

# **MANICURING**

Coachella Valley Beauty College, Inc.  
3643 West Florida Avenue Hemet, CA 92545  
Phone 951-769-0675 / Fax 951-769-0803  
www.cvbeautycollege.com

## **Information needed for enrollment:**

- Enrollment Application (attached to this packet)
- Drivers License/Calif. I.D. (or any U.S. State)
- Proof of Citizenship (Birth Certificate, Green Card, Naturalization Certificate, or U.S. Passport)
- Social Security Card (original card)
- High School Diploma, G.E.D., or Equivalent

2020 Class Start Dates: 07/06/2020, 08/03/2020, 09/08/2020,  
10/05/2020, 11/02/2020, 12/07/2020

\*\* We encourage all prospective students to visit our website at [www.cvbeautycollege.com](http://www.cvbeautycollege.com) in order to view our current school catalog and full disclosure consumer information.

**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 |
|--|---------------------------------------|------------------------------|
| <b>1. Nail Care</b>  |                                       |                              |
| <b>Manicures and Pedicures</b> 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.   | <b>60</b>                             | <b>60<br/>180</b>            |
| <b>2. Health and Safety</b>  |                                       |                              |
| <b>Laws and Regulations</b> shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.   | <b>10</b>                             |                              |
| <b>Health and Safety</b> 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. | <b>25</b>                             |                              |
| <b>Disinfection and Sanitation</b> 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.   | <b>20</b>                             | <b>10</b>                    |
| <b>Anatomy and Physiology</b> shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.  | <b>10</b>                             |                              |
| <b>Additional Training</b> 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.   | <b>25</b>                             |                              |

**MANICURING PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

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

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

**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 10<sup>th</sup> grade in a public school or its equivalency (12<sup>th</sup> 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](http://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. At the end of each evaluation period, each student will meet with an instructor to be given their Satisfactory Academic Progress Evaluation results. Student will then acknowledge results by student signature on Satisfactory Academic Progress Evaluation form and copies 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:**

|                   |                           |
|-------------------|---------------------------|
| <b>90% - 100%</b> | <b>A.....Excellent</b>    |
| <b>80% - 89%</b>  | <b>B.....Good</b>         |
| <b>70% - 79%</b>  | <b>C.....Satisfactory</b> |
| <b>0% - 69%</b>   | <b>F....Fail</b>          |

**POINT GRADES FOR PRACTICAL WORK:**

|                                      |
|--------------------------------------|
| <b>70-100 POINTS = Satisfactory</b>  |
| <b>0- 69 POINTS = Unsatisfactory</b> |

**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 Nail Drill
- 1 LED Lamp
- 1 Complete Nail 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.

## **TUITION AND FEE SCHEDULE:**

| <b>COURSES</b>                 | <b>Clock Hrs.</b> | <b>Hourly Rate</b> | <b>Tuition</b> | <b>Registration Fee*</b> | <b>STRF Fee*</b> | <b>Equipment*</b> | <b>Total Charges</b> | <b>Weeks</b> |
|--------------------------------|-------------------|--------------------|----------------|--------------------------|------------------|-------------------|----------------------|--------------|
| 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           | 10-16        |
| 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**

Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

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. *Financial aid is available to those who qualify.*

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 or who are making payments in addition to awarded 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 10<sup>th</sup>. 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. Neither a diploma nor certificate of completion (Proof of Training) will be issued unless all monies due to the school have been paid in full.

### **NOTICE:**

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

### **STATE BOARD COST OF EXAMINATION**

\$9.00 Pre-Application Fee paid to Board of Barbering and Cosmetology in addition to the 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.

## **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

# COACHELLA VALLEY BEAUTY COLLEGE, INC.

## ENROLLMENT APPLICATION

**Personal Data:**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_ e-mail \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Sex:**  Female  Male **Citizenship:**  US  Alien No. A- \_\_\_\_\_  Other

Handicap that may affect your job limitations if any \_\_\_\_\_ Veteran (US):  Yes  No

As of today, are you?  Single  Married  Separated  Divorced  Widowed

Dependents: \_\_\_\_\_ Ages: \_\_\_\_\_

Housing during enrollment:  With parents  Own place (Renting/Buying)

**Race/Ethnicity:** This information is required for statistical reporting to IPEDS, a contractor of the USDE.

- Black or African American  American Indian or Alaska Native  Asian  Hispanic/Latino  
 White  Native Hawaiian or Other Pacific Islander

**Educational Data:**

*Diploma, Certificate or Degrees earned that are equivalent and recognized by the United States educational system*

**HIGH SCHOOL:** (please read carefully)

- Check this box ONLY if you have completed U.S. High School or its equivalent
- If you have not completed High School or its equivalent, provide last U.S. equivalent grade completed \_\_\_\_\_  
 Certificate, Diploma or Degrees earned by the applicant: (Check as many as applicable)  
 High School  Diploma/Certificate/Trade  Associate  Bachelor  Masters  Ph.D.

Last School Attended \_\_\_\_\_ Graduation Date \_\_\_\_\_

Financial Aid History: Received Aid? Yes  No  If Yes, owes a refund or defaulted on a loan Yes  No

**Employment Experience:**

\_\_\_\_\_  
 Current or last employment \_\_\_\_\_ Position Held \_\_\_\_\_ Dates of Employment \_\_\_\_\_ To \_\_\_\_\_ Hr/Wk/Mo \_\_\_\_\_

\_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Family Data and Emergency Contact:**

|             | Father's | Mother's | Emergency Contact |
|-------------|----------|----------|-------------------|
| Name        |          |          |                   |
| Address     |          |          |                   |
| City/St/Zip |          |          |                   |
| Phone       |          |          |                   |

**Personal Reference:** (You must provide complete references that are **NOT** family members)

|             |  |  |  |
|-------------|--|--|--|
| Name        |  |  |  |
| Address     |  |  |  |
| City/St/Zip |  |  |  |
| Phone       |  |  |  |

How did you hear about our school? \_\_\_\_\_ Referred by: \_\_\_\_\_

What course of study are you interested in enrolling? \_\_\_\_\_

Males: Registered with Selective Service? Yes  No  Females: Are you pregnant? Yes  No  (Job Hazards)

State Licensure Exam Question (If Applicable). Have you ever been convicted of a crime (misdemeanor or felony)? Yes  No

If **YES**, do you wish to have your criminal history/convictions reviewed prior to beginning school? Yes  No

**I certify that all information on this form is true and correct to the best of my knowledge. I also understand that If required, I must provide supporting documentation of the information reported.**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_