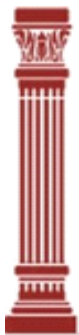


Student Catalog

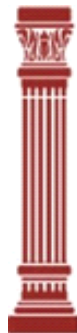
2015 – 2016

Edition



Pico Rivera Campus

8652 East Whittier Blvd
Pico Rivera, CA 90660
Bus (562) 949-1100
Fax: (562) 949-1106



Corona Campus

500 Corona Mall
Corona, CA 92879
Bus (951) 898-8844

School's Website: <http://www.davidsacademyofbeauty.com/>

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Welcome to David's Academy of Beauty

Thank you for selecting us to provide you with quality education in obtaining your desired training in Barbering, Cosmetology, Esthetician, Manicuring and Massage Therapy. Our goal is to provide you with every opportunity for a successful future in the massage, spa, and beauty salon industry.

At David's Academy of Beauty we offer basic training and extensive hands-on training in Barbering, Cosmetology Esthetician, Manicuring, and Massage Therapy. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part.

My goal is to help students discover their abilities and to transform their lives through these discoveries, but please understand that a large part of your future success will depend on the effort you are willing to apply during your entire course of study.

David Mojadidi

School Director

Approval Disclosure Statement

This institution was granted approval from the Bureau for Private Postsecondary Education (BPPE) (www.bppe.ca.gov) Department of Consumer Affairs P.O. Box 980818 West Sacramento, CA 95798; pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. Approved courses: **COSMETOLOGY, BARBERING, ESTHETICIAN, COSMETOLOGY/BARBER CROSSOVER, MANICURING, THERAPEUTIC MASSAGE, MASSAGE THERAPY 400 CLOCK HRS. AND MASSAGE THERAPY 250 CLOCK HOURS.**

David's Academy of Beauty is accredited by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**, 4401 Ford Ave., Suite 1300, Alexandria VA 22302 (703) 600-7600. NACCAS is an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. Unresolved complaints may also be directed to the above agency. **Accreditation approval is pending for our Corona Location**

This school is currently recognized by the United States Department of Education as an eligible institution that does participate and have available to those students that qualify, Title IV student aid programs sponsored by the Federal government that provide grants and loans. **FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT & FEDERAL DIRECT STUDENT LOANS.** Grant programs are free funds and does not require repayment, however Loan program require strict repayment, not dischargeable in a bankruptcy procedure. ***Please note: all programs that consist of less than 600 clock hours are not eligible for Title IV funding.***

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 Web site. Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site: www.bppe.ca.gov, E-mail: bppe@dca.ca.gov and Fax (916) 263-1897. All information in the contents of this school catalog is current and correct and is so certified as true by: Mr. David Mojadidi, Director

Mission Statement

DAVID'S ACADEMY OF BEAUTY strongly believes that any person who has the ability, desire and determination to benefit from vocational training or the programs we offer should be given each and every opportunity to do so, our objective is to provide each enrolled student with a high-quality educational program in an environment conducive to obtaining real world skills, by adopting a straightforward pragmatic methodology. We offer you the basic training to pass the Board of Barbering and Cosmetology licensing examination. We place emphasis on how to be successful in the field of Cosmetology Sciences & Massage Therapy. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success as well as cosmetology core courses.

Students will be taught in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assist in operating our supply system. Our objective is to help the student become "salon/massage spa-ready" for an entry-level position of employment in a salon. **DAVID'S ACADEMY OF BEAUTY** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise. Students are encouraged to utilize the resource library, which can supplement their learning experience.

Bankruptcy:

Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

School Administration

DAVID'S ACADEMY OF BEAUTY
8652 E. Whittier Blvd. Pico Rivera, CA 90660
(562) 949-1100

Business Hours: Monday-Friday 8:30 a.m.-5:00 p.m.; Saturday 9:00 a.m.-3:30 p.m.
Effective February 22, 2016, Evening Hours: Monday-Friday 5:30 pm-10:30 pm

FACILITIES:

DAVID'S ACADEMY OF BEAUTY AT 8652 E WHITTIER BLVD, PICO RIVERA CA 90660, is a spacious (6,800 sq. ft.) Air-conditioned, one story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge.

Instruction is in residence with facilities occupancy level accommodating 150 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school, discuss personal, educational and occupational plans with school personnel review this catalog and the institutional performance sheet (this last document you will be required to sign prior to enrolling or signing enrollment agreements).

ADMISSIONS: Applicants for Admissions may secure information on Monday through Friday between 8:30 a.m.-3:30 p.m.

Person to contact: Ms. Simone Chu

FINANCIAL AID: Applicants or students may secure Financial Aid information Monday through Fridays between 10:00 a.m.-4:00 p.m. **Person to contact: Lisa Camarillo**

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m. through 5:00 p.m. **Person to contact: Ms. Lettizia Meza.**

PRESIDENT/CEO: Mr. Mohammed A. Mojadidi

Email: salondeveloper@gmail.com

DIRECTOR/CFO: Mr. David Mojadidi

Email: salondeveloper@gmail.com

ACADEMIC OFFICER/MANAGER: Ms. Lettizia Meza

Email: davidbeautycollege@gmail.com

FINANCIAL AID: Ms. Lisa Camarillo

Email: lisa@davidsacademyofbeauty.com / lisa.daob@gmail.com

ADMISSIONS: Ms. Simone Chu

Email: simone.chu@davidsacademyofbeauty.com

JOB PLACEMENT: Ms. Lettizia Meza

Email: davidbeautycollege@gmail.com

DAVID'S ACADEMY OF BEAUTY
500 Corona Mall, Corona, CA 92879
(951) 898-8844

Business Hours: Monday-Saturday 9:00 am-3:30 pm

DAVID'S ACADEMY OF BEAUTY AT 500 SOUTH MAIN STREET, CORONA CA 92865, is a spacious (5,800 sq. ft.) air-conditioned, one story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop area, Administrative offices, student resources, new equipment to large clinical floors, one specially design for Cosmo students, another for all barber students, the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances. This includes those requirements as to fire safety, building safety and health regulations. This location IS NOT currently eligible to participate in the Title IV programs.

