making Satisfactory Academic Progress (SAP) until the next scheduled evaluation. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. Students determined to not be maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning:

Students placed on SAP Warning will still be considered to be making Satisfactory Academic Progress, and will continue to receive Title IV funding for that one payment period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If the student is meeting minimum requirements at the end of the SAP Warning period, the student will be determined to be making SAP and Title IV funding will continue. If at the end of the SAP Warning period, the student has still not met the minimum 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 will be 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 requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If a student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress has been re-established and Title IV funds will be disbursed for the next payment period. 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.

Appeal Procedure:
If a student is determined to not be making satisfactory academic progress, the student may appeal the determination in writing with ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written letter to the school 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 students file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

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
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. The 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 in the same Satisfactory Academic Progress status as at the time of withdrawal.

Noncredit, Remedial Course, 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.

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. For transfer or re-enrolled students, the evaluation period will be the midpoint of the contracted hours or the established evaluations periods, whichever comes first.

GRADUATION REQUIREMENTS
Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS
Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

DIPLOMAS AND CERTIFICATES OF COMPLETION
Upon satisfactory completion of the required course hours, and when a student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also a certificate of completion will be issued. This certificate will then become part of the application for examination for your State of California License. **Neither a diploma nor certificate will be issued unless all monies have been paid in full.**

STUDENT RECORDS RETENTION POLICY
The school maintains current student files for five years. Files may be stored away from school premise. It is recommended that all students retain all Enrollment, Withdrawal, and or Completion Papers. One set of the student's transcripts will be provided free. Thereafter, there will be a $25.00 charge for each additional set.

PLACEMENT ASSISTANCE

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student placement log and the process of follow-up begins. When students take the Bureau of Barbering & Cosmetology examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student placement log. Job listings are posted on the bulletin boards for students to review. Ms. Nilza Price or Mr. Lee Jones assist students in placements as often as needed; however, the school does not guarantee placement to any student.

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the instructor in charge you may deliver it to the director: Ms. Cham T. Prince at 79450 Highway 111, La Quinta, CA 92253
4. All grievances, regardless of the nature, will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

In a case where a student or any member of the public can not work out a grievance with the institution, they may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's internet web site www.bppe.ca.gov

STUDENT CONDUCT

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruption of class will not be tolerated at any time. You are paying to learn a trade and so are others, therefore, we take your investment seriously and so should you. Any student abusing staff or fellow classmates or interferes with normal classroom activity or clinic operations may be terminated from the training program in which he/she is enrolled. A student who is dismissed for misconduct will be furnished a written statement which outlines the reason for such action. A student dismissed for misconduct may be permitted to re-enroll and resume training provided at the discretion of the school.

DRUG ABUSE POLICY

The school strictly enforces a zero tolerance drug and alcohol policy on campus, and fully supports *Drug-Free Schools and Communities Act* of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. Advising and counseling is provided when deemed necessary as well as to those who request assistance. The School makes the following information available to its students, staff and instructors. Additionally, any student or staff member can also contact the following agency for more information, counseling, or assistance: Betty Ford Clinic 39000 Bob Hope Drive, Rancho Mirage, CA 93270 1-800-854-9151

G.E.D. PREPARATION

The school does not offer a General Education Diploma preparation program. We highly encourage all students who have not already earned his/her High School Diploma or do not hold a G.E.D. certificate and have been accepted to participate in a program offered at this school based upon having proven an "ability to benefit" to complete the state approved G.E.D program. Special preparation for the G.E.D. certificate program is available through College of the Desert, Palm Desert at 760-346-8041, or the Riverside County C.T.E. program at 760-342-1568

ATTENDANCE POLICY

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during two (2) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

Students are expected to attend 25 to 40 hours per week, 5 to 8 hours per day, Monday through Friday. Students are expected to be regular in attendance. Absence from classes can seriously affect the student's progress. Student's individual schedules will be discussed during initial interview. The following possible attendance schedules: Full time: Full time students are required to be enrolled to attend a minimum of 25 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 25 hours per week. Less than 12 hours per week is less than half time.

Full Time/ 25 hrs. per week
Monday-- Friday 8:30 am – 1:30 pm
Full Time/ 25 hrs. per week
Monday-- Friday 12:00 pm – 5:00 pm

Full Time/ 30 hrs. per week
Monday-- Friday 8:30 am – 2:30 pm
Full Time/ 40 hrs per week
Monday-- Friday 8:30 am – 5:00 pm

STUDENT CLOCK HOUR POLICY

Per Sec. 73760 of the CCR it is the policy of this school that all students shall clock into a computerized monitoring program using the finger scanner. Upon enrollment, each student's finger print will be programmed into the computer. This will be used to clock in and out of school. Students will use the manual time clock to punch in and out for their 15 minute breaks. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. 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), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. **Instructors may not sign a student in or out for any reason or purpose, other than to give the required credit on their time cards.**

At the completion of the 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 weekly time card. **The time card must be signed by the student and the instructor daily.** Time cards reflect the students' 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. If an error is made on the time card, correcting the mistake will require that a line be drawn through the error, the student & staff member must date and initial the correction(s). 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, personnel grooming, leaving the building, reading material not related to your training or 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 termination.

TIME CARD CREDIT

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

Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, and Hair cut = 1/2 to 1 hour.

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

BREAK AND LUNCH SCHEDULES

Each student that is enrolled for eight (8) hours per day will be given two fifteen (15) minute breaks per day. All other students will be given one fifteen (15) minute break per day. All students shall take their breaks at designated times. It is mandatory that a ½ hour lunch break be taken after each 6 hours of attendance. All students required to take a ½ lunch break will be assigned to a specific lunch schedule.

