



# CATALOG

AMERICAN BEAUTY COLLEGE

**646 & 652 South Sunset Ave.**

**West Covina, CA. 91790**

**(626) 472-7402**

**June 30<sup>th</sup>, 2018 - July 1<sup>st</sup>, 2019**

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[www.americanbeautycollege.edu](http://www.americanbeautycollege.edu)

*Facebook, Twitter, and  
Instagram: @americanbeautycollege*

**Our internet website provides the following:**

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

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

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

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## A LETTER FROM OUR DIRECTOR

Dear Student,

Welcome to American Beauty College (referred to as ABC, for most of this catalog) and thank you for selecting ABC to help you in obtaining your desired professional goals. You are now entering a training that will give you the education and the opportunity for a successful future in the beauty or barbering industries.

At American Beauty College, a private institution, we assist students with the basic training necessary to pass the State Board of Barbering and Cosmetology examination. We place emphasis on how to be successful using the theory and practical applications you learned at the school to earn a professional license. This means hard work and dedication on your part. You will practice business management, business concepts, and the psychology of personal success, along with all of the prescribed requirements set forth by the California State Board of Barbering and Cosmetology. American Beauty College is approved to operate by the Bureau for Private Post Secondary Education. Additionally, American Beauty College is fully accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

It is a pleasure to have you join us at American Beauty College. The goal of the staff at ABC is to help you discover all the talents you possess. With your training at ABC and subsequent licensure, you will have the ability to transform your life and the lives of those you care about. The degree of your success will depend upon the effort you are willing to apply during the entire course of your training and the amount of preparation time you allow for the state board examination.

I certify that all contents of this catalog are current, true and correct to the best of my knowledge,

Sincerely,

*Juana Roman*

Owner

## Approval Disclosure Statement

We are a private postsecondary Institution. The BPPE under Section 94915, approved our Institution. The Bureau's approval means that the institution and its operation complies with the minimum established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved and is subject to continuing review.

The California State Board of Barbering and Cosmetology has approved the following course offered by ABC:  
The Bureau of Private Post-Secondary Education has approved the following course offered by ABC:

<b>Course:</b>	<b>Weeks</b>	<b>Number of Clock Hours:</b>	<b>Clock Hours required by State</b>
<b>Cosmetology</b>	<b>40-80</b>	<b>1600 Clock Hours</b>	<b>1600 Clock Hours</b>
<b>Barber</b>	<b>37-75</b>	<b>1500 Clock Hours</b>	<b>1500 Clock Hours</b>
<b>Teacher Trainee</b>	<b>15-30</b>	<b>600 Clock Hours</b>	<b>600 Clock Hours</b>
<b>Manicuring</b>	<b>10-20</b>	<b>400 Clock Hours</b>	<b>400 Clock Hours</b>

Instruction is provided within a 11,000+ square foot facility. Prospective enrollments are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. ABC participates in some Title IV Programs to assist student to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

**The following agencies set minimum standards for our program of studies in accordance with their individual requirements:**

**The State of California Department Consumer Affairs- Board of Barbering and Cosmetology** provides licenses to graduates upon successful passing the Board's examinations.

**California Board of Barbering and Cosmetology:** P.O. Box 944226, Sacramento, CA 94244- Ph. (800)952-5210 Fax (916)575-7281- Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

ABC is recognized by the **Bureau for Private Post-Secondary Education (BPPE)** as an eligible institution for Adult Education.

**BPPE:** P.O. Box 980818, West Sacramento, CA 95798 - Ph. (916)431-6959 Fax (916) 263-1897- Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

ABC is nationally accredited by the **National Accrediting Commission of Careers Arts and Sciences. (NACCAS)**

**NACCAS: 3015 Colvin Street**, Alexandria, Virginia 22314- Ph. (703) 600-7600 Fax (703) 379-220

Website: [www.naccas.org](http://www.naccas.org). Institutions accreditation is currently on probation.

ABC is recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal PELL Grant Program, Federal Supplemental Education Opportunity Grant and the William D. Ford Federal Direct Loan Program.

## Mission Statement and Educational Objectives

At American Beauty College (ABC), our mission and prime objective is to offer our students the training knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examination required for a state license. Our vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry.

## Accreditation

ABC is accredited by **NACCAS**. The **National Accrediting Commission of Career Arts and Sciences (NACCAS)** is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences, including Cosmetology and Barber. NACCAS may be reached at 3015 Colvin Street, Alexandria, VA 22314. Ph. (703) 600-7600 Fax. (703)379-2200 - Website: [www.naccas.org](http://www.naccas.org)

## Administration Business Hours and Clinic Hours

The school administrative office is open for business Monday – Thursday 9:00AM - 5:00PM. For issues related to admissions, academics, financial aid, accounting, and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at 652 S. Sunset Ave. West Covina, CA 91790- Ph. (626)472-7402 Fax (626)472-7495.

**Clinic Floor/ Student Salon Hours:** Monday – Thursday 9:30AM – 8:00PM ( Last client is at 8:00 PM and Haircolor services are by appointment only.)

## Admission Policy

This school is accepting applicants for admission as regular students once one of the following criteria has been met:

- A. Applicant must provide a copy of his/her U.S. High School Diploma or its equivalent, GED, California State Proficiency Test (High School Diploma equivalent). For Students that completed the equivalent to a High School Education outside of the United States, they must provide a verification from an Approved Evaluation Agency or if had studied at a Vocational Career College, Community College or University that accepted ATB students, provide ELIGIBLE PASSED ATB Test results. ATB exam must have been taken and PASSED before the deadline of June 30, 2012.
- B. ATB Students may be accepted ONLY if they apply for Financial Aid and were studying at a Vocational Career College, Community College or University that accepted ATB Students; the student must have PASSED an ATB Test, before the deadline date of June 30, 2012. ATB testing may be allowed to NON FINANCIAL AID students.
- C. Social security card (tax identification number), Driver License or California ID; birth certificate (Proof of Citizenship) and proof of income for Financial Aid Applicants.
- D. Teacher Trainee applicants must have a valid Cosmetology license before being admitted into the program.

## Transfer Hours and Experiential Learning Credit

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Rules, Acts & Regulations by the California Board of Barbering and Cosmetology. American Beauty College does not allow award of credit for prior experiential learning unless otherwise granted by the California Board of Barbering and Cosmetology. Occasionally, student's acceptance by the college will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling, it is the student's responsibility to obtain the state's evaluation.

**FRESHMAN CLASS:** The freshman curriculum for each of the course requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the California State Board of Barbering and Cosmetology examination. From this initial introduction, the student will learn the entire fundamental basics of his/her future career. The hours spent in the freshman class are approximately 300 hours for the cosmetology course and approximately 200 hours for the barber course and 50 hours for the Manicuring course. Teacher Trainee will vary for the freshman class. **ABC** considers the freshman classes to be the foundation for the students learning process.

## Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to another institution and then returned to **ABC**, those hours and operations earned (pending review and validation) at that institution would also be credited to the student for the new re-enrollment. A re-entry, re-enrollment fee of \$100.00 will be charged and the student will start at the new contract hourly rate. This fee is due in full before the student can attend classes and receive educational hours. Each re-entry is treated on an individual basis. **At the discretion of ABC's Management, they reserve the right to refuse re-entry to a prior student that has withdrawn or been removed from the school. Student's accepted for re-entering into the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.**

## Facilities

ABC location is located in spacious 11,000 + sq ft, air conditioned facilities with many benefits for our staff and students. Our facility simulate salon and barber shop conditions to help our students learn by hands on applications/procedures, with modern equipment, and a variety of supplies that help enhance the students' product knowledge.

## SCHOOL LIBRARY:

The reference library, which consists of appropriate texts and reference books to assist students and staff in each program of study, is located in the main office. Additional exam reviews and practice guides are available along with audio visual aids upon request to be checked out. Students and staff can check out any of these books and reference materials while in school and to be returned to the school when not needed. They are accessible to students at any time upon proper request.