ADMISSIONS: Applicants for Admissions may secure information on Monday through Friday between 8:30 a.m.-3:30 p.m.

Person to contact: Ms. Rojina Mahmoud, Monday thru Friday 9:00 a.m. thru 5:00 p.m.

MANAGER/JOB PLACEMENT: Ms. Lettizia Meza.

PRESIDENT/CEO: Mr. Mohammed A. Mojadidi

Email: salondeveloper@gmail.com

DIRECTOR/CFO: Mr. David Mojadidi

Email: salondeveloper@gmail.com

ACADEMIC OFFICER/MANAGER: Ms. Lettizia Meza

Email: davidbeautycollege@gmail.com

ADMISSIONS: Ms. Rojina Mahmmoud

Email: roginam@hotmail.com

Grievance Procedure

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may mail it to the Director: **MR. DAVID MOJADIDI 8652 East Whittier Blvd. Pico Rivera, CA 90660 PH: (562) 949-1100.**
4. All grievances regardless of the nature will be turned over to the owner and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

Holidays: The college is closed on Sundays, and the following holidays: New Year's Day, Dr. Martin Luther King's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (Thursday only) and Christmas Day. A special holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

Class Schedules: Classes for Cosmetology, Barber, Barber Crossover, Esthetician, Manicuring, Therapeutic Massage, Massage Therapy Courses, start every **MONDAY or TUESDAY**.

Orientation Class: Orientation class is held each Friday or prior to any new class starting, mornings from 9:00 a.m. until 10:30 a.m. All new students, transfers and re-enrollment students are required to attend orientation prior to admission.

OUR COLLEGE DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER

David's Academy of Beauty, doesn't offer on-campus or subsidized housing for our students. The Academy does not have the facilities to assist our students in finding appropriate housing. There is housing available in the Pico Rivera surrounding communities; the estimated cost for such housing is approximately \$1230/month for a one-bedroom apartment. There is also housing available in the surrounding Corona communities; the estimated cost for such housing is approximately \$1280/month for a one-bedroom apartment.

Statement of Non-Discrimination:

In compliance with federal, state, and local government requirement, DAVID'S ACADEMY OF BEAUTY does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies.

FOR DISABLED STUDENTS: David's Academy of Beauty follows the requirements established by the Americans with Disabilities Act. David's Academy of Beauty does not discriminate against qualified individual with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee. Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled student depending on the student's disability.

Student Time Clock Policy

The program of Barbering and Cosmetology will only recognize time clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes (8:37 a.m.) to clock in and receive credit for the quarter (1/4) hour. This seven-minute grace period applies to starting of the class day. If you arrive at 8:38 a.m. you will not be allowed to clock in until 10:00 a.m. for that day. A thirty-minute (30)-lunch break shall be taken when a student attends a six (6) hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then than half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned area added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out.**

Time cards reflect the students' daily record of hours, It is important that all of your hours and are recorded properly and accurately. The attendance personnel must be able to read your time card so that the attendance hours are transferred

correctly to the attendance roster. The time cards are the property of David's Academy of Beauty and must remain on the school campus at all times. Time cards will be retained and stored in their entirety for 5 years by the school.

Time Card Credit: The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they annually perform practical subject.

Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation. **Shampoo/set = 1 ½ hours, Scalp Treatment = ½ to 1 hour, Permanent Wave = 2 to 2 ½ hours, Facial = 1 ½ to 2 hours, Manicure = ½ hour, Hair cut = ½ to 1 hour.**

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

Grading System: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING	PRACTICAL POINTS
100% - 90% = A = Excellent	4 POINTS=Criteria MET
89%- 80% = B =Above Average	0 POINTS=Criteria NOT MET
79% - 75% = C =Average	
74% - 60% = D=Unsatisfactory	
59% - 00 %= F=Fail	

Admission Policy

Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements) and pass an admissions test (CPAt Student Aptitude Test, published by "ACT) with a minimum score of 126 as stated in the test publisher's guidelines. (The test is administered by school personnel). If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

As part of this process to determine the validity of the high school diploma or GED, The Admission Advisor may check with the National Center for Education Statistics-NCES <http://www.necs.ed.gov> if the state has jurisdiction over the high school; the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is: www.onlinehighschool.org, which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html.

A) Our institution is currently not accepting ATB students.

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

English as a Second Language: This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language. Since all of our instructors are bilingual either in English, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

Health and Physical Considerations: Generally, the professional in the cosmetology field must be in good physical health since he/she will be working in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Student Services Career Counseling and Personal Attention Students are counseled individually, as often as necessary to review the student's progress. Successful Salon Owners and stylists are scheduled regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time. Students are given personal attention and assistance at every stage of the training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Program of Barbering & Cosmetology Examination.

Credit Evaluation: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Program of Barbering and Cosmetology. Our institution doesn't allow challenge examinations or experiential credit, nor does our institution have an articulation agreement with any other schools.

Attendance Status & Normal Course Completion Time: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 13 but less than 24 hours per week. Half-time is 12 hours a week. Less than 12 hours per week is less than half time.