ABSENCE

Satisfactory attendance must be maintained. All course work missed due to absences must be made up upon return to school. One un-excused absence or 5 total absences per month are considered excessive. Students are encouraged to make up any absence hours as soon as possible.

TARDINESS

Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at scheduled time. Excessive tardiness is grounds for probation and/or suspension. Any time after 8:37 is considered tardy.

MAKE UP TIME POLICY

All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time. All lesson assignments which were missed during any period of absence must be made up. A record of make-up work is maintained for each student who is required to perform this type of work. A student is allowed seven minutes leeway for clocking in. However, this practice is discouraged because it is disruptive to the student's learning process. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In case of tardiness, a student is required to make up any and all prescribed work.

LEAVE OF ABSENCE POLICY

Students who may be absent for an extended period of time may request a Leave of Absence (LOA) in person by completing a LOA form. The request must include the LOA start date, end date, reason for request, and signed by student and authorized staff member. Some examples of reasons for a LOA would be for extended illness of the student, care of a family member, pregnancy leave, etc. The LOA must be requested in advance in writing unless unforeseen circumstances prevent a student from doing so, such as an automobile accident. In such case, the LOA start date will be determined to be the first day the student was unable to attend due to accident and the school will document the reason for the LOA and obtain the request from the student at a later date. Once the completed form is completed and returned to an authorized staff member, he/she will approve or dis-approve the request. There must be reasonable expectation the student will return at the end of the LOA. The school will not assess any additional institutional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The LOA, together with any additional leave of absences must not exceed a total of 180 days in any 12 month period. If the student fails to return from a LOA, the withdrawal date determination date would be the date the student did not turn and the refund would be calculated based off the students last date of attendance. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

WITHDRAWAL / DROP POLICY

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation the school will remit a pro-rata refund if the student has completed 60 percent or less of the period of attendance (based on scheduled hours). The refund will be less the registration fee and equipment received by the student. 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

If a student does not attend school for 14 consecutive days, without having contacted the school requesting a LOA (Leave of Absence), they will be automatically dropped from the course in which they are enrolled. Students who are on a LOA and who do not return on or before their LOA end date will also be dropped from their course. Students that wish to withdraw, and who are still in attendance should notify the office, in writing, of their request to withdraw.

SUSPENSION AND TERMINATION POLICY

Suspension or termination from the Institute may happen if the student participates in any of the following:

- Possession of illegal drugs or alcohol on school premises or grounds or parking lot.
- Theft from students or of school property.
- Willful destruction of school property.
- Insubordination.
- Loud or boisterous behavior.
- Direct violation of instructor's directions, i.e., refusing a client, reassigning a client to another student or tampering with the appointment book.
- Clocking in or out for another student.

RE-ENTRY POLICY

Students who have had their training suspended for cause may be re-admitted to classes upon a written request and with affirmation, that the action(s), which caused the suspension, will not be repeated. Re-admittance will be determined on a case-to-case basis and is the discretion of the school. Students allowed to re-enter, will re-enter into the program without the loss of credit of Bureau of Barbering & Cosmetology hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution.

The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

ADVISING AND STUDENT PERSONNEL SERVICES

A private office is available for student advising, placement, and other personnel services for the benefit of students. Students are free at any time to discuss personal problems that might affect their schooling or their future employment. Students may request additional counseling sessions at any time. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when needed. Particular attention is always given in preparing for the Bureau of Barbering & Cosmetology Examination.
The school does not maintain professional counselors at the school, nor do we 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 School staff is not licensed or trained as professional counselors and cannot provide professional on-going or long-term counseling for those students needing that type of help. However, the staff is always willing to listen and provide available information. Any student has the right to gain access to their files with a 24-hour notice to the Office Manager. **Coachella Valley Beauty College, Inc.** observes the *"Right to Privacy Act"* and will not release any information about any student without the student's written consent.

PERSONAL PROPERTY POLICY

Students are solely responsible for their own equipment and supplies as well as their personal property. Lockers and/or lockable roll-about are provided to each student upon enrollment. It is suggested that if a student is not going to be attending school for an extended amount of time (i.e. LOA), that the student remove their equipment and supplies off the school premises. Any equipment that is abandoned by the student for longer than 30 days after their last day of enrollment will be donated. The school is not responsible for any equipment, textbook, etc. abandoned by a student.

HOUSING

The school does not maintain housing for students, nor does it make specific recommendations regarding housing.

TRANSPORTATION

Public transportation is available throughout the Coachella Valley with stops located close to the school.

COPYRIGHT INFRINGMENT & ILLEGAL FILE SHARING – POLICIES AND SANCTIONS

Intellectual properties include copyrights, trademarks, patents, and trade secrets covered by copyright law. Copyright infringement (or copyright violation) is the unauthorized, prohibited use to reproduce ideas or information without any intention of paying for it.

For electronic and audio-visual media, unauthorized reproduction and distribution is also commonly referred to as **piracy.** Besides, unauthorized downloading of movies, music and software is damaging the economy.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can in its discretion, also assess costs and attorney's fees. For details, see Title 17, Unite States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

When students are found guilty of an academic offence, a penalty will be assigned ranging from a warning to a suspension or expulsion from the institution.

EMERGENCY PROCEDURE

- In the event of a fire, dial 9-1-1 to report the fire
- In a major emergency, such as a wildfire or widespread hazardous materials release, the entire campus may be evacuated and areas closest to the danger area will be evacuated first.
- Stay calm, do not rush or panic
- Safely stop your work
- Gather your personal belongings if it is safe to do so
- Close, but do not lock, your office door and window if it is safe to do so
- Test closed doors for heat and/or fire by touching the door with the back of your hand; do not proceed if hot
- Proceed calmly and safely to the designated Emergency Assembly Area (EAA)
- Follow instructions from emergency responders
- Do not re-enter building until you are instructed to do so

VACCINATION POLICY

As adult learners, students attending Coachella Valley Beauty College, Inc. are expected and assumed to be current with all required vaccinations. Coachella Valley Beauty College does not require any information regarding vaccinations from potential students to enroll.