## History and Ownership

**ABC** has been an operational business in the City of Bellflower since its establishment in 1957. As of November 2009, the school moved to 646 S. Sunset Ave, West Covina, CA. 91790. Additional school space was acquired in 2017 at 652 S. Sunset Ave. West Covina, CA 91790. A second Campus was opened in 2018 at 641 W. Palmdale Blvd. Palmdale, CA 93551. The corporation and current owners are: CERT Institute of Cosmetology, LLC DBA American Beauty College, since August 2005. Juana Roman as a sole owner for CERT Institute of Cosmetology, LLC. She possesses a valid California Cosmetology license, Designated Subjects Teaching Credentials, Instructor's Licenses, and numerous certificates and awards.

## Orientation Class

New Student Orientation takes place every 4 weeks on Thursdays before the appropriate Monday start date. Orientation is held prior to any class starting.

## **Recruiting**

ABC does not recruit students already attending or admitted to another school offering similar program(s) of study.

## **Class Schedule for 2018-2019**

Day class hours are Monday-Thursday 8:00am to 4:00pm (full time/7.5 hour per day program).

Evening classes are held from Monday-Thursday 5:30pm to 10:30pm (part time /5 hours per day program).

ABC may be opened on weekends in order for students to make up any additional necessary hours.

**Starting dates for enrollment are:** Every 4 weeks on Monday's with a New Student Orientation held the week prior.

## **Holidays**

**The College is closed for the following holidays (2018):**

New Year's Day (01/01), Holy Thursday and Good Friday (03/29-03/30), Memorial Day (05/28), Independence Day (07/04), Labor Day (09/03), Thanksgiving Day (11/22), & Winter Break (12/21/2018 - 1/6/2019). Classes Resume on 01/07/2019.

**The College is closed for the following holidays (2019):**

New Year's Day (01/01), Holy Thursday and Good Friday (04/18-04/19), Memorial Day (05/27), Independence Day (07/04), Labor Day (09/02), Thanksgiving Day (11/28), & Winter Break (12/20/2019 - 1/5/2020). Classes Resume on 01/06/2020.

*All students will be notified if the Management of ABC decides that additional days will be included in or around holidays.*

*Holidays of all religious beliefs are respected and allowed.*

## **Handicapped (Wheelchair Access)**

Access for handicapped students to the intuitions facilities is available. The institution does not offer special facilities beyond what the city ordinance mandate or any other offering of special programs for the handicapped.

## **Health and Physical Considerations**

Generally a professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field, there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitation in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitation or disabilities if these students (their parents or physicians) believe they can fulfill the training demands.

## **School Promotions and Fee Waiver Policy**

When applicable, ABC has an institutional promotion (scholarship) program that may or could be awarded based on set criteria upon completion of the program.\*(set criteria usually has an expiration deadline). ABC does not offer a fee waiver.

## **Statement of Non-Discrimination**

ABC does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

## **Grievance Policy**

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor or Lead Instructor, the student is to make his/her grievance know to the Institution's Owner, Juana Roman, at 646 S. Sunset Ave, West Covina, CA 91790 or by calling (626)472-7402. It is strongly recommended that all grievances be presented in writing or via email. The school will provide a corresponding written response to all grievances within 10 business days. If this matter is not resolved to satisfaction, or if student wants to start his/her with a direct Grievance, a student may contact one of the agencies listed below.

**Board of Barbering and Cosmetology:** P.O. Box 944226, Sacramento, CA 94244- Ph. (800)952-5210 Fax (916)575-7281

Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**BPPE:** P.O. Box 980818, West Sacramento, CA 95798 - Ph. (916)431-6959 Fax (916) 263-1897- Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**NACCAS:** 3015 Colvin Street., Alexandria, Virginia 22314- Ph. (703) 600-7600 Fax (703) 379-220- Website: [www.naccas.org](http://www.naccas.org)

## **Student Services**

**Career Counseling:** The school counsels the students individually as often as necessary. Counseling takes place such as monitoring a student progress as scheduled for the period of enrollment. Salon owners and stylist are invited to the school regularly to give demonstration and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and director.

**Placement:** ABC does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a graduate/placement registrar via in-house binder and email for the follow-up process. Results from the California State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to ABC for assistance and guidance for subsequent attempts to pass the exam at no additional charge.

**Drug Abuse Prevention Advisement:** The College makes the following information available to its students, staff, and instructors. Any individual associated with ABC who is seeking information, counseling, or assistance concerning drug abuse prevention may call or visit the following agency:

**Aurora Health Care/ Charter Oak Hospital** 1161 E Covina Blvd. Covina, CA 91724 (626) 966-1632

**Voter Registration:** Students and staff may access voter registration information from the school offices and at website: [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/)

**Housing:** American Beauty College does not offer housing facilities and does not locate or assist in locating housing for students.

**Constitution Day:** ABC meets all requirements pertaining to Constitution Day.(September 17)

### **Attendance Status**

Full-time students are required to be enrolled and attend a minimum of 30 clock hours per week. Part-time student enrollment requires a minimum of 20 clock hours per week. Less than 12 clock hours per week is defined as less than half-time enrollment status.

### **Attendance and Tardy Policy**

Each student's presence is important to American Beauty College. Thus, daily attendance is essential to the success of each student as they are preparing for excellence in their programs and later in the Beauty industry. Tardiness is considered unexcused time, as it portrays unprofessional behavior.

All American Beauty College Students are to be seated in their assigned classroom, clocked in, in uniform and ready to begin with their class work when roll-call is in place. If the student is not physically present in the classroom during their regular scheduled hours, the student will be considered tardy. This includes remaining on campus until their scheduled hours have come to an end.

Every students attendance, including tardiness is monitored closely in order for the student to maintain and comply with the school's satisfactory progress requirements.

Attendance must be maintained at an average of 67% of the scheduled attendance. The student may be expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement. If the student is absent 14 consecutive scheduled school days, the school will withdraw him/her unless a Leave of Absence (LOA) has been granted. The attendance registrar will review excessive tardiness and/or absences with the student to determine possible corrective action. Student hours and operations once properly earned by the student will not be taken away from the student's records based on disciplinary actions by the school.

All students are expected to be in class every day. In the event that an absence is necessary, a student must call the school to report the absence that same day and prior to beginning of class. Providing documentation for an absence, such as an emergency or medical condition should be provided.

A student is both in class and at school or they are absent. If a student is found to be off campus for more than their allotted break time they will be clocked out for any excessive time. It is highly advisable for all students to strive for an attendance average above 67% and academic achievement above 70%.

Theory class begins at 8:00am and 9:00pm. There is a (5) minute allowance for unexpected tardy(s). If a student arrives after 8:06am or 5:36pm, that student will not be allowed in the classroom or able to clock in until one hour after their start time. The first notice of non-compliance with the attendance/tardy policy may be in a form of a Counseling Report given when a student is in jeopardy of exceeding the percentage of prescribed hours for successful completion of the student's program. (\*see SAP Policy for clarification)

Day class students are allowed (2) 10 minute breaks at the Instructors approved time.

Night class students are allowed (1) 10 minute break at the Instructors approved time.

## **Make-up Policy**

ABC does have a set attendance make-up policy. Students may make up hours on a pre-determined day/time by the school. Also, at various times of the year, there will be hair shows, seminars, and special assignments that a student may be eligible to attend, where additional hours may be earned. Make-up tests are taken the Friday after, of missing or failing a test. The additional “earned” hours are at the discretion of the Director of ABC.

## **Class and Practice Hours- Credit Procedure**

Students at ABC record their attendance hours on the school’s Finger Print System which is used to clock IN at the start of the day and OUT at the end of the class day. Also used to clock IN and OUT for breaks/lunch. Students at ABC record their theory and practical procedures on operation cards that must be signed by the student and an Instructor at the end of each day. Students who fail to adhere to this policy may risk losing hours at the discretion of the instructor. Students receive credit for each hour they spend in the class or practical assignment verified by an instructor. Students receive credit for operations and/ or completed projects verified by an Instructor. The daily hours and operations earned are recorded on the weekly operations card. A report is posted every week with the accumulative clock hours for each student. At the end of the week, a new weekly operations card is prepared from the prior weeks’ operations card. ABC is a clock hour school; no credit units can be applied or earned.

**Operations cards must remain in the school at all times. A student cannot take an operations card out of the school.**

## **Graduation and Diploma**

When a student has completed the required clock hours, theory hours, practical operations and senior project for his/her course of study with a grade of “C” (70%) or better, 67% of attendance or better, all tuition and fees have been paid in full, or made satisfactorily arrangements, and graduation list has been fulfilled, he/she will receive a diploma certifying his/her graduation of the appropriate course of study. All students are also required to pass final tests before completing the school. The school may assist students in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Examination.