Satisfactory Academic Progress Policy (SAP)

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

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds ($2/3$) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$) regardless of the average level of attendance. Students that are attending the course programs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed and need to contact the FA office. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog (**School Rules & Policies**).
3. Complete the course within a maximum time frame of one and one-half ($1-1/2$) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic (75%) and attendance (67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a copy of their completed SAP evaluation form at the conclusion of their SAP counseling.
6. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on Warning or has prevailed upon Appeal of the determination that has resulted in the status of probation.

EVALUATION PERIODS: Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. USDOE defines an academic year as being no less than 900 clock hours & 26 calendar weeks. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 13 weeks totaling 900 clock hours & 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hour payment periods = 700 clock hours & 22 calendar weeks. Based on the above definition the Barbering course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 600 hours of the course will be prorated and contain (2) 300 hour payment periods = 600 clock hours & 18 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: The evaluation(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status and Part-time enrollment status will be calculated based on the above formula.

Course	1 st Payment Period		2 nd Payment Period		3 rd Payment Period		4 th Payment Period	
	Hours	Weeks	Hours	Weeks	Hours	Weeks	Hours	Weeks
Requirements	1-450	1-13	451-900	14-26	901-1250	27-37	1251-1600	38-48
Cosmetology	1-450	1-13	451-900	14-26	901-1200	27-35	1201-1600	36-44
Barber	1-450	1-13	451-900	14-26	901-1200	27-35	1201-1600	36-44
Esthetician	1-300	1-9	301-600	10-18	N/A	N/A	N/A	N/A
Therapeutic Massage	1-300	1-9	301-600	10-18	N/A	N/A	N/A	N/A
Cosmo/Barber Crossover	1-200	1-8	201-400	9-15	N/A	N/A	N/A	N/A
Massage (400 Hours)	1-200	1-8	201-400	9-15	N/A	N/A	N/A	N/A
Manicuring (400 hours)	1-200	1-9	201-400	10-18	N/A	N/A	N/A	N/A
Massage (250 Hours)	1-125	1-13	126-250	14-25	N/A	N/A	N/A	N/A

WARNING STATUS: If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period. If at the end of a payment period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES: Students must initiate the Appeal Process. Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days from the institutional notification and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The basis that a student can file an appeal: The death of a relative of your immediate family, an injury or illness of the student or a relative of your immediate family, (Immediate family relative defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children) or other special circumstances. The appeal must also state your own explanation describing the reasons for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision during the current payment period. A student that prevails upon the appeal process would be eligible to receive aid for one more payment period under probation status.

PROBATION STATUS: If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS: Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. SAP evaluation periods are based on actual contracted hours at the institution.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. 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 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.

Re-Entry Policy: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 2 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years and kept students transcripts permanently only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

Leave Of Absence: We do not allow a Leave of Absence except for students that may experience a severe medical or legal problem(s) which may make it difficult for them to attend class. The institution may allow a student under such severe medical or legal circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student using the institutional LOA form and must include verifiable medical or legal documentation and must be approved by the school FA Director. Institutional staff must have a certain level of certainty that the student will return from the approved LOA. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. The needed time off must be at least 15 days or longer. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her contract period and maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 30-45 days, depending on the financial source. This policy has been revised and becomes effective SEPTEMBER 15, 2012. Students not returning from an approved LOA will their direct loans repayment activated as of their last day of attendance and their loans will be due in accordance to the terms cited in their promissory note.

Academic Transcripts:

David's Academy of Beauty will prepare one set of transcripts upon completion and/or withdrawal from the course at \$25.00 charge. If additional transcripts are requested a fee of \$25.00 plus mailing fees, will be charged by the school. On any document requested by student there will be a charge of \$25.00 a copy. **Note: Academic transcripts will not be released until ALL tuition charges are paid in full.**

Notice Concerning Transferability of Credits Earned At Our Institution

The transferability of credits you earn at **David's Academy of Beauty** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **diploma**, you earn from **David's Academy of Beauty** is also at the complete discretion of the institution to which you may seek to transfer. If the **diploma** that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you make seek to transfer after attending **David's Academy of Beauty** to determine if your **diploma** will transfer.

Student's Right to Cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

1. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "INSTITUTIONAL REFUND POLICY" **Published on page9 of this catalog**
3. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, PO BOX 980818 WEST SACRAMENTO, CA 95798 (888) 370-7589 Web site: www.bppe.ca.govE-mail: bppe@dca.ca.gov**

School or Course Cancellation:

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the

amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination.

Institutional Refund Policy:

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the enrollment period. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of **\$250.00 is a non-refundable**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination. **Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

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

****See treatment of R2T4 in the Financial Aid Section****

Pro Rata Refund

The State of California requires a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. However we provide a pro rata refund at all levels of completion.

The pro rata refund will be determined using the following calculations:

1. Divide the total tuition cost for the program (example: \$14,900) by total number of hours in the course (example: 1,600 hrs.) to calculate the cost per hour of instruction (\$9.31 per hour).
2. Multiply the number of hours that the student attended the program by the cost per hour of instruction (from step 1) to calculate the total amount owed.
3. Subtract the total amount paid for tuition up to time of withdraw from the total amount owed (from step 2) to calculate the refund to the school or to the student.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of the official withdrawal.

If the amount that you owe is more than the amount that you have already paid then you owe a balance to the school and you must arrange to pay the balance within 30 days. If you fail to pay the balance within 30 days your account will be considered overdue. This refund policy reflects the regulatory conditions BBPE (California State Agency); these conditions are more beneficial to the student when calculating the institutional refund policy.