CONSTITUTION AND CITIZENSHIP DAY (SEPTEMBER 17TH)

Our institution complies with the "Consolidated Appropriations Act, 2005." The laws states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution of September 17 of such year for the students served the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17,1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

VOTER REGISTRATION

In October 2002, the Congress passed and the President signed the Help America Vote Act of 2002 ("HAVA"). Students may register to vote in California if they are:

- A United States citizen
- A resident of California
- At least 18 years of age (or will be by the date of the next election)
- Not in prison or on parole for a felony conviction.
- Not judged by a court to be mentally incompetent

For downloadable form or more information, students may visit the Voter Registration – Elections & Voter Information – California Secretary of State at www.sos.ca.gov or call toll-free number 800-345-8683.
For downloadable form or more information, students may visit the Voter Registration – Elections & Voter Information – California Secretary of State at www.sos.ca.gov or call toll free number (800)345-8683. If a paper form is preferred, students may pick up a blank California Voter Registration Application in the institution's Administrative Office. Students can also obtain an application at their county elections office, library, Department of Motor Vehicles offices or U.S. post office.

FEDERAL DISCLOSURES: (Branch location of Beaumont,CA relocated to Hemet, CA on 12/04/17)

Our Institution wants you to know that, as reported on our NACCAS (National Accrediting Commission of Career Arts & Sciences) 2017 Annual Report are as follows:

As documented in our **2017** Annual Report: **Completion, Placement, Licensure Rate:**
(Data for La Quinta & Beaumont combined)

- Completion Rate: Of the students that were scheduled to complete in 2017, 65.26% of them completed.
- Placement Rate: Of the students that are eligible for placement, 64.52% were placed in the field
- Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 83.02% of them passed.

NACCAS 2017 Annual Report data by Course:

Cosmetology:
Completion Rate: Of the students that were scheduled to complete in 2017, 64.4% of them completed.
Placement Rate: Of the students that are eligible for placement, 51.7% were placed in the field
Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 75% of them passed.

Barbering:
Completion Rate: Of the students that were scheduled to complete in 2017, 51.4% of them completed.
Placement Rate: Of the students that are eligible for placement, 77.8% were placed in the field
Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 87.5% of them passed.

Barber Crossover:
Completion Rate: Of the students that were scheduled to complete in 2017, 100% of them completed.
Placement Rate: Of the students that are eligible for placement, 100% were placed in the field
Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 100% of them passed.

Manicuring:
Completion Rate: Of the students that were scheduled to complete in 2017, 100% of them completed.
Placement Rate: Of the students that are eligible for placement, 50% were placed in the field
Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 100% of them passed.

Esthetician:
Completion Rate: Of the students that were scheduled to complete in 2017, 100% of them completed.
Placement Rate: Of the students that are eligible for placement, 57.1% were placed in the field
Licensure Rate: Of the students who completed and passed all parts of the licensure exam by 11/30/18, 83.3% of them passed.

Teacher Training (Cosmetology): There was no data to report for this timeframe.

STUDENT RIGHT –TO-KNOW RATES – LA QUINTA:

Disclosure Date: 07/01/2018

	Men	Women	Total	Rate
1a Initial Cohort	17	13	30	---
1c Allowable Exclusions	1	0	1	---
1e Final Cohort	16	13	29	---
2a Completers	8	7	15	52
3a Transfer-out Students	0	0	0	0
4 Completion or **Graduation Rate**	50	54	---	52%
5 Transfer-Out Rate	0	0	---	0%
6 **Retention** rate (Based on IPEDS Fall Enrollment Report-Part E)	---	---	---	65%
7 Placement rate (disclose any placement rate calculated)	---	---	---	---

Line 2a above breaks down into this:

ETHNICITY	PELL RECIPIENTS		SUBSIDIZED LOAN RECIPIENTS WITHOUT PELL		NEITHER OF THE AID PROGRAMS	
	Male	Female	Male	Female	Male	Female
NON RESIDENT ALIEN	**0**	**0**	**0**	**0**	**1**	**0**
HISPANIC/LATINO	**6**	**7**	**1**	**0**	**0**	**0**
AMERICAN INDIAN OR ALASKA NATIVE	**0**	**0**	**0**	**0**	**0**	**0**
ASIAN	**0**	**0**	**0**	**0**	**0**	**0**
BLACK	**0**	**0**	**0**	**0**	**0**	**0**
NATIVE HAWAIIAN OR OTHER PACIFIC ISL	**0**	**0**	**0**	**0**	**0**	**0**
WHITE	0	**0**	**0**	**0**	**0**	**0**
TWO OR MORE RACES	**0**	**0**	**0**	**0**	**0**	**0**
RACE AND ETHNICITY UNKNOWN	**0**	**0**	**0**	**0**	**0**	**0**

STUDENT RIGHT –TO-KNOW RATES – BEAUMONT: (Branch location of Beaumont, CA relocated to Hemet, CA on 12/04/17)

Disclosure Date: 07/01/2018

	Men	Women	Total	Rate
1a Initial Cohort	8	26	34	---
1c Allowable Exclusions	0	1	1	---
1e Final Cohort	8	26	34	---
2a Completers	5	14	19	56
3a Transfer-out Students	0	0	0	0
4 Completion or **Graduation Rate**	63	54	---	56%
5 Transfer-Out Rate	0	0	---	0%
6 **Retention** rate (Based on IPEDS Fall Enrollment Report-Part E)	---	---	---	100%
7 Placement rate (disclose any placement rate calculated)	---	---	---	---

Line 2a above breaks down into this:

ETHNICITY	PELL RECIPIENTS		SUBSIDIZED LOAN RECIPIENTS WITHOUT PELL		NEITHER OF THE AID PROGRAMS	
	Male	Female	Male	Female	Male	Female
NON RESIDENT ALIEN	**0**	**0**	**0**	**0**	**0**	**0**
HISPANIC/LATINO	**1**	**6**	**0**	**0**	1	**1**
AMERICAN INDIAN OR ALASKA NATIVE	**0**	**2**	**0**	**0**	**0**	**0**
ASIAN	**0**	**0**	**0**	**0**	**0**	**0**
BLACK	**0**	**1**	**0**	**0**	**1**	**0**
NATIVE HAWAIIAN OR OTHER PACIFIC ISL	**0**	**0**	**0**	**0**	**0**	**0**
WHITE	**2**	**2**	**0**	**0**	**0**	2
TWO OR MORE RACES	**0**	**0**	**0**	**0**	**0**	**0**
RACE AND ETHNICITY UNKNOWN	**0**	**0**	**0**	**0**	**0**	**0**

* Please refer to the Department of Labor website (http://www.bls.gov) for more information regarding the employability and availability of these occupations. (SOC – Standard Occupational Classification)

SCHOOL RULES AND REGULATIONS

1. School hours are as follows: Monday–Friday 8:00 a.m. – 5:00 p.m.
2. Time cards must be clearly legible using black or blue pen only. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school at least 30 (thirty) minutes prior to their class start to report his/her absence.
4. Students are required to be in class for roll call promptly in clean, prescribed uniform. A.) Cosmos: Black scrub set only. Barbers: School issued jackets w/ either beige, black, or blue pants only. Estheticians: White jackets w/Black scrub pants only. Mani: Black scrub set only. No tank tops, mini skirts, or shorts permitted. Closed toe and low heel shoes are required at all times. Students not in proper uniform will be clocked out and sent home. The instructor has the right to send students home for misconduct, excessive tardiness and out of uniform.
5. Students appearing in school with their hair not styled and neat will clock out. Beauty needs are to be done on the student's own time.
6. Student lockers are the student's responsibility and must be kept clean, inside and out and free of food and drinks. An instructor or staff member reserve the right to open lockers to check for contents or to remove contents within 07 days, reasonable time after graduation or withdrawal from school.
7. A student who is tardy 8 minutes cannot clock in until theory class is over and may not attend theory class. Students are to be in class at scheduled time. Excessive tardiness is grounds for probation and/or suspension.
8. Students required to take lunch, will take it between 11:30 a.m. and 1:00 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
9. A student must use the hand scanner. Students failing to do so will only receive credit for hours indicated by the hand scanner. Students are also being required to punch in and out for all breaks on the back of their time cards, with the time clock.
10. Any time a student leaves the building during the day his/her time card must be returned to the time card rack or left at the receptionist desk.
11. Smoking is allowed in assigned areas only OUTSIDE of the building.
12. No visitors are permitted in the classroom, student lunch area, or clinic floor unless approved by the Instructor.
13. School business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
14. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times. Students must keep their work station & work areas, clean and sanitary at all times. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
17. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
18. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
19. Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
20. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron.
21. Students have the privilege at all times to consult the management on personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord or is caught clocking in for another student.
22. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
23. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the school office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
24. Only products furnished by the school may be used unless otherwise approved by the supervisor.
25. Students are to park only in the area designated by the school. The Instructor will show you the parking area and where to park during orientation class.
26. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination/disrespect will not be tolerated by any student towards an Instructor, Staff member or another Student.
27. Students must comply with school policy and federal/state rules and regulations.
28. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
29. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than 14 fourteen (14) consecutive days without notifying the DIRECTOR will be automatically terminated.

NO Cell Phones are allowed in the school at any time. They may be used OUTSIDE of school during break/lunch time.
These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon a possible so that you may become employed as a Cosmetologist, Barber, Manicurist or Esthetician. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE:

COURSES	Clock Hrs.	Hourly Rate	Tuition	Registration Fee*	STRF Fee*	Equipment*	Total Charges	Weeks
Cosmetology	1600	$8.00	$12,800.00	$100.00	$0.00	$1,250.00	$14,150.00	40-64
Barbering	1500	$8.00	$12,000.00	$100.00	$0.00	$1,250.00	$13,350.00	38-60
Esthetician	600	$8.00	$4,800.00	$100.00	$0.00	$750.00	$5,650.00	15-24
Manicuring	400	$8.00	$3,200.00	$100.00	$0.00	$1,250.00	$4,550.00	10-15
Barber Crossover	200	$8.00	$1,600.00	$100.00	$0.00	$300.00	$2,000.00	5-8
Teacher Training (Cosmetology)	600	$8.00	$4,800.00	$100.00	$0.00	$300.00	$5,200.00	15-24

*** Non- Refundable**

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT AFFECT ATTENDING STUDENTS

Institutional charges for the tuition charges are posted to the student tuition account by payment period. However, registration fee, and equipment fees for the entire course, will be assessed and posted in the students tuition account within the first payment period.

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application.

For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual**.** All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

For students on monthly payment plans, the payments are due on the first day of the month and will be considered late after the 10th. Payments are accepted by cash, check or credit card. There will be a service charge of $25.00 for any returned checks. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following: suspension, termination, and/or student's account turned over to collections.

The student is responsible for all contracted tuition, registration, equipment, kit, and overtime charges.

Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include applicable sales tax.

All institutional charges must be paid in full before credits may be released. Unpaid credits will be retained by the institution until payment in full is complete.

STATE BOARD COST OF EXAMINATION

$9.00 Pre-Application Fee paid to Board of Barbering and Cosmetology in addition to Board of Barbering and Cosmetology Examination Fee of $125.00 for Cosmetology; $110.00 for Manicuring ; $115.00 for Esthetician; $125.00 for Barbering.