**Leave of Absence (“LOA”):** Students may request a Leave of Absence (LOA) for reasons not limited to, illness, death in the family, or other emergency circumstances. A student must make a request for a LOA in advance, and in writing outlining the circumstances, duration of leave, and documentation, unless unforeseen circumstances prevent the student from doing so. Written requests are reviewed on an individual basis and must be approved by the Financial Aid Officer. A denial of a LOA request may occur if the Financial Aid Officer determines that the request has unrealistic expectations for return of the student. LOA requests for medical purposes require medical documentation. A LOA may not normally exceed 60 days, unless an unforeseen circumstance extends a leave of absence not to exceed 180 days in a 12-month period. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months), unless mitigating circumstances exist. Students will not assess any additional charges as a result of an approved LOA. A Student granted a LOA that meets this criteria is not considered to have withdrawn, and no refund calculation is required at that time. .

**Failure To Return From a LOA:** If a student does not return at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance. Students who fail to return to class as scheduled following a LOA will be terminated from the program. Students who have received Federal Student Loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse impact on the student’s loan repayment schedule. Students will only be eligible for Federal Pell Grant while on LOA. Students will not be eligible for any of their student loans while on a LOA. Federal Loan programs provide students with a grace period which delays the student obligation to begin repaying their loan debt for up to 6 months (180 days) from the last day of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted forcing the borrower to begin making payments immediately.

## **Satisfactory Academic Progress Policy (SAP)**

STANDARDS: This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the National Accrediting Commission of Career Arts and Sciences and the US Department of Education. Student's receive notice of SAP prior to enrollment and applied consistently to all students. To meet Satisfactory Academic Progress, **all** students must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation periods.
2. Maintain a cumulative average attendance level of 67% of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.
3. Complete the course within a maximum time frame of one and one-half (1.50) times the length of the course as stated in the enrollment agreement.
4. Students meeting the minimum requirement for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
5. The Satisfactory Academic Progress is evaluated by actual hours completed.
6. Students returning from a Leave of Absence will have their contract period and maximum time frame extended by the number of days taken in the leave of absence.

Grading System: Students are evaluated on a regular basis on theory, practical/ clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at the completion of actual clock hours as per the chart below. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status in **both** their theory classes and practical applications. This grading system detailed above is the system utilized in the school combining **both** theory and practical applications. This is achieved by the quantitative and qualitative measuring of the theory and practice done by the student. Both are equally important to successful completion of the program and future licensure.

**This applies to all students.**

### **Grading Criteria:**

Average: 100%-90%	89%-80%	79%-70%	69%-60%	below 60%
Letter Grade: A	B	C	D	F

**Evaluation Periods:** Student's compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and is assessed at each Payment Period of the course. At each evaluation period, students will be informed whether they are meeting Satisfactory Academic Progress. The following table represents the **Actual Hours** for the scheduled evaluation.

Payment Period Hours <b>smetology</b> 00 clock hours	Payment Period Hours <b>Barber</b> 1500 clock hours	Payment Period Hours <b>Manicuring</b> 400 clock hour	Payment Period Hours <b>Teacher Trainee</b> 600 clock hours
450	450	200	300
900	900	400	600
1250	1150		
1600	1500		

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a "C" (70%) or better grade.

**Student's Access to SAP Evaluation Results:** After the student has been evaluated, they will sign the Satisfactory Academic Progress report and receive a copy. **This applies to all students.**

**Determination of Progress Status:** The students meeting the minimum requirement for academic and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. A student will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory 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. **This applies to all students.**

**Warning Period:** Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning status and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to obtain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as **NOT** making satisfactory academic progress and will be deemed ineligible to receive Title IV funds. **This applies to all students.**

**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 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. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. **This applies to all students.**

**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. **This applies to all students.**

**The Institution Academic Plan:** For the student who is not meeting Satisfactory Academic Progress, the following plan is:  
A. For improving attendance the student must attend school additional hours beyond their scheduled hours (make-up hours).  
B. For improving academic grades, a student can re-take a test and/or do additional extra credit assignments.  
Completing either A or B or both, will bring a student's Satisfactory Academic Progress status back to eligibility for financial aid. **This applies to all students.**

**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. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information. **This applies to all students.**

**Appeal Procedure:** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information (documents) should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. **This applies to all students.**

**Noncredit, Remedial Courses, Repetitions:** Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. **This applies to all students.**

**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. SAP evaluation periods are based on actual contracted hours at the institution.

## **Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. A student should submit to the Financial Aid Office, a written request that identifies the record(s) the student wishes to inspect. A Financial Aid official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Institution to amend a record should write the Institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Institution decides not to amend the record as requested, the Institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the Institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to Institution officials with legitimate educational interests. An Institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted as its agent to provide a service instead of using Institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, such as a disciplinary or grievance committee, or assisting another Institution official in performing his or her tasks.

An Institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution.

Upon request, the Institution also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**The Institution does not release any information known as Directory Information**

## **Courses of Study**

All theory classes at ABC are taught in English. Demonstrations are provided in English. Classes on the clinic floor are conducted in English. **The institution does not provide English as a second language course.**

ABC utilizes Pivot Point Teaching Methodology and Online Platform, in theory & practical. Workbooks for the following courses: Cosmetology; Barber; Manicuring. The Teacher Trainee course has a theory/workbook about teaching as the main reference and instructional guides. Each student is provided with a written program and/or course outline during the first day of orientation. All academic and practical learning in each course precedes any student working in the salon/barber area or engaged in any clinic activity. Students in any program cannot be asked to leave a theory class to work on a client.

**Level of occupation for which training is provided for each course offered:** Our vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty and barber industry. The successful students should be able to function effectively at an entry level position in one of the many areas for which training and licensure was earned. This criterion is for all courses offered below.

1. **Cosmetology**
2. **Barber**
3. **Manicuring,**
4. **Teacher Trainee**

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**Cosmetology Course (1,600 Clock Hours)  
#332.271-010, CIP #120403)****Course Description: (D.O.T.)**

The cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

**Course Format:** The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. 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.

**COURSE ACTIVITIES/ METHODS:**

- ✚ Approximately 3+ hours of practical instruction (demonstrations).
- ✚ 4+ hours of theory, to include: cooperative learning, group discussions, interactive learning activities, guest speakers, videos & DVD learning styles.

**GRADING CRITERIA:**

Average	90%	100%	80%	89%	70%	79%	60%	69%	Below 60%
Letter Grade	A		B		C		D		F

25%.....Handouts and other assignments

25%.....Tests and quizzes

25%.....Notebook

25%.....Applied effort, participation and proactive attitude

**Theory and clinical evaluations** will be based on; performance, attendance and behavior. A student must meet the objectives in theory and clinical applications.

A satisfactory grade of "C" (70%) or better must be achieved to pass the class. Students who fail a class/subject must repeat the class/subject.

**Educational Goals:****Performance Objective**

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

**Skills to be developed**

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Will learn the application of brush-on nails, nail wraps, and nail tips.

**Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**Course Contents:** The curriculum for cosmetology course consist of 1600 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. Such technical instruction and practical operations shall include: above and passed the State Board of Barbering and Cosmetology examination with an overall average of 75%.

- (a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations)

The subject of 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.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations)

The subject of 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.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations)

The subject of 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

Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations)

The subject of 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.

(2) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (20 hours of Technical Instruction)

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

Health and Safety Considerations (45 hours of Technical Instruction)

The subject of 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.

Disinfection and Sanitation (20 hours of Technical Instruction)

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

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

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

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

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

Manual, Electrical and Chemical Facials (25 hours of Technical Instruction and 40 Practical Operations)

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

Eyebrow Beautification and Make-up (25 hours of Technical Instruction and 30 Practical Operations)

The subject of 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.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

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

Manicuring and Pedicuring (10 hours of Technical Instruction and 25 Practical Operations)

The subject of 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.

Artificial Nails and Wraps (25 hours of Technical Instruction and 120 (nails) Practical Operations)

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

- (c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records. This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described

**Barber Course (1,500 Clock Hours)  
010, CIP #12.0402)**

**Course Description: (D.O.T. #332.271-**

**Course Format:** The curriculum for students enrolled in a barber course shall consist of 1,500 clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. 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.