Enrollment Time: is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not return.

STRF: California Residents: (Effective 01/01/2015 has been suspended; fee has been changed to \$0.00 per \$1,000)

"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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"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:

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Library Resources

Our campus has a library resource area in which current periodicals; styling magazines, Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checkout for overnight use and the School Supervisor who is in charge of this process.

Transfers

Applicants with previous hours from another California based Cosmetology school who then wish to enroll in David's Academy of Beauty must submit a written request during the admissions process along with Proof of Training and Record of Withdrawal from the previous California school. Failure to provide the required documentation of previous training prior to enrollment will result in not being able to apply those hours to the enrollment period at David's Academy of Beauty. If the applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of hours from their previous school. The California BBC will then issue a letter indicating the credit it will approve for the hours taken at the previous school along with any other requirements. David's Academy of Beauty will then make the final decision based on the information in the California BBC's letter.

Scholarship Policy

David's Academy of Beauty does, On occasion, offer scholarships to our students. When a scholarship is offered, all-non transferring students starting with that particular class are eligible for the scholarship, as long as they meet the enrollment requirements. Enrollment requirements would include enrollment deadlines and essay. Scholarships are applied upon graduation, once academic and attendance performance requirements are met it is determined that required SAP minimums have been maintain throughout the course. Occasionally the college may have promotional incentives and will announce the incentives and conditions to receive such incentive. If a student experiences a severe financial hardship they may consult the financial aid office to inquire as to any assistance that may be available to them.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

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) ***

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG) ***

FDirect Stafford Loans - Subsidize: Must be repaid***

FDirect Stafford Loans - Unsubsidized: Must be repaid***

FDirect Plus Loans: Must be repaid

Accreditation for 500 South Main Street, Corona, CA 92865 is pending approval

GENERAL FINANCIAL AID INFORMATION: If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at David's Academy of Beauty 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 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at (800) 433-3243. (Internet access is also available <http://www.fafsa.ed.gov>) or <http://studentaid.ed.gov>)

OUR CAMPUS WILL PROVIDE YOU WITH A BOOKLET PUBLISHED BY THE UNITED STATES DEPARTMENT OF EDUCATION 2015-16 'FUNDING YOUR EDUCATION' PLEASE BE SURE TO ASK FOR A COPY OF THIS BOOKLET DURING YOUR INTERVIEW WITH THE FA DEPARTMENT.

FEDERAL DISCLOSURES:

NOTICE OF STUDENT RIGHTS

STUDENT RIGHTS AND RESPONSIBILITIES

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. **ALL STUDENTS MUST PROVIDE A SOCIAL SECURITY CARD THAT IS SIGNED AND THE**

SCHOOL WILL MAKE THE COPY WE WILL NOT ACCEPT A COPY FROM THE STUDENT.

- 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. When you sign 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.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand, that 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.

Federal Disclosure Requirements

This information is updated annually in January of each year in the institutional catalog.

To help you make a good decision about whether to enroll in this institution

Our institution wants you to know that, according to its latest information:

Disclosure date 07-01-2015

Data for cohort year ending 08-31-2013 (the date may vary in accordance to program)

Student Right-to-Know Rates:	Men	Women	Total	Rates
1a Initial cohort	103	225	328	
1c Allowable exclusions	0	0	0	
1e Final cohort	103	225	328	
2a Completers of < 2-yr programs	103	221	324	98.78
3a Transfer-out students	0	0	0	0
4 Completion or graduation rate	100	98		98.78%
5 Transfer-out rate	0	0		0%
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E)				87.5%
7 Placement rate (report any placement rate calculated)				

Line 2a above (full time undergraduates) breaks down into this:

Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
American Indian or Alaska Native	0	0	0	0	0	0
Asian	94	202	1	0	8	16
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
Latinos	0	0	0	0	0	0
White	0	0	0	0	0	0

The data once reported in the catalog needs no student signature

Campus Security Act Disclosure Statement – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c) (1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2011 and 12/31/2014. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: October 1, 2015

Occurrences REPORTED within the 2012, 2013, and 2014 Calendar Years

Crimes Reported	2012	2013	2014	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	0	0
(B) Negligent manslaughter	0	0	0	0	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	0	0
(B) Fondling	0	0	0	0	0
(C) Incest	0	0	0	0	0
(D) Statutory Rape	0	0	0	0	0
(iii) Robbery	0	0	0	0	0
(iv) Aggravated assault	0	0	0	0	0
(v) Burglary	0	0	0	0	0
(vi) Motor Vehicle Theft	0	0	0	0	0
(vii) Arson	0	0	0	0	0
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession.	0	0	0	0	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0
Hate crimes: As listed under 34.CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	0	0
(B) Simple Assault	0	0	0	0	0
(C) Intimidation	0	0	0	0	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	0	0
(viii) Liquor law violations	0	0	0	0	0
New reporting as of 10/01/2014					
Incidents of sexual assault			0	0	0
Domestic Violence			0	0	0
Dating Violence			0	0	0
Stalking			0	0	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 2

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s directors who contact the correct police department District for statistics and the institution’s Daily Incident Log and then records those statistics.

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - (i) Institution’s officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 3

7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
 - (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - (ii) A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
 - (iv) The institution does not have accessibility to professional counseling; mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care servicer.
 - (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
 - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offender's arrest.