EXTRA INSTRUCTION (OVERTIME) CHARGES

Students are expected to complete their training within the maximum time allowed as specified on their Enrollment Agreement. **If a student exceeds the time frame outlined on their enrollment agreement, an extra instruction charge will be made for the balance of the hours required for the completion of course**. Rate per hour are as follows: Cosmetology $8.00, Manicuring $8.00, Esthetician $8.00, Barbering and Barber Crossover Course $8.00, Teacher Training (Cosmetology) $8.00.

TRANSFER STUDENTS

Transfer students will be charged $8.00 per clock hour of remaining hours, plus the registration fee of $100.00. *Note:* We do not normally accept transfer students who have completed ½ or more of the course hours at another school, however, upon approval of the School Director, exceptions may be made on an individual evaluation basis.

EQUIPMENT/BOOKS

Students will be provided with a detailed list of the required textbooks and kit contents. Cost of all other additional books/kits/accessories, not provided in the Student Kit shall be the responsibility of the student. Located in the library are book, magazines, pamphlets, videos, and cd's, which are available to the student while attending the school. If you need to check out materials to view at home, please contact an instructor.

CONTINUOUS/SPECIALIZED TRAINING POLICY

All students are allowed, at no charge, one (8) hour day of State Board training after they have completed their required clock hours in their enrolled course, and having graduated from this school. The 8 hours of training must be completed in 1 day. This is to be taken during the timeframe after their graduation, and before their original scheduled test date. Student must make an appointment for this additional training, and must come in dressed in school uniform. Any additional State Board Training (for former students) **AFTER** this timeframe will be charged at $10.00/hr with a minimum of 8 hours. The 8 hours must in completed in one day. Cash payment is to be paid prior to each session. Student must make an appointment for this additional training, and must come in dressed in school uniform. Specialized training and brush up courses are charged on a per lesson or special course basis. Contact the Administrator for details. These courses and lessons are considered to be AVOCATION Programs. Tuition for specialized courses subjects is calculated at the time of enrollment. Acceptance of students for the State Board Continuous/Specialized training program will be at the discretion of the school administration.

SCHOLARSHIP STATEMENT

Our school does not award any institutional scholarships incentives.

REFUND POLICY

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

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

An applicant that is not accepted by the school is entitled to a refund of all monies paid.

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

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

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

Withdrawal / Drop Policy: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation the school will remit a pro-rata refund if the student has completed 60 percent or less of the period of attendance (based on scheduled hours). The refund will be less the registration fee and equipment received by the student. 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

If a student does not attend school for 14 consecutive days, without having contacted the school requesting a LOA (Leave of Absence), they will be automatically dropped from the course in which they are enrolled. Students who are on a LOA and who do not return on or before their LOA end date will also be dropped from their course. Students that wish to withdraw, and who are still in attendance should notify the office, in writing, of their request to withdraw.

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

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

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

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.

Default of Federal or State Loan: If a student defaults on a federal or state loan, both the following may occur: 1) The federal or state government or loan guarantee agency may take action against the student, including garnishing an income tax refund; and 2) The student may mot be eligible for any other government financial assistance at another institution until the loan is repaid.

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

Course Cancellation:
If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

If a course is canceled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall at its option:

1. Provide a full refund of all money paid; or 2. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

BASIC FINANCIAL AID INFORMATION:

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the school. A list of these programs includes:

- **Federal PELL Grant:** Does not require repayment (FPELL)***
- **Federal Supplemental Education Opportunity Grant:** Does not require repayment (FSEOG)
- **FDirect Stafford Loans - Subsidized:** Must be repaid***
- **FDirect Stafford Loans - Unsubsidized:** Must be repaid***
- **FDirect Plus Loans:** Must be repaid***

*****denotes the programs available at this institution**

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at our school may be found in the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1 (800) 433-3243. Internet access is also available at: http://www.fafsa.ed.gov/.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at lest a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male between the age of 18-25);
- have a valid Social Security Number
- have a high school diploma, (or its equivalent) a GED, has completed homeschooling at the secondary level as defined by state law.
- agree to use any federal student aid received solely for educational purposes.

* some students may not be eligible based on drug related offenses.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

DETERMINING

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. Coachella Valley Beauty College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report(ISIR) with the calculation of the Expected Family Contribution (EFC). The EFC is used to determine how much and what kind of financial aid a student is eligible for.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; it's instructional, laboratory, its physical facilities, and it's faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available Coachella Valley Beauty College, Inc., including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request reasonable accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

TYPES OF FEDERAL FINANCIAL AID PROGRAMS:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Grants:

Federal PELL Grant Program:

Funds received under this program are not subject to repayment from the student. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards.

DEADLINE: FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 15, of the award year from which aid is requested from, or your last day of enrollment in 2015-2016, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

RENEWAL PROCESS: A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

DISBURSEMENT: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG):

Funds received under this program are not subject to repayment from the student.

DEADLINE: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

DISBURSEMENT: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling through out the entire year. If SEOG funds still available, a second priority will be given to Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE.

FWS (Federal Work Study) Program:

This school does not participate in the Federal Work Study Program.

Loans:

Subsidized Federal Stafford Loan:

The subsidized Federal Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is $3,500.00, less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student interest repayment six months after leaving school, or dropping below a half-time enrollment status. The minimum repayment is $50.00 per month; however, subsidized federal Stafford loans provide many flexible repayment plans as explained in the loan counseling materials. Payments are based on the repayment plan selected by the student. Please refer to your Loan Entrance counseling package for additional information.

DEADLINE: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

DISBURSEMENT: Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, refer to: www.studentloans.gov.