**COURSE ACTIVITIES/ METHODS:**

- + Approximately 3+ hours of practical instruction (demonstrations).
- + 4+ hours of theory, to include: cooperative learning, group discussions, interactive learning activities, guest speakers, videos & DVD learning styles.

• **GRADING CRITERIA:**

•Average	90%	100%	80%	89%	70%	79%	60%	69%	Below 60%
Letter Grade	A		B		C		D		F

- 25%.....Handouts and other assignments
- 25%.....Tests and quizzes
- 25%.....Notebook
- 25%.....Applied effort, participation and proactive attitude
- **Theory and clinical evaluations** will be based on; performance, attendance and behavior. A student must meet the objectives in theory and clinical applications.
- A satisfactory grade of “C” (70%) or better must be achieved to pass the class. Students who fail a class/subject must repeat the class/subject.

**Educational Goals: Performance Objective**

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

**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 are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure of manicuring to include water and oil manicure.

**Attitudes and Appreciations to be developed:**

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

A)The curriculum for students enrolled in a barber 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 73 16 of the Barbering and Cosmetology Act.

B)For the purpose of this section, technical instruction shall mean instruction by demonstration, Lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

C)The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basics

- D) The course of instruction in the theory of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 80 hours of instruction in the subjects listed in Section 7316(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389).
- E) The course of instruction required for a student enrolled in a 1,500-hour course shall cover not less than 120 hours allotted to the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.
- F) A student shall be properly instructed to cut the hair of and render barber services to all patrons.

**Course Contents:** The curriculum for the barber course consist of 1,500 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. Such technical instruction and practical operations shall include: Haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations:

- (a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of 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.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of 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.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of 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.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of 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.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

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

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

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 client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

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

Laws and Regulations (20 hours of Technical Instruction)

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

Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

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

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

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

- (c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the Board and to provide barber services in an establishment.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the California Board of Barbering and Cosmetology examination with an overall average of 75%.

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## Manicuring Course (400 Clock Hours) 010, CIP # 12.0499)

## Course Description: (D.O.T. # 331.674-

The nail care course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

**Course Format:** The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Board of Barbering and Cosmetology Bureau. 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.

### Course Activities/Methods:

- ✚ Approximately 3+ hours of practical instruction (demonstrations).
- ✚ 4+ hours of theory, to include: cooperative learning, group discussions, interactive learning activities, guest speakers, videos & DVD learning styles.

### GRADING CRITERIA:

•Average	90%	100%	80%	89%	70%	79%	60%	69%	Below 60%
Letter Grade	A		B		C		D		F

- 25%.....Handouts and other assignments
- 25%.....Tests and quizzes
- 25%.....Notebook
- 25%.....Applied effort, participation and proactive attitude
- **Theory and clinical evaluations** will be based on; performance, attendance and behavior. A student must meet the objectives in theory and clinical applications.
- A satisfactory grade of “C” (70%) or better must be achieved to pass the class. Students who fail a class/subject must repeat the class/subject.

### Educational Goals:

#### Performance Objective

1. Acquire knowledge of laws and rules regulating California Cosmetology establishment practices.
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

#### Skills to be developed

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Attitudes and Appreciations to be developed**

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**Course Contents:** The curriculum for manicuring course consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

- (a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 300 Hours of Technical Instruction and Practical Training in Nail Care

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

Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety

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

Laws and Regulations (10 hours of Technical Instruction)

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

Health and Safety Considerations (25 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operations)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures:  
Procedures to protect the health and safety of the consumer as well as the technician.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)

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

- (c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers. This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.

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## Teacher Trainee (600 Clock Hours) CIP # 13.1399)

## Course Description: (D.O.T. # 075.127-010,

The Teacher Trainee course consists of 600 clock hours of technical instruction and practical operations in teaching the art of Cosmetology as mandated by the California State Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry-level position as an instructor in the beauty field and to pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Teacher Trainee License. The Teacher Trainee license is one of the approved documents required to work as a Teacher Trainee in any of the State of California Community Colleges, some vocational/ adult schools and some private institutions. *As of 12/04 there is no longer an examination or licensing for a Teacher Trainee Licensure. This is in review.*

**Course Format:** The curriculum for students enrolled in a Teacher Trainee shall consist of 600 clock hours of technical instruction and practical operations as mandated by the California State Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance of the Instructor Trainee of teaching techniques and principles.

### COURSE ACTIVITIES/ METHODS:

- ✦ Approximately 3+ hours of practical instruction (demonstrations).
- ✦ 4+ hours of theory, to include: cooperative learning, group discussions, interactive learning activities, guest speakers, videos & DVD learning styles.

### GRADING CRITERIA:

•Average	90% 100%	80% 89%	70% 79%	60% 69%	Below 60%
Letter Grade	A	B	C	D	F

25%.....Handouts and other assignments

- 25%.....Tests and quizzes
- 25%.....Notebook
- 25%.....Applied effort, participation and proactive attitude
- **Theory and clinical evaluations** will be based on; performance, attendance and behavior. A student must meet the objectives in theory and clinical applications.
- A satisfactory grade of “C” (70%) or better must be achieved to pass the class. Students who fail a class/subject must repeat the class/subject.

### Educational Goals

#### Instructor Trainee 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 specific teaching techniques used by the vocational teacher in the working area and in the classroom.

#### To develop an appreciation of:

1. The necessity for constant effort towards achievement of professional competency as a teacher.
2. The importance of developing personal characteristics that contributes to success in teaching.

#### Skills to be developed:

1. Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.

2. 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.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

**Course Contents:** The curriculum for students enrolled in a Teacher trainee course shall consist of six hundred

(600) clock hours of technical instruction and practical operations in teaching the art of cosmetology shall include:

Subject:	Minimum Hours of Technical Instruction:	Minimum Practical Operations:
1) The Barbering and Cosmetology Act and the Department's Rules and Regulations	20	n/a
2) Preparatory instruction: a) Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning. b) Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc. c) Lesson planning, subject, title, outlines, development and visual aids etc. d) Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc.	a) 40 b) 30 c) 60 d) 10	a) n/a b) 50 c) 50 d) n/a
3) 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	n/a
4) Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a 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.	100	n/a
Additional training: This Additional Training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	100	n/a

**Disclaimer for licensing requirements for Teacher Trainee:** *All course costs are only estimates*

The California State Board of Barbering and Cosmetology does not license Instructors/Teachers in the State of California.

**Upon completion of this course, the graduate will receive a diploma of completion of the 600-hour Teacher Trainee program for which they enrolled.** In order to be hired as an Instructor/Teacher most schools will continue to require the completed 600-hour Instructor/Teacher Trainee course, but it is not necessary. Experience will count towards being able to teach.

## TUITION CHARGES

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COURSE	TUITION	REGISTRATION (NON-REFUNDABLE)	KIT & SUPPLIES (NON-REFUNDABLE)	OTHER CHARGES (Non Refundable)	STRF (NON-REFUNDABLE)	HOURLY RATE	TOTAL CHARGES
<b>COSMETOLOGY</b>	<b>17,600.00</b>	<b>100.00</b>	<b>1,800.00</b>	<b>259.00</b>	<b>0.00</b>	<b>11.00</b>	<b>\$ 19,759.00</b>
<b>BARBER</b>	<b>18,000.00</b>	<b>100.00</b>	<b>1,600.00</b>	<b>259.00</b>	<b>0.00</b>	<b>12.00</b>	<b>\$ 19,959.00</b>
<b>MANICURING</b>	<b>4,400.00</b>	<b>100.00</b>	<b>750.00</b>	<b>200.00</b>	<b>0.00</b>	<b>7.50</b>	<b>\$ 5,494.00</b>
<b>TEACHER TRAINEE</b>	<b>6,600.00</b>	<b>100.00</b>	<b>250.00</b>	<b>80.00</b>	<b>0.00</b>	<b>10.00</b>	<b>\$ 7,150.00</b>