[Http://www.meganslaw.ca.gov/](http://www.meganslaw.ca.gov/)
- 13 **Revised Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
 - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 14 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned of controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued) Page 4

- 15 **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
- A description of the law enforcement authority of the campus security personnel.
 - A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
 - A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
 - Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore the following disclosures do not apply to this institution:

- Fire safety (668.49)**
- Missing students (668.46(h))**
- Emergency notifications 668.46(g))**
- Hate crimes 668.46(c))**

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punish by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

Name of institution’s Financial Aid Officer	Lisa Camarillo
Title	Financial Aid Officer
School Name	David's Academy of Beauty (0286-01)
Street address	8652 East Whittier Blvd.
City, State Zip	Pico RiveraCA90660
Phone No.	(562)949-1100

Constitution Day and Citizenship Day: David’s Academy of Beauty holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787

Drug & Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
 United States Department of Education
 400 Maryland Avenue SW.
 Room 3124, GSA Regional Office Bldg. #3
 Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	<u>County of Los Angeles Public Health Substance Abuse Prevention and Control</u>
Street Address	1000 S. Fremont Ave. Building A-9 East 3 rd Floor
City, State and Zip	Alhambra, Ca 91803
Phone number	(626) 299-4193

Entity Name	<u>IMPACT Drug And Alcohol Treatment Center</u>
Street Address	1680 N. Fair Oaks
City, State and Zip	Pasadena, Ca 91103
Phone number	(866) 734-4200

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIENNIALLY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

Family Educational Rights and Privacy Act (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, at 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Copyright Infringement

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punish by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Voter Registration: We encourage students to register to vote. You can go to the following website and follow the instructions to register – http://www.sos.ca.gov/elections/elections_vr.htm. This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

Admissions Disclosure:

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

Financial Aid Mechanism

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

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.

The U.S. Department Of Education Student Financial Aid Programs:

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

GRANT (FREE) AID (This aid does not have to be repaid)

Federal PELL Grant Program (PELL) \$5,775 for 2016 Award Year and \$5,815 for 2017 Award Year (Does not require repayment)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)* Maximum Annual Award given to school to disburse to students meeting eligibility requirements is \$4,000 (Does not require repayment)

Statement of Loan Payment responsibilities to students who obtain loans

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

Direct Federal Stafford LOANS

Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)**. As of July 1, 2012 borrowers without a loan balance will have Limited Eligibility of up to 150% of published course length, this calculation would take into account loans received from prior institution attended.

Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance)**

Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at Student Guidehttp://studentaid.ed.gov/students/publications/student_guide/index.html

NSLDS Disclosure

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

Entrance/Exit Counseling:

You are required to complete entrance counseling if you are a first time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov, and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent.

For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

If a student withdraws or terminates and DAB is unable to have the student complete exit counseling prior to the students departure, DAB will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Have financial need;
- Be a citizen or an eligible non-citizen;
- have a valid social security Card Except applicants from the Marshall Islands, Federated States of Micronesia or The Republic of Palau
- Be registered for selective service (if a male between the age of 18-25);
- Be admitted as a regular student in an eligible program;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- 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 a High School Diploma (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes

STUDENT ELIGIBILITY REQUIREMENTS

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. Permanent resident; who has an I-551 or I-551C (Alien Registration receipt card)

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: **This documentation must have a valid date and not be an expired document.**

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3, etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria: Item numbers correspond to the 2015-2016 FAFSA.

1. (46) Was born before January 1, 1992?
2. (47) Married (answer yes if separated but not divorced)
3. (48) At the beginning of the 2015-2016 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
4. (49) Currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (50) Are you a Veteran of the U.S. Armed Forces?
6. (51) Do you now have or will you have children who will receive more than half of their support from you between July 1, 2015 and June 30, 2016?
7. (52) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2016?
8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (54) As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (56) At any time on or after July 1, 2014, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
12. (57) At any time on or after July 1, 2014, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
13. (58) At any time on or after July 1, 2014, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Dislocated Worker:

A person may be considered a dislocated worker if he or she:

- is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;
- has been laid off or received a lay-off notice from a job;
- was self-employed but is now unemployed due to economic conditions or natural disaster; or
- is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station; or
- is the spouse of an active duty member of the Armed Forces and is displaced homemaker (as described below); or
- is a displaced homemaker. A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.

Except for the spouse of an active duty member of the Armed Forces, if a person quits work, generally he or she is not considered a dislocated worker even if, for example, the person is receiving unemployment benefits.

Application for Aid, Procedures and Forms: Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. The FAFSA may be filed on paper and delivered to the school or the student and parents may go to FAFSA on the Web (<http://fafsa.ed.gov>) Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes.

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. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

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 15, of the award year from which aid is requested from, or your last day of enrollment in 2015-2016, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **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 for each award year.

Maximum Annual Award: \$5,775 for 2016, \$5,815 for 2017 (one academic year in two equal payment periods)

Maximum Lifetime Eligibility Used for Pell 600%- A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used"(LEU) field in COD (one scheduled award equals 100% LEU)

Disbursement: They are made based on a 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.

Maximum Annual Award: \$4,000

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 are 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.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility.

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan first year \$2,000, second year \$2,000, third year and beyond undergraduates \$2000

Dependent student **without Parent** loan or **independent** students: first year \$6,000, second year \$6,000, third year and beyond undergraduates \$7,000

Aggregate Limits for Sub/Unsub Loans Subsidized Total (subsidized & unsubsidized)

Dependent Undergraduates (excluding those whose Parents can’t borrow PLUS)	\$ 23,000	\$31,000
Independent Undergrads & Dependent Students whose Parents can’t get PLUS.....	\$ 23,000	\$ 57,500

Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement.

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.

DAB utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (EFC) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need.