Unsubsidized Federal Stafford Loan:

If you do not qualify for a full or partial Subsidized Stafford Loan based on your financial need, you may qualify for an Unsubsidized Stafford Loan. The federal government does not pay the interest on unsubsidized loans while you are in school, or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. Loan repayment begins six months after your last day of attendance, or when your enrollment status falls below half time. Independent students can borrow up to $9,500.00 (combined Subsidized and Unsubsidized) for their first academic year. Dependent student can borrow up to $5,500.00 (combined Subsidized and Unsubsidized) for their first academic year

DEADLINE: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.
DISBURSEMENT: Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, refer to: www.studentloans.gov.

Parent PLUS Federal Loan:
The Federal PLUS Loan is available to parents who wish to apply for additional assistance for the dependent child's education. The amount of the PLUS Loan cannot exceed the student's cost of attendance less other student aid awarded. The interest rate varies and is adjusted each year, not to exceed 9% and begins to accumulate on the date of the first disbursement. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.
DEADLINE: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.
DISBURSEMENT: Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, refer to: www.studentloans.gov.

AWARD NOTIFICATIONS:
Once a financial aid administrator at the school reviews your Student Aid Report, you will be notified regarding your eligibility and the amount of aid you may receive via an Award Letter. A copy of the signed Award Letter will be provided to the student for their records, and a copy placed in their folder.

Our school uses the award letter in our active loan confirmation process. Active confirmation requires that each student sign the award letter in order to confirm the loan amount offered. The school will not disburse the loan until the borrower either affirmatively requests or accepts the proposed loan type and amount or requests changes to the proposed loan package. All students who have loans are required to have loan exit counseling before graduation or termination.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund as well as, if you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you receiving funding, any remaining balance will then be returned to you.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION
An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. CEC. Section 94828 per BPPVE Reform Act January 1, 1998.

RECOVERIES
Recoveries resulting on funds paid to students for personal expenses which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the program in the following order:

- First to FFELP (student loan programs),Second to Pell Grants, and Third to SEOG Grants.

REFUNDS
In any case where a refund is due to the Title IV Programs, the application of the refund will be made as follows:

- First to FFELP (student loan programs), Second to Pell grant, and Third to SEOG grants.

This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program. Refund due to the lender or the aid programs or student's account will be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAID.**

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

(This institution does not participate in the SEOG program). The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.

Therefore, the institutional policy to select FSEOG recipients is as follows: In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/05 to 6/30/06 period.

Therefore, the awards to those students will be up to $300 through the entire period. As of July 1, 2005, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

(This institution does not participate in the SEOG program)

This institution has a continuing enrollment process in which students may start the first Monday of each month, or Tuesday if Monday is a holiday.

DEFINITIONS:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR:

A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A 50 to 60 minutes of supervised instruction during a 60 minutes period.

COST OF ATTENDANCE:

Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances such as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE:
A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT:
He/She is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT:
He/She is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

FAMILY CONTRIBUTION (EFC):
The calculated amount that a family contributes to offset the student cost of attendance.

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). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted. Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID: F1 or F2 student visa J1 or J2 exchange visitor visa only

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Was born before January 1,1994
2. A graduate or professional student
3 Is Married (Separated but not divorced)
4 An individual with legal dependents other than a spouse. (As defined above)
5. Has dependents other than child or spouse who lives w/you and receives more than half their support from .you
6. An orphan or ward of the court up to the age of 18
7. Currently serving on active duty in the U.S. Armed Forces for purposes other than training
8. Is a veteran of the armed forces of the United States

PAYMENT PERIOD:
450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED:
Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS:
Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

RECOVERIES:
Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory not of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

REFUNDS:
In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

TRANSFER STUDENT:
A student, who attended a Post-secondary institution before the enrollment at Coachella Valley Beauty College, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by Coachella Valley Beauty College.

VERIFICATION PROCESS:
Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED:
The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS:
Applicants excluded from verification include:
·Death- Applicant dies during the award year or before the deadline for completing the verification.
·Incarceration- Applicant is incarcerated at the time the verification is to be performed.
·Certain immigration status- Applicant arrived in the U.S. during calendar years 2001 and 2002.
·Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.

Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.

REQUIRED VERIFICATION ITEMS:
Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:
· Total number of persons in the household.
·The number of members of household enrolled at least half-time students in postsecondary educational institutions.
·Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2015).
·U.S. income tax paid for the base year (2015).
·Certain untaxed income and benefits for the base year if certain conditions would apply include:
.Social Security benefits.
.Child support.
.Untaxed payments to IRA or Keogh
.Foreign income
.Earned income credit
.Interest on tax free bonds
The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED:
Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2017-2018. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 60 days from request date.

APPLICANT RESPONSIBILITIES:
To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary educational institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus-based applicants whose dependency status changes during the Award Year must have their EFC re-calculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):
If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
The student may continue training on a cash payment basis.
The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES:
If there are non-dollar errors and if the errors in dollar items total less than $400, there is no requirement to recalculate the students EFC.

NOTIFICATION OF RESULTS OF VERIFICATION:
The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE:
The school shall forward to the Secretary of Education, referral of fraud cases.