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

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

The calculation is illustrated below. (i.e. 100 Hours X \$ 5.50 = \$ 550.00)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	COSMETOLOGY	BARBERING	MANICURIST	TEACHER TRAINEE
Tuition	<b>17,600.00</b>	<b>18,000.00</b>	<b>4,400.00</b>	<b>6,600.00</b>
Registration (Non-Refundable)	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
Kits & Supplies (Non-Refundable)	<b>4,800.00</b>	<b>1,600.00</b>	<b>750.00</b>	<b>450.00</b>
Other Charges (Non-Refundable)	<b>259.00</b>	<b>259.00</b>	<b>200.00</b>	<b>80.00</b>
STRF (Non-Refundable)	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ESTIMATED CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>ESTIMATED Total Charges for Entire Course</b>	<b>19,759.00</b>	<b>19,959.00</b>	<b>5,494.00</b>	<b>7,150.00</b>

## BOOKS

### **Cosmetology:**

ISBN-10:1-13-302396-7; ISBN-13:978-1-13-302396-8

LG-FUNC12A-P Fundamentals Cosmetology Digital with Printed Study Guide + Printed Coursebook Set

LG-FUNC12A Fundamentals Cosmetology Digital with Printed Study Guide

### **Barber:**

ISBN-10:0-5384-5764-3, ISBN-13:978-0-5384-5764-4

LG-FUNB12A-P Fundamentals Barbering Digital with Printed Study Guide + Printed Coursebook Set

LG-FUNB12A Fundamentals Barbering Digital with Printed Study Guide

### **Manicuring:**

ISBN: 13: 9781435497689

### **Teacher Trainee:**

ISBN-10:0-5384-5764-3, ISBN-13:978-0-5384-5764-4

ISBN-10:1-13-302396-7; ISBN-13:978-1-13-302396-8

## **TUITION AND FEES POLICIES**

As of 01/01/15, ABC charges the full tuition, which is discussed individually in the admissions and financial aid process. A registration fee is charged prior to the start of the course. Books, equipment and supplies are a separate charge that will be assessed and posted in the student's tuition account within the first payment period. Please refer to "payment period definition."

**Textbooks, Equipment and Supplies:** The Pivot Point Method, LAB Online, Interactive Learning Platform, and Course Study Guide will be used for students theory and practical studies. A complete kit for each course may be purchased by the student from the school. Students are required to maintain their own kit supplies and equipment necessary for a successful completion of any course of study. It is the student's responsibility to replace any lost or broken articles in the kit. The school is not responsible for any student equipment that is lost, stolen or broken.

**Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school for any reason. The kit contents, therefore, becomes the property and responsibility of the student. The books, equipment and supplies are not returnable once issued due to the sanitary condition upon arrival.**

**Method of Payment:** Federal student aid is available to those that qualify to cover educational expenses. Financial aid may be in a form of a grant (no repayment required) or student loans. Cash pay students may arrange an individualized payment plan that is agreed upon signing of an enrollment agreement with the Institution.

**Extra Instruction Charges:** Students whose training is extended beyond the calculated completion date due to absences or accumulated tardies from school will be required to pay an additional charge at the contracted hourly rate of \$10.00, \$11.00, or \$12.00 respectively, on a monthly basis. American Beauty College may work out payment arrangements accordingly. Students not compliant with this policy may be subject to suspension, until further notice.

Please Note: Students will not be considered a graduate, until all contracted obligations are fulfilled.

### **Request for School Paperwork**

Students requesting copies of any paperwork from the school, will be charged a \$50.00 processing fee. This request will be made available within a reasonable amount of time and given to the student after the fee has been paid. This processing fee is subject to change by the discretion of ABC at any time.

### **ABC offers:**

#### **Federal Pell Grants, Federal SEOG, Direct loan subsidized, unsubsidized and the Plus Loans**

Students are expected to contribute from their own family resources toward the complete cost of the selected course of study if they do not qualify or take advantage of student loans. It is the policy of this institution to request from the student tuition fees by making monthly and or weekly installments in accordance to individual contracts. **Students may be subject to a \$25 monthly/weekly penalty charge for any late payments or non-payments that the student did not fulfill.** Additionally, ABC may request that a student not return to their course of study until all payments including late fees are up-to-date. These penalty charges are subject to change at any time at the discretion of ABC.

All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. The entire educational expense must be include and considered in planning the student's ability to meet all school expenses.

*For further financial aid information, please see the financial aid officer or administrator*

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## **Refund Policy :**

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

### **Student's Right To Cancel:**

You have the right to cancel your agreement for a program of instruction and receive a full refund through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.

1. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
2. Cancellation may occur when the student provides a written notice of cancellation to American Beauty College 646 S. Sunset Ave. West Covina, CA 91790. This can be submitted by mail, FAX, email, or by hand delivery.
3. The cancellation date will be determined by the postmark on the written notification, or the date the written notification is delivered to American Beauty College in person.
4. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is canceled, within 45 days after the notice of cancellation is received, American Beauty College will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment that the student has received and signed for.

REMEMBER THAT YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning, or not coming to class.

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### **Withdrawal From The Program:**

You may withdraw from American Beauty College at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less any deduction for equipment that the student has received and signed for.

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

- The student notifies the institution of the student's withdrawal in writing.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to American Beauty College.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence, or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

For students who enroll and begin classes, but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

#### **Percent of Scheduled Time Enrolled**

#### **Total Tuition School Shall Retain**

**to Total Program**

**0.01% to 60%**

**Prorated based on percentage  
of scheduled attendance**

**60.01% and over**

**100%**

**HYPOTHETICAL REFUND EXAMPLE ACCORDING TO THE STATE PRORATA POLICY:**

Assume that a student, upon enrollment in a 1,600-hours course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$4,250.00 based on the calculation stated below.

<b>Total Paid:</b>	\$7,400.00	<b>Tuition Cost:</b>	\$6,800.	<b>Paid for Instruction:</b>	\$6,800.00
<b>Less registration fee (non-</b>	\$75.00	<b>Hours in the</b>	1,600	<b>Hours attended:</b>	600
<b>Less cost of non- returnable</b>	\$525.00	<b>Hourly</b>	\$4.25	<b>Tuition owed: 600 X</b>	\$2,550.00
<b>Equal amount paid for</b>	\$6.800.00			<b>Refund due:</b>	\$4,250.00

**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:

- 1) 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.
- 2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- 3) The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- 4) For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
- 5) 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. **For students on an approved LOA, the date of the determination of withdrawal will be the scheduled date of return from LOA.**

**Return of Title IV Funds:** This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student’s withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

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

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant over payment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant over payment of \$50 or less per program.

These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

**NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.**

**Post Withdrawal Disbursement:** If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

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If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall provide a full refund of all monies paid.

If the school cancels a program and ceases to offer instruction after students have enrolled, and instruction has begun, the school shall at its option:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school;or
- Provide completion of the program;or
- Participate in a Teach-Out Agreement;or
- Provide a full refund of all monies paid

In the event the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

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When situations of mitigating circumstances are in evidence, the school may adopt a policy wherein the refund to the student may exceed the minimum requirements.

**Accrediting Commission Formula:** This institution is required to follow the California State refund formula in calculating refunds.

Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

For further information, contact:

*Office of Bureau for Private Post-Secondary Education*

PO Box 980818 West Sacramento, CA 95798-0818

Telephone (916) 574-7720 Fax (916) 574-7796 - E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **Student Tuition Recovery Fund:**

**As of January 1, 2015 the STRF Fee per \$1,000.00 Tuition is \$0.00; before this date is \$ 0.00 per \$1,000.00 Tuition.**

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment,

and suffered an economic loss as a result of any of the following:

3. The school closed before the course of instruction was completed.
4. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
5. 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.
6. 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.
7. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370- 7589 or by fax (916) 263-1897"

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

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

## **Transcripts:**

### **(NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL: )**

Units earned in our programs in most cases will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a diploma ABC's Educational Program that earned completion will in most cases probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed at ABC may be transferable to another Cosmetology school at their discretion. Each course of study offered by ABC is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to take any other courses offered in another Cosmetology discipline. Any student requesting a transcript 60 days or more after graduating from ABC the processing fee may be \$50.00. This processing fee is subject to change at any time at the discretion of ABC.

## **FINANCIAL AID**

**Consumer 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 college. Lists of these programs include:  
Federal PELL Grant: Does not require repayment (FPELL).