Cost of Attendance (COA)

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:

Tuition	Actual cost
Registration Fee	Actual cost
Books and supplies	Actual cost
Total institutional cost	Total

Living cost allowance (2015-2016) Sample uses a nine months period):

Living arrangements while in school	With parents	On Campus	Off campus
Room and board	\$4,770	Actual cost	\$11,970
Transportation	\$1,125	\$855	\$1,269
Personal/misc.	\$3,159	\$2,322	\$2,898

(The cost of uniforms is included in the personal allowance or included in the school charges)

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).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 40 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/15 to 6/30/16 period. Therefore, the awards to those students will be up to \$200.00 (May be increased up to \$300.00 under special circumstances) through the entire period. As of July 1, 2016 the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

FINANCIAL AID PAYMENT

In order to receive payment of Federal Financial Aid funds, a student must be making satisfactory academic and attendance progress, must be in attendance and must be in the proper payment period for the disbursement.

Please note that a school has been placed on REIMBURSEMENT PAYMENT METHOD with Cash Monitoring 2 (HCM2) by FSA. Under the HCM2 funding control, the FSA School Participation Team (SPT) initiates a drawdown through the G5 System on behalf of a school and direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

Reimbursement Payment Method (HCM2)

Currently David's Academy of Beauty is being monitored by HEIGHTENED CASH MONITORING 2 (HCM2). Therefore, after the school makes disbursements to eligible students; it submits the documentation specified by the Department. Please note that the Department may tailor the documentation requirements for a school on a case –by-case basis.

David's Academy of Beauty must first disburse FSA program funds to eligible students and parents before it can request those funds from the Department. As part of its request, the school must:

- a) Identify the students and parents for whom it is seeking reimbursement.
- b) Submit documentation demonstrating that each student and parent included in the request was eligible to receive, and received, FSA funds.

After the reimbursement is approved, the Department transfers electronically the appropriate amount of FSA funds to the bank account in which the school maintains its Federal funds.

David's Academy of Beauty will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, 2015 to July 01, 2016 will be paid out of the funds from either year on a student –by-student basis. **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.

Recoveries

Recoveries resulting from unearned Title IV funds are due from the student and 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.

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 Direct Loan
2. Subsidized Loans from Direct Loan
3. PLUS (Parent) Direct Loan
4. Pell Grant
5. 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 overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment 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.

Academic transcripts will not be released until ALL tuition charges are paid in full.

NOTE: If you are eligible for a loan guaranteed by the federal or state government and you default on the loan both the following may occur: The federal or state government or a loan guarantee agency may take action against you the student,

including applying any income tax refund to which the person is entitled to reduce the balance owed to the loan. You may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

Verification Process:

THESE PROCEDURES APPLY TO THE 2015-2016

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

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

Verification exclusions

- Death of the student.
- Not an aid recipient.
- The applicant is eligible to receive only unsubsidized student financial assistance.
- Applicant verified by another school for the same Award Year.
- Post enrollment. The student was selected for verification after ceasing to be enrolled at this Institution and all (including late) disbursements were made.
- Both of the parents are mentally incapacitated.
- They are residing in a country other than the United States and can't be contacted by normal means.
- They can't be located because the student does not have and cannot get their contact information.
- The spouse has died.
- He is mentally incapacitated.
- He is residing in a country other than the United States and can't be contacted by normal means.
- He can't be located because the student does not have and cannot get his contact information.

REQUIRED VERIFICATION ITEMS:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid
- High school completion status
- Identity/statement of educational purpose

Verification tracking groups

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income

- Education credits
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Child support paid

Students who are not tax filers must verify the following:

- Income earned from work
- Household size
- Number in college
- SNAP benefits
- Child support paid

(Tracking flag V2 Reserved for future use by the Department)

Child Support Paid Verification Group. Tracking flag V3. Students must verify child support paid by them or their spouse, their parents, or both.

Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support. Results should be posted in CPS.

Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group V1. Results must be posted in CPS.

Household Resources Group. Tracking flag V6. Students must verify the items in the Standard Verification Group V1 as well as certain other untaxed income on the 2015–2016 FAFSA:

- Payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a)
- Child support received (Questions 45c and 94c)
- Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
- Veterans’ non-education benefits (Questions 45h and 94h)
- Other untaxed income (Questions 45i and 94i)
- Money received or paid on the applicant’s behalf (Question 45j)
- Resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION

If the application was selected for verification—whether by your school or by the Department, you must submit the required documentation no later than September 15, 2016 or 120 days from the last day of attendance, whichever date comes earlier.

Failure to submit the required documentation within the specified time frame will result in the loss of eligibility for any Title IV awarded.

During the verification process if the data provided requires a recalculation of the EFC and the process results in a change to the EFC, a new ISIR will be generated. The changes in the Title IV award(s) will appear in a revised award letter.

The institution will contact the student to provide an update on their financial aid application to either request additional documentation needed to complete the verification process, or to inform the student of the changes made based on the completed verification process.

The student will be contacted to complete the Verification process. A student who’s ISIR has been selected for Verification and has not provided the necessary documentation within the required time frame will not be able to receive Title IV funds, to cover institutional charges or living allowances, if any.

Each student is responsible to work with the Institution to clarify any items pending in the Verification process.