CURRICULUM

COURSE OUTLINE – COSMETOLOGY (SOC 39-5012, CIP # 12.0401) (1,600 HOURS)

COSMETOLOGY PROGRAM:

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 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. Instruction will be taught in English. Such technical instruction and practical operations shall include:

	SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1.	**Hairdressing – 1100 hours of technical & practical training**		
	Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	**65**	**240**
	Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	**40**	**105**
	Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	**60**	**50**
	Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	**20**	**80**
2.	**Health and Safety- 200 hours of technical instruction**		
	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.	**20**	
	Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	**45**	
	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.	**20**	**10**
	Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology	**15**	
3.	**Esthetics – 200 hours of technical & practical training**		
	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.	**25**	**40**
	Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.	**10**	**20**
	Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	**15**	**10**
4.	**Manicuring and Pedicuring – 100 hours of technical & practical training**		
	Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage	**10**	**25**
	Artificial nails shall include, but are not limited to, the following issues: Including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	**25**	**120 nails**
	Additional Training shall include the following subjects: Salon management including retail sales, record keeping, client service record cards, basic tax information relating to booth renters, independent contractors, employees, and employers. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques	**100 max.**	

COSMETOLOGY PERFORMANCE OBJECTIVE

- Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- 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 pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES 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.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

BOOKS: Milady Standard Cosmetology Textbook, Theory Workbook, and Exam Review

Cosmetology Student Kit:

1 Milady Workbook, Textbook, Exam Review	1 Pkg. Styling Comb	1 OPI Cosmetologist kit
1 Peanut/Clipper Set	1 Extractor	1 Box End Wraps
1 Flat Iron	1 Tweezer	1 Butterfly Clip
2 Cushion Brush	1 Box Latex Gloves	2 Styling Brushes
1 Tint Kit	1 Mannequin Hand	3 Thermal Brushes
1 Mannequin Head	1 Styling Cape	1 Hair Shaper w/Blades
1 Mannequin Head w/Stand	1 Shampoo Cape	1 Shark Scissor Set
1 Mirror	1 Spray Bottle	3 Misc. Combs
1 Clipper Comb	1 Duckbill Clips	1 Comb Set
1 Blowdryer	1 Carrying Case	2 Set Uniform
2 Curling Iron	1 Double Prong Clips	1 Pkg. Rat Tail Comb

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

COURSE OUTLINE - MANICURING (SOC 39-5092, CIP # 12.0410) (400 HOURS)

MANICURING PROGRAM:

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. Instruction will be taught in English. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

	SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1.	**Nail Care – 300 hours of technical & practical training**		
	Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	**60**	**60 & 180 Nails**
2.	**Health and Safety- 100 hours of technical instruction**		
	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.	**10**	
	Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	**25**	
	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.	**20**	**10**
	Bacteriology, Anatomy, and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	**10**	
	Additional Training shall include the following subjects: Salon management including retail sales, record keeping, client service record cards, basic tax information relating to booth renters, independent contractors, employees, and employers. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	**25 Max.**	

MANICURING PERFORMANCE OBJECTIVE: **A**cquire 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.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

BOOKS: Milady Art and Science of Nail Technology Textbook, Theory Workbook, and Exam Review

Manicuring Student Kit:

1 Milady Workbook, Textbook, Exam Review
1 Set Uniform
1 OPI Gel Kit
1 OPI “On the Go” Kit - included item list provided upon request.

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

COURSE OUTLINE - ESTHETICIAN (SOC 39-5094, CIP # 12.0409) (600 HOURS)

ESTHETICIAN COURSE:

The curriculum for students enrolled in a Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Esthetician pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Instruction will be taught in English. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

	SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1.	**Facials– 350 hours of technical & practical training**		
	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.	**70**	**140**
	Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post- operative care, CPR/AED, salon and spa skills.	**15**	
2.	**Health and Safety- 200 hours of technical instruction**		
	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.	**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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	**40**	
	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.	**10**	
	Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	**15**	
3.	**Hair Removal and Make-up- 50 hours of technical instruction**		
	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.	**25**	**50**
	Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	**20**	**40**
	Additional Training shall include the following subjects: Salon management including retail sales, record keeping, client service record cards, basic tax information relating to booth renters, independent contractors, employees, and employers. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	**30 Max.**	

ESTHETICIAN PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED: 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, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:
Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS	**= Satisfactory**
0- 69 POINTS	**= Unsatisfactory**

BOOKS: Milady's Standard Fundamentals for Estheticians Textbook, Theory Workbook, and Exam Review

Esthetician Student Kit:

1	Milady Workbook, Textbook, Exam Review	2	Extractor
1	Carrying Case	2	Tweezer
1	Set Uniform	1	Box Latex Gloves
2	Terrycloth Headband	1	5 pcs. Plastic Bottles
1	Terrycloth Spa Wrap	2	Fine Mist Spray Bottle
1	Make-up Cape	1	Make Up Pallet
1	Mirror	1	Make Up Brushes
2	Fan Brushes	1	Pkg. Disposable Mascara Brushes
2	Pkg. Artificial Eyelashes – strips	1	Pkg. Disposable Eye Shadow Applicator
3	Pkg. Artificial Individual. Eyelashes	1	Pkg. Disposable Lip Brush
1	Eyelash Glue	1	Bag Foam Wedges
1	Murad Skin Care Kit	1	Pkg. Plastic Spatulas

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

COURSE OUTLINE - BARBERING (SOC 39-5011, CIP # 12.0402) (1,500 HOURS)

BARBERING COURSE:

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. 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 or on a mannequin. The practical training shall include performance of the following minimum practical operations:

	SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1.	**Hairdressing – 1100 hours of technical & practical training**		
	Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	**65**	**240**
	Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	**40**	**105**
	Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	**60**	**50**
	Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	**20**	**80**
2.	**Shaving- 200 hours of technical instruction**		
	Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	**100**	**40**
3.	**Health and Safety- 200 hours of technical instruction**		
	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.	**20**	
	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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	**45**	
	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.	**20**	
	Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	**15**	
	Additional Training shall include the following subjects: Salon management including retail sales, record keeping, client service record cards, basic tax information relating to booth renters, independent contractors, employees, and employers. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	**20**	

1.

BARBERING PERFORMANCE OBJECTIVES

1. To acquire the knowledge of the laws and rules regulating California barber establishment practices.
2. To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
3. To acquire knowledge of the general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. To acquire business management techniques which are common to the Barber profession.