**General 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 may be found in "The Student Guide" and 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 9:00am and 5:00pm (Eastern Time) Monday through Friday (800) 433-3243. or at <http://federalstudentaid.ed.gov>

**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 the student 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 college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay 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.

**The U.S. Department of Education Title IV Student Financial Aid Programs:** ABC 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:

Federal PELL Grant Program (FPELL)  
Federal Supplemental Educational Opportunity Grant Program (FSEOG)  
Federal Direct Loan

**Application for Aid, Procedures and Forms:** A financial aid application for this institution consists of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours.

**Federal Pell Grant Program:** Funds received under this program are not subject to repayment from the student.

**Deadline:** FAFSA 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 30, of the award year from which aid is requested from, or your last day of enrollment in 2018-19, 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 throughout 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.

**Direct Loan:** Accepting a loan listed in the award letter involves some additional steps, which vary depending on the type of loan you’re receiving. Saying yes is as simple as signing a promissory note (a contract between you and the U.S. Department of Education (USDE) that specifies terms and conditions of the loan). By signing the promissory note, you are promising to repay your student loan. The financial aid office will guide you through the paperwork or direct you to [www.studentloans.gov](http://www.studentloans.gov) to sign the online Master Promissory Note (MPN). The MPN is a legal document in which the borrower promises to repay the loan and any accrued interest and fees to the U.S. Department of Education. The MPN can cover multiple academic years. Contact the financial aid administrator at your school if you need more information or have any questions about your award letter. For additional information on Federal Financial Aid programs, request “The Student Guide” published by USDE.

**Determining Need:** 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. Utilizes the Free Application for Federal Student Aid (FAFSA) a contractor of the U.S. Department of Education at no cost will process this form to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

**Cost of Attendance:** The total amount it will cost a student to go to school.

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION.

<b>Elements included in the budget:</b>		
Tuition (actual cost)		
Registration Fee (actual cost)		
Books and Supplies (actual cost)		
<b>Living cost allowance (monthly figures):</b>	<b>Student living with</b>	<b>Student living off</b>
Room and Board	\$272.00	\$808.00
Transportation	\$82.00	\$92.00
Personal/ Misc. (cost of uniforms is includes in personal)	\$172.00	\$186.00

**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)

**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. (July 1 to June 30). Federal SEOG funds are disbursed on a per payment period basis, via a check payment made payable to the student or via a direct credit to the student tuition account. Priority for SEOG funds will be given to students eligible for Pell Grants. This Institution has an open enrollment; therefore, funds will be awarded to a student enrolling throughout the whole year. Amount Awarded varies on a student per student basis.

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

**Academic Year:** A period of not less than 30 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 15 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:** 60 minutes of supervised instruction or theory class during a one hour period.

**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 keeping track of 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.

**Independent Student:** He/She are an individual other than the spouse that has been supported and will continue to be supported (50% or more of those 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.

**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 least 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 born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma (or its equivalent), a GED, or have attended another institution and received Title IV funding through the ability-to-benefit (student is required to complete 250 hours as a cash paying student before they may be able to receive Title IV funding). If an ATB student; he/she must have PASSED such test before July 1, 2013 and provide proof of Satisfactory PASSING or it.
- Agree to use any federal student aid received solely for educational purposes.

**Financial Aid Eligibility Citizen/ Eligible Non-Citizen:** You must be one of the following to receive 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 US 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, 1993
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. An orphan or ward of the court up to the age of 18
6. A veteran of the armed forces of the United States

**Parent(s):**

For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian not Foster Parents. The school will not discuss any personal or professional information with any parent or legal guardian of a student that is at least 18 years of age. If the student gives permission for the school personnel to speak with a particular person regarding their personal or academic progress, that student will fill out the appropriate paperwork giving that permission.

**Payment Period:**

450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 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.

**Professional Judgment:**

This will be process on an individual basis, and it will be solely at the complete discretion of the Financial Aid Officer.

**Dependency Override:**

This will be process on an individual basis, if merit, and it will be solely at the complete discretion of the Financial Aid Officer.

**Recoveries:**

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants 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 the 45 days 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 the U.S. Department of Education.

**Transfer Students:**

A student, who attended a Post-secondary institution before the enrollment at this school, is required to inform & submit a proof of training document to the admissions representative & financial aid officer of the schools attended to receive credit hours. Specifically, if the student's attendance at the prior institution occurred between July 1, through June 30th, of the subsequent year and the financial aid was advanced from the prior institution, the aid available at this institution will be adjusted.

**Verification Process for the 2018-2019 Award Years:**

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 or Direct 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 2017 and 2018.
- 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 cant be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed
  2. Copy of the application data that was verified, and signed
  3. If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  4. A completed Financial Aid transcript.
- 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 (2016).
- U.S. income tax paid for the base year (2016).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  1. Social Security benefits.
  2. Child support
  3. Untaxed payments to IRA or Keogh
  4. Foreign income
  5. Earned income credit
  6. 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 2018-2019. There are two different worksheets: One for dependent students and one for independent students. 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. Other documentation may be required.**

**Time Period for Providing Documentation:** Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2019 whichever is earlier.

## **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.

**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 institutions.

\* Change in dependency status.

Federal PELL Grant applicant 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 FC 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.**

**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 the \$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, or Attorney General, all referral of fraud cases.

## **School Rules and Regulations**

1. School hours are: Monday through Thursday for day classes 8:00am - 4:00pm (7.5 hour program) and the evening classes are: Monday through Thursday from 5:30pm until 10:30 pm. (**school hours subject to change**)
2. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs.
3. Students are required to be in class for roll call at the start of the scheduled class in a clean prescribed uniform. See "dress code" regulations.
4. A student who is tardy (8:06am=tardy) cannot clock in until theory class is over and may not attend theory class. Students who are tardy (3 times in one month) will be counseled and if tardiness continues, they may be suspended or be placed on probation until tardiness ceases.
5. 5 hour students are entitled to a two 10 minute break. 7.5 hour students are entitled to (2) 10 minute breaks and 30 min. Lunch
6. A student must use the finger scan system to clock IN and OUT to record the time arriving to the school and departing from school. Student's and Instructor's signatures are required on the document to verify proof of practical and theory completed by student.. The instructor's signatures are also required to confirm the student's attendance. Students failing to do so will only receive credit for hours clocked in the computerized system. Students may also be required to clock in and out for breaks extended beyond the allowable time.
7. No student is allowed to sign out during school hours without permission from the Instructor. No student may clock in or out for another student.  
**This rule is strictly enforced.** Any time a student leaves the building; the student must clock out and leave his/her card with an Instructor.  
Documentation cards **may never leave the school premises.**
8. No visitors are permitted in the classroom unless approved by the supervisor in charge.
9. The school's business phones are for an emergency call only. Students are not permitted to leave a patron to answer the phone. Cell phones are permitted on break /lunch or outside of the building-only. Cell phone usage is permitted to a 2 minute call. If a student needs to be on the phone longer than 2 minutes, they will need to clock out. This includes text messaging and message retrieval.