School Rules & Regulations

1. School Schedule hours are:
 - a. **Therapeutic Massage** Monday-Friday 8:30 am- 5:00 p.m.

- b. **Manicuring, Cosmetology & Barber, Cosmetology/Barber crossover:** 9:00 am -3:30 pm. On each class 7 minutes grace period are given to students to **CLOCK-IN**. If the students are late should **NOT** clock-in until 10:00 am. After 10:00 am students are **NOT** Permitted in school.
 - c. Evening classes are from Monday thru Friday 5:30 pm to 9:30 pm.
- 2. Students Must clock-**IN-OUT** on time, if students clock-IN or OUT one minute before or after the time schedule then 15 minutes will be deducted from their time card.
- 3. Time cards must be clearly legible. Students must punch only their own time cards.
- 4. Clocking **IN** or **OUT** for Another student is grounded for **TERMINATION**.
- 5. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:20 a.m. that morning.
- 6. Students are required to be in class for roll call promptly at 8:30 a.m., in clean, prescribed uniform. Males & Female students must wear a school uniform. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvas material type). A work type shoe is recommended due to the long periods of standing required in the occupation.
- 7. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
- 8. A student, who is tardy (arriving to class 8:38 a.m. or later.), cannot clock in until theory class is over and may not attend theory class that day. Students will be able to clock in at 10:00am (after theory is over) Students who are habitually tardy (5) times in one month will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
- 9. The instructor in charge will advise students who are tardy. The instructor will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.
- 10. Students who anticipate being absent must receive permission in advance from his or her instructor or, if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered
- 11. A student must use the time clock to punch "**IN**" when entering and "**OUT**" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
- 12. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
- 13. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only **OUTSIDE** of the building.
- 14. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
- 15. College business phones may not be used for personal calls.
- 16. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
- 17. Students must their keep workstation, in class or on the floor, clean and sanitary at all times.
- 18. Each student daily must complete a minimum of ½ hour of sanitation. All kits must be in a sanitized condition at the end of each day.
- 19. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
- 20. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
- 21. 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.
- 22. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
- 23. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
- 24. Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. The receptionist must make all appointments and no changes are to be made by students.
- 25. A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered
- 26. Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
- 27. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend to expel a student who gossips, uses vulgar language or causes discord.
- 28. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted o class who is apparently under the influence of alcohol.

29. Students must keep a record of hours and services each day as required on the student daily record of applied effort. The college office will audit weekly time cards. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
30. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
31. Only products furnished by the college may be used unless otherwise approved by the supervisor.
32. Students are to park only in areas designated (by unmarked stall). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
33. Students must comply with all instructions, directions, order, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
34. Students must comply with college policy and state rules and regulations.
35. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
36. Notify office immediately of any address or telephone change.
37. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than **14 calendar days will be terminated.**
38. 37. Students may possess or use personal electronic signaling devices on school campus provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except where deemed medically necessary or when otherwise permitted by the teacher or administration. No student shall be prevented from using his/her cell phone in case of an emergency, except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
39. Violations of this policy shall be subject to progressive discipline. If a student's use of an electronic signaling device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or reprimand the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the class period, school day or activity. A student's right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary. Students may be subject to other disciplinary measures when their use of an electronic signaling device violates independent school rules, such as prohibitions on cheating.
40. Notwithstanding any other school policies on searches in general, absent reasonable suspicion of wrong doing with the device beyond merely possessing it or having it turned on or out in the open, school district employees may not search any personal telecommunication device without the express authorized consent of the student and the student's parent or legal guardian.
41. **STUDENT MAY USE THEIR CELL PHONES DURING LUNCH AND BREAK TIMES ONLY***
42. Students are responsible for personal electronic signaling devices they bring to school. David's Academy of Beauty shall not be responsible for loss, theft or destruction of any such device brought onto school property. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Manicurist, Massage Therapist or Esthetician. **Violation of school rules may result in suspension or termination.**

Placement: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in student register and the process of follow-up begins. When students take the licensing examinations, results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students may be sent on interviews and assisted with additional salon placement referrals. **Ms. Lettizia Meza** assists students in placements as often as needed; however, David's Academy of Beauty does not guarantee placement to any student.

Tuition and Fees Policies:

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. "The total charges for the period of attendance is the same as the total charges for the entire program"

TEXTBOOKS, EQUIPMENT & SUPPLIES: will be issued at the beginning of the freshman class within 7 days. For new students that choose to purchase their own Kit and Books from an outside vendor must furnish all contents as outlined in our kit list

that will be provided to you prior to class starting date and you must have kit and books on the first day of class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of second week of the freshman training, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

TUITION SCHEDULE IN CORONA CAMPUS

Course Name	*Tuition	**Kit & books	**Registration	Total	Weeks	Clock hrs.
Cosmetology	\$9,500	\$1,200	\$250	\$10,950	40-80	1600
Barber	\$8,500	\$750	\$250	\$9,500	40-70	1500
Cosmo/Barber Crossover	\$1,100	\$200(Books Only)	\$250	\$1550	6-12	200
	\$3,100		\$250	\$3,550	12-16	400
Esthetician	\$8,500	\$1,000	\$250	\$9,750	18-30	600
Massage Therapy	\$1,760	\$200	\$250	\$2,210	13-25	400
Therapeutic Massage	\$3,600	\$400	\$250	\$4,250	18-30	600
Manicuring	\$1,500	\$500	\$250	\$2,250	15-30	400

TUITION SCHEDULE IN PICO RIVERA CAMPUS

Course Name	*Tuition	**Kit & books	**Registration	Total	Weeks	Clock hrs.
Cosmetology	\$14,900	\$1,200	\$250	\$16,350	40-80	1600
Barber	\$12,500	\$750	\$250	\$13,500	40-70	1500
Cosmo/Barber Cross over	\$1,100	\$200(Books Only)	\$250	\$1550	6-12	200
	\$3,100		\$250	\$3550	12-16	400
Esthetician	\$8,500	\$1,000	\$250	\$9,750	18-30	600
Massage Therapy	\$1,760	\$200	\$250	\$2,210	13-25	400
Therapeutic Massage	\$3,600	\$400	\$250	\$4,250	18-30	600
Manicuring	\$1,500	\$500	\$250	\$2,250	15-30	400

*****PRICES STATED ABOVE ARE EFFECTIVE 01-01-2016*****

***R = REFUNDABLE = TUITION ONLY**

****NON REFUNDABLE**

Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 9.75% sales tax.