SKILLS TO BE DEVELOPED:

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
3. Learn the procedures and the terminology used in performing all barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

BOOKS: Milady Standard Professional Barbering Textbook, Theory Workbook, and Exam Review

Barber Student Kit:

1	Milady Workbook, Textbook, Exam Review	1	Cushion Brush	1	Box End Wraps
1	Carrier	2	Misc. Combs	1	Shaving Razor
1	Barber Jacket	1	Box Latex Gloves	1	Neck Duster
1	Tint Kit	1	Curling Iron	1	Sanitizing Jar
1	Woman's Mannequin Head w/Stand	1	Styling Cape	1	Hair Shaper w/Blades
1	Men's Mannequin Head	1	Shampoo Cape	1	Shark Scissor Set
1	Mirror	1	Spray Bottle	1	Replacement Razor Blades
2	Clipper	1	Clipper Comb	1	Duckbill Clips
1	Trimmer	1	10 pc. Comb Set	1	Butterfly Clip
1	Blowdryer	1	Metal Prong Clips	1	Pkg. Styling Combs
1	7 pc attachment combs	1	¾" Curling Iron		

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacture availability.

BARBER CROSSOVER COURSE:

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of two hundred (200) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. 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 or on a mannequin. The practical training shall include performance of the following minimum practical operations:

SUBJECTS	Minimum Required Technical Instructional Hours	Minimum Required Practical Operations
3. 200 Hours of Technical Instruction and Practical Training in Shaving		
Shaving Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages.	**100**	**40**

BARBERING PERFORMANCE OBJECTIVES

1. To acquire the knowledge of the laws and rules regulating California barber establishment practices.
2. To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
3. To acquire knowledge of the general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. To acquire business management techniques which are common to the Barber profession.

SKILLS TO BE DEVELOPED:

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
3. Learn the procedures and the terminology used in performing all barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

BOOKS: Milady Standard Professional Barbering Textbook, Theory Workbook, and Exam Review

Barber Student Kit:

1 Milady Workbook, Textbook, Exam Review
1 Set Uniform

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

COURSE OUTLINE – TEACHER TRAINING (COSMETOLOGY) (SOC 25-1194, CIP # 12.0413) (600 Clock Hours)

NOTE: The State of California does not currently offer any licensing or certification for the Instructor Training Course. Students enrolled in this course will receive a certificate of completion to enhance their educational qualifications.

TEACHER TRAINING (COSMETOLOGY) COURSE:
The curriculum for students enrolled in an instructor 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. Instruction will be taught in English. Practical operation shall mean the actual performance by the instructor trainee 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.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1. Total 600 hours of technical & practical training		
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.	**10**	
Preparatory instruction: (A) Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning	**40**	
Preparatory instruction: (B) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	**30**	**50**
Preparatory instruction: (C) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	**60**	**50**
Preparatory instruction: (D) Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading , etc.	**10**	
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.	**100**	

******* A student enrolled in the instructor 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.

TEACHER TRAINING (Cosmetology) 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.
   To provide information about:
   A. Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

TO DEVELOP AN APPRECIATION OF: The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that contributes to success in teaching.

SKILLS TO BE DEVELOPED: 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 insure 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.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS: At this time, the Board of Barbering and Cosmetology does not license this program.

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. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. 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 (Theory) GRADING:

90% - 100%	**A.....Excellent**
80% - 89%	**B.....Good**
70% - 79%	**C.....Satisfactory**
0% - 69%	**F….Fail**

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS = Satisfactory
0- 69 POINTS = Unsatisfactory

BOOKS: Milady's Master Educator, 3rd Edition
Exam Review Book

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

STAFF:

La Quinta:

Ms. Cham T. Prince	President/Director/Instructor
Ms. Denise Harker	Financial Aid Officer
Mr. Lee Jones	Administrator/Placement
Ms. Nilza Price	Instructor/Administrator/Admissions/Placement
Mr. Nicholas Moon	Instructor
Ms. Carmen Perezgil	Instructor
Ms. Deanna Tavares	Instructor
Mr. Carlos Gallardo	Instructor
Ms. Lupita Sanchez	Instructor

Hemet:

Ms. Cham T. Prince	President/Director/Instructor
Ms. Denise Harker	Financial Aid Officer
Mr. Lee Jones	Administrator/Admissions/Placement
Ms. Daraimees Sandoval	Instructor
Ms. Marjorie Mandella	Instructor
Ms. Michelle McCain	Instructor
Ms. Monica Sandoval	Instructor

Note: The director & administrator will have supervisory responsibilities at each site.

FACULTY QUALIFICATIONS:

Ms. Cham T. Prince	
Licensed BPPE Director	2003
Licensed BPPE Instructor	2003
Licensed Manicurist	1985
Licensed Cosmetologist	2000
Licensed Barber	2011
Ms. Nilza Price	
Licensed Cosmetologist	2005
Mr. Nicholas Moon	
Licensed Barber	1990
Licensed Cosmetologist	2003
Ms. Carmen Perezgil	
Licensed Cosmetologist	2008
Ms. Deanna Tavares	
Licensed Cosmetologist	1981
Mr. Carlos Gallardo	
Licensed Barber	2018
Ms. Lupita Sanchez	
Licensed Cosmetologist	2005
Ms. Daraimees Sandoval	2003
Licensed Cosmetologist	
Ms. Marjorie Mandella	1972
Licensed Cosmetologist	
Ms. Monica Sandoval	
Licensed Esthetician	2014
Licensed Manicurist	2017
Ms. Michelle McCain	
Licensed Cosmetologist	2008
Licensed Barber	2017
Ms. Nicole Schadler	
Licensed Cosmetologist	2008

SUBSTITUTES:

Faculty members are able to alternate their schedules in order to accommodate any faculty absences.