10. The school has a computer for student use. That computer must be used in a professional manner and with respect for the school's property. Social network sites can be used to do research and retrieve information for the student's education. If a student wants a copy printed, they must ask a staff member and pay \$0.25 each per copy.
11. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
12. Must keep workstation in class or on the clinic floor clean and sanitary at all times.
13. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
14. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. Refusal to accept a patron for a client service is grounds for dismissal for that day.
15. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and, if he/she is excused by an instructor.
16. 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.
17. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
18. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointment must be made by the receptionist/Instructor and no changes are to be made by students.
20. Students must keep a record of hours and services each day as required on the student weekly record of applied effort. Weekly cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engage in training and study of the branch of cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the time card must be clear and readable. No other marks, coloring, drawings or white-out is acceptable on a student's card.
21. Only products furnished by the college may be used unless otherwise approved by the instructor.
22. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
23. Due to absences all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student. At the discretion of an Instructor, TESTS may have a specific time frame as to when the test(s) will be available for make ups.
24. Personal Services: Students will have the opportunity to use the services of another student for their own services. Therefore, students on the clinic floor must first complete the operations assigned by their instructors before obtaining authorization for their own services.
25. It is required that students be assigned and complete a minimum number of operations at different levels of their course. All students at 1300 hours (Cosmetology Students), 1200 hours (Barber Students), and 300 hours (Manicuring Students) Programs, will begin taking final tests for state board preparation.  
All tests must be taken and scores recorded before a student can graduate from ABC.
26. Models: Student that brings their own models must inform them that the clinic floor opens at 9:30 a.m. Therefore, models should not be allowed to enter the school until after 9:30 a.m. and must wait in the reception area until the student receives the assignment from the instructor in charge or the receptionist.
27. Assignments: Our goal is to encourage students to gain speed in the completion of operations. In the beauty industry, a barber/cosmetologist is expected to be efficient and work with speed when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This simulates the working demands at a beauty salon. Students may not refuse assignments. All students must receive an equal opportunity to work with patrons.
28. Fire drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the fire drill. This rule applies to students, faculty and staff.
29. Notify the administrative office immediately of any name, address or telephone change. Students Are to park only in the area designated by the Institution.  
Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment to have their time cards reviewed by their instructor. **Appointments are made on the last day of the month.**
30. Any change in a student schedule (i.e., full time to part time) may result in an adjustment of payment dollar amounts and the payment structure. Please see the financial aid officer / administrator to make any changes to your attendance schedule.  
Students must comply with all instructions and directions given by authorized personnel relative to school activities. **No insubordination will be tolerated.**
31. No gum chewing is allowed in the college at any time. Smoking is not allowed on the school premises.
32. Students must comply with all of ABC's policies, the State Board rules and regulations, city and county.
33. Individual Instructor's may have additional rules and regulations that are specific to their classrooms, assignments, projects, etc.

## **STUDENT DRESS CODE**

### **Male Students:**

- Male students must wear all black attire. All shirts worn, including ABC T-shirts cannot be faded, torn, pinned or taped.
- Barber students may wear Black Barber Smocks only.
- Neat and clean black slacks or pants.
- No blue jeans. Only black jeans are acceptable, not faded torn, ripped, or pinned.
- A belt must be worn for slacks/shorts to stay on the waist.
- Only Dress shorts are permitted. No sports or swim shorts are permitted.
- All black closed toe shoes must be worn at all times. Think safety and comfort!
- Any clothing worn under the black uniform or Black smock, that can be seen, must be all black.
- Clothing that is too loose, too tight, too revealing or inappropriate for a school environment will not be tolerated and the student will be asked to clock out and sent home.
- Name badges must be worn at all times while on the school premises.
- Sweaters and jackets that are not all black may be worn to and from the classroom only.
- Sweaters and jackets worn inside of the classroom or on school premises must be ALL black. No other logos or colored prints.
- No sunglasses, hats or beanies may be worn inside of a classroom or on the clinic floor.
- Students appearing in school not dressed in a clean and proper uniform or appearing improperly groomed, such as hair not combed or neat, will be required to clock out.
- Makeup must be appropriate for day-wear. Individual appearance needs to be completed on the student's own time, before or after school.
- All clothes must be in good repair. Accessories must not be offensive or get in the way of any practical assignment or client service.

### **Female Students:**

- Female students must wear all black. All shirts worn, including ABC T-shirts cannot be sleeveless faded, torn, pinned or taped.
- Bottoms may be black pants, skirt, capri pants, or leggings.
- When wearing skirts, students must wear, black opaque (dark) tights or leggings underneath.
- Skirt length must be at finger length or longer.
- If skirt is below the knee, no tights/leggings are necessary.
- When wearing leggings, bottoms/rear end must be covered with a long tank top or long shirt.
- No shorts of any kind are permitted.
- Dresses may be worn. They must be all black (no other logos or other colored prints) and they must be an at finger length or longer. Dress cannot have small straps, must have sleeves and not be low cut.
- All black closed toe and heel shoes must be worn at all times. Think safety and comfort!
- Any clothing worn under the black uniform, that can be seen, must be black.
- Sweaters and jackets that are not all black may be worn to and from the classroom only.
- Sweaters and jackets worn inside of the classroom or on school premises must be ALL black. No other logos or colored prints.
- Socks, leggings, and hosiery must be all black, not torn, ripped or pinned.
- No blue jeans allowed. Only black jeans are acceptable, not torn, faded, or ripped.
- Clothing that is too loose, too tight, too revealing or inappropriate for a school environment will not be tolerated and must be corrected.
- A name badge must be worn at all times while in a classroom or a clinic floor of ABC.
- No hats, beanies or sunglasses may be worn inside the classrooms or on the clinic floor.
- Students appearing in school with their hair not combed and neat will be required to clock out. This includes make-up which must be appropriate for day-wear.
- Individual appearance needs are to be completed on the students own time, before or after school. Students may be asked to clock out and go home, at the discretion of the Instructor, a student may return to school appropriately groomed.
- All clothes must be in good repair. Accessories cannot be offensive or get in the way of performing any practical assignment or client service.

**If a student does not meet the dress code requirements, they will receive a written counseling report and additionally may be asked to clock out and leave the premises at the discretion of any Instructor or ABC's Director. Barber/Cosmetology hours will be lost. A student may be suspended from school for a specific time, at the discretion of any Instructor or the Director of ABC, if they feel that the dress code violation(s) was a blatant disregard for the rules.**

***When necessary, dress code can and may be changed at the discretion of the Director of ABC. Failure to observe and comply with the above rules and regulations may subject the student to a suspension, and/or termination from school.***

## **School policy for a violation of any rule, regulation or policy:**

**A student can/may be suspended for any of the following:**

- (3) tardy's in (1) month. It is required to be punctual every day.
- Babysitter, work scheduling, not getting enough sleep are not excuses for being tardy.
- It is required to be in school every day.
- There are no excuses for being absent. \*see the "leave of absence" rule if an extended amount of time off from school becomes necessary.
- Not bringing the required equipment, not being prepared for any theory, practical class or client service.
- Any literature, book, magazine, computer research must be about the beauty industry, culture or a specific subject in the beauty industry.
- Any music that is played loud enough for others to hear must not include offensive language.
- All students must respect all diversity in regards to other students, staff and administration.
- Students are not permitted to sell anything or invite others to sell any product, service or class on the ABC property.
- Students must follow the cell phone usage rules. Including sending and receiving text messages and answering the phone. (\*rule/regulations)
- Students listening to music must only use (1) ear piece.
- Eating at the stations, in a classroom is not permitted unless given permission by a staff member.
- Chewing gum is not permitted inside the school at any time.
- Use of any profanity, abusive and/or vulgar language will not be tolerated.
- Students who refuse a client service argue with an Instructor about performing a service will be immediately clocked out and sent home and may also be suspended.

Any student who does not attend school the day before and the day after a scheduled holiday will be suspended at the discretion of the Director.

**Please notify the school of a change in your name, residential address, email address or phone number. All valuables should be Left at home or locked in the student's car. American Beauty College is not responsible for any personal items that are stolen, misplaced, damaged or left unsupervised and unsecured.**

## **School policy for a termination (expulsion) or transfer to another school:**

**A student will be terminated or transferred to another school for any of the following**

1. **Fighting, pushing, slapping, threatening or causing a fight.**
2. **Gossiping or causing animosity with malice intent.**
3. **Repeated and extreme subordination to another classmate, administration, Instructor or a client.**
4. **Continual negative attitude and not wanting to cooperate with staff and instructions.**
5. **Willfully defacing or injuring any property belonging to ABC.**
6. **Cheating, dishonesty or falsification of exams, time cards or any other school records.**
7. **Stealing from another student, ABC, a guest speaker/artist or a client.**
8. **Persistent tardiness or absences.**
9. **Failing theory (below 70%) and/or practical (below 70%). Failing to comply with the school's academic requirements.**
10. **Possession or the use of pornographic material (including on-line), graphic pictures or literature while on the school premises.**
11. **Possession of alcohol, narcotics, drugs (including Marijuana) on or near the school premises.**
12. **Being under the influence of any drug or alcohol substance while on the school's premises.**
13. **Immoral or unprofessional conduct.**
14. **Using any social network to misrepresent ABC or falsify any content of ABC.**
15. **Using any social network to on or off campus to harass staff members or students of American Beauty College which could include inappropriate pictures or language.**
16. **Repeated excuses for not applying effort throughout the course of study.**

## **Student Rights and Responsibilities**

### **The Student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- 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 you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- 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 whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

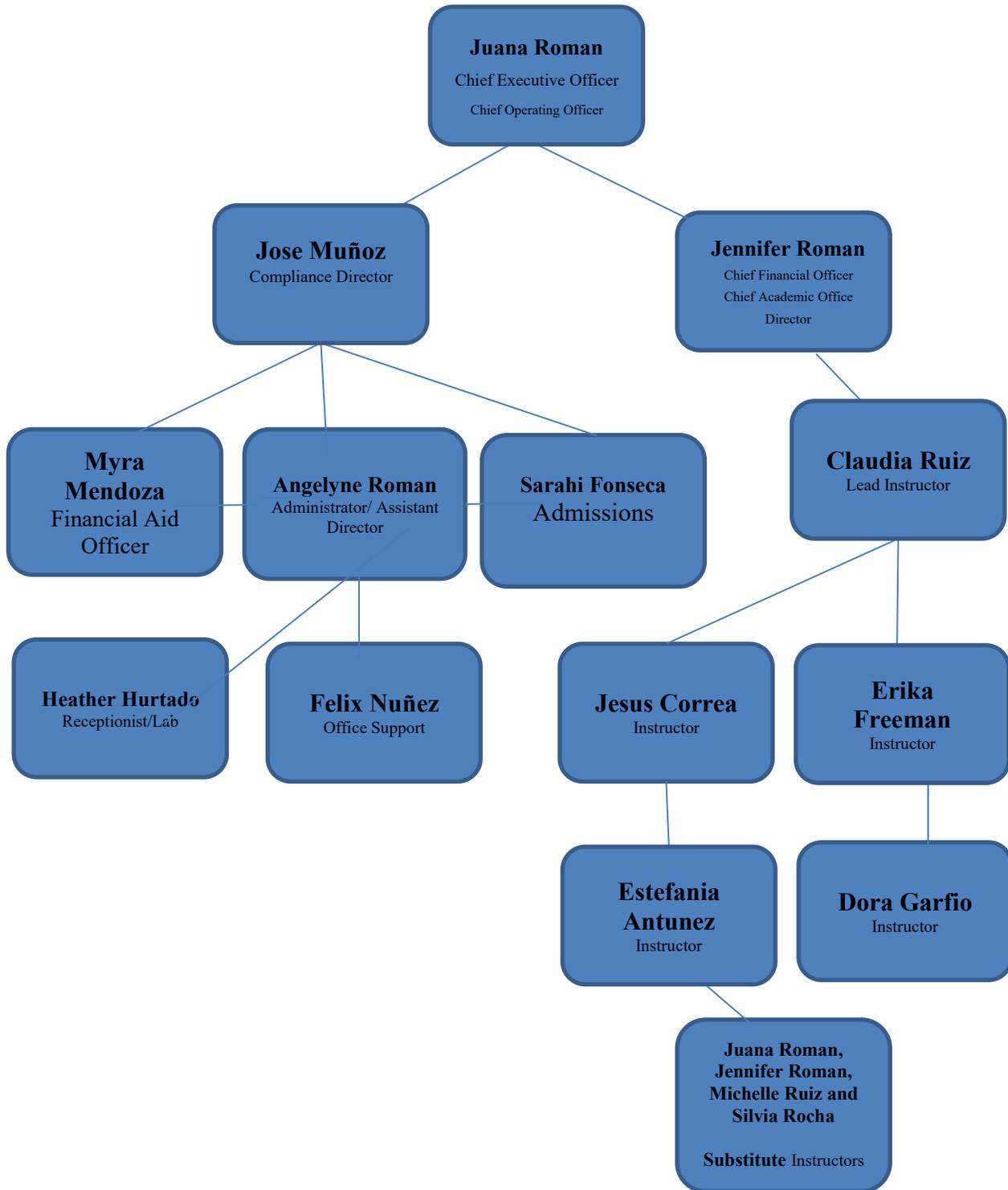
### **It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, 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 are asked to sign.
- Repay any student loan. Read and sign that you 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 it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.
- If you have a promissory note, you are agreeing to repay your loan.
  - Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.

### **Notice of Student Rights:**

1. You may cancel your contract for school, without any penalty or obligation by the seventh business day following your first class session as described in the Students right to Cancel Policy form that will be given to you. It is highly recommended to read for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.
2. After the end of the cancellation period, you also have a right to stop attending school at any time and you're the right to receive a refund for a part of the course not taken. Your receive rights are described in the contract. If you lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the **Bureau for Private Post-Secondary Education (BPPE)** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school regarding refunds, write or call: **BPPE: P.O. Box 980818, West Sacramento, CA 95798. Ph. (916) 431-6959 Fax (916) 263-1897 - Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

# Administrative Staff and Instructor's Organizational Chart



**Substitute Instructors:** Juana Roman, Jennifer Roman, Michelle Ruiz, and Silvia Rocha

## **STAFF QUALIFICATIONS**

### **ADMINISTRATION:**

**Juana Roman (CEO) (COO):** California Designated Credential Subjects, Cosmetology License, numerous certificates and awards. Cosmetology Instructor for over 35 years.

**Jennifer Roman (CFO) (CAO):** BS Degree in Social Sciences; California Cosmetologist License. Experience in customer service and management.

**Jose Muñoz (Compliance Director):** Over 30 years of office management experience in cosmetology/salon industry experience. Many Years of experience in working with agencies, city and state regulations. Customer service and personal management skills and experience.

**Angelyne Roman (Administrator/Assistant Director):** 14 years of experience in management and customer service, 5 years with private vocational schools .

**Myra Mendoza (Financial Aid Officer/Admissions Representative/Registrar):** Financial Aid Officer with 10 years in admissions and customer service. 7 years' experience working in the public school system with adults and high school students. Numerous seminar and workshop certifications.

**Sarahi Fonseca (Admissions)-** 2 years in the office/administrative field, 1 year in Management, AA Degree in Psychology, Bachelors Degree in Psychology in process due 12/2018.

### **FACULTY:**

**Claudia Ruiz (Cosmetology/Barber Instructor):** California Cosmetologist License for over 20 years working in a private school. Customer service experience along with owning and operating a self-owned business. Barber and Cosmetology Licenses

**Jesus Correa (Cosmetology /Barber Instructor)** Graduated from Professional Institute of Beauty for the California Cosmetology License. Graduated form American Beauty College for Barber License in 2017. Licensed in Cosmetology since 2001.

**Erika Freeman(Cosmetology/Barber Instructor):** California Cosmetologist License and Salon Experience for 6 years. Graduated from American Beauty College Cosmetology, Barbering, and Instructor Training program.

**Estefania Antunez(Cosmetology/Barber Instructor):** California Cosmetologist License and combined Barber shop experience for 6 years. Graduated from Citrus College Cosmetology Program, and Graduated from American Beauty College from the Barber and Cosmetology Instructor Programs.

**Dora Garfio (Cosmetology Instructor):** Graduated from Cynthia's Beauty Academy since 1990. Cosmetology Instructor since 1992.

### **Substitute Instructors:**

**Juana Roman:** State of California Designated Subjects Credential: Cosmetology. California Cosmetologist License, numerous certificates and awards. Cosmetology Instructor for over 40 years. School Owner for over 35 years.

**Jennifer Roman:** BS Degree in Social Sciences; California Cosmetologist License for 5 years and Barber License since 2017

**Michelle Ruiz:** Graduated from American Beauty College. California Cosmetology License for 4 years and Barber License in 2017.

**Silvia Rocha (Cosmetology/Barber Instructor):** Graduated from Marinello School of Beauty in 2000. Instructor since 2002, Experience in Cosmetology since 2001. Barber and Cosmetology Licenses.

**Note: Day Instructors may substitute Night Instructors and vice-versa.**

*American Beauty College employs full and part time Instructors, Instructional Aids, clerical staff and specialists in different disciplines.*

*All staff at ABC has the necessary and appropriate certificates, licenses, degrees and education that is required by all governing agencies in the State of California*

**AT THE DISCRETION OF THE MANAGEMENT, ALL MATERIAL, POLICIES AND PROCEDURES**

**IN THIS CATALOG ARE SUBJECT TO CHANGE.**

**STAFF AND STUDENTS WILL BE NOTIFIED AND MADE AWARE OF ANY CHANGES AS SOON AS**

**POSSIBLE.**