NOTE: Length of time in course depends on number of scheduled hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Extra Instruction Charges

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per hour as follows; Cosmetology \$10.00, Barber \$10.00, Cosmo/Barber Crossover \$10.00, Esthetician \$10.00, Massage Therapy \$10.00, Manicuring \$10.00, Therapeutic Massage \$10.00 per hour for all courses.

Brush-Up

Students requiring preparation for the licensing exams will be billed the course hourly rate stated above and registration fee of \$250.00. Students requiring brush-up must furnish their own equipment.

Methods of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from **David's Academy of Beauty**. Federal student financial aid is available to those that qualify to cover educational expenses.

David's Academy of Beauty accepts cash, checks, credit cards, Title IV and loans for payments.

Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. 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. For information on the aid programs, please contact the

financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

Graduation Requirements

When a student has completed the graduation requirements of the course of study with GPA 2.00 ("C" or 75%) or better and the tuition account is paid in full, he or she is awarded a diploma certifying his or her graduation. After graduation students are assisted in completing the necessary documents to file for the appropriate Barbering or Cosmetology Examination.

Upon completing the course of study the graduate student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber, Hair Colorist, Manicurist, Make-Up Artist and as a Beauty Salon Operator. Normal progression should move him or her to positions such as Salon/Shop Manager, Salon/Shop Owner, Massage Therapist, and Sport Massage Clinic Technician.**

Course of Study: Currently we are approved to offer:

COSMETOLOGY - 1,600 Clock Hours, BARBERING - 1,500 Clock Hours, COSMETOLOGYBARBER CROSSOVER - 400 Clock Hours, MANICURING - 400 Clock Hours, ESTHETICIAN - 600 Clock Hours, THERAPEUTIC MASSAGE - 600 Clock Hours, MASSAGE THERAPY - 400 Clock Hours, & MASSAGE THERAPY – 250 Clock Hours.

The course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of Cosmetology, Barbering, Manicuring, Skin Care and Massage Therapy. The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist: (D.O.T. # 332.271-010, CIP #12.0401), Barber: (D.O.T. #332.371-010, CIP # 12.0402), Manicuring (D.O.T. # 331.674-010, CIP # 12.0410), Cosmetology/Barber Crossover: ((D.O.T. #332.371-010, CIP # 12.0413), Esthetician/Skin Care (D.O.T. # 332.271-010, CIP #12.0409).

Massage Therapy does not require a license to become employed however, in most cities a permit is required by the Local Police Department. Massage Therapy (D.O.T.# 332.27102, CIP # 51.3501). The Cosmetology course is defined as consisting of 48 weeks in length and however students may enroll under different weekly schedules and as a result the course weeks may vary in length. Students enrolling that are dependent on Title IV funding to assist them in covering the cost of their tuition may not attend more than 34 hours per week.

COSMETOLOGY 1600 CLOCK HOURS:FULL-TIME: 34 HRS. WEEKLY=48 WKS, 30 HRS. WEEKLY=53.33 WKS., 28 HRS. WEEKLY=57.14 WKS. & 24 HRS. WEEKLY=66.66 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS. WEEKLY=80 WKS., 16 HRS. WEEKLY=100 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

BARBER 1500 CLOCK HOURS:TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. FULL-TIME: 34 HRS WEEKLY=44.11 WKS, 30 HRS WEEKLY=50 WKS., 28 HRS WEEKLY=53.57 WKS. & 24 HRS WEEKLY=62.50 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=75 WKS., 16 HRS WEEKLY=93.75 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

ESTHETICIAN & THERAPEUTIC MASSAGE:FULL-TIME: 34 HRS. WEEKLY=18 WKS, 30 HRS. WEEKLY=20 WKS & 24 HRS. WEEKLY=25 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=30 WKS., 16 HRS WEEKLY=37.5 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 30.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 400 hrs. Barber 250 Hrs. Cosmo/Barber Crossover 100 Hrs. Esthetician 100 hrs. Manicuring 50 hrs. Massage Therapy 50-100 hrs. DAVID'S ACADEMY OF BEAUTY**, considers the freshman classes to be the foundation for your future.

Curriculum for Cosmetology Course (1600 Clock Hours)

Cosmetology - (D.O.T.: 323.271-010, CIP # 12.0406)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom

participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Practical Operations:	
Hairstyling & Analysis & Shampooing	50
Wet Hair Styling & Blow Drying	75
Thermal Hair Styling(Hot Combs & Irons) & Up dos	125
Pin Curls, Braids, Barrel Curls	55
Permanent Waving & Chemical Straightening	120
Haircutting	130
Bleaching	75
Hair Coloring/Highlights/Weaves	100
Scalp & Hair Treatments	50
Esthetics: Facials - Manual	15
Facials - Chemical	15
Facials - Electrical	15
Eyebrow Beautification & Make-up	30
Disinfection & Sanitation	20
Manicuring	25
Pedicuring	10
Acrylic Nails	80
Artificial Nail Tips	20
Nail Wraps and Repairs	20
TOTAL PRACTICAL OPERATION HOURS	1030
Theory Subject:	
Hairstyling & Analysis & Shampooing	20
Finger waving, Pin Curls & Comb Outs	15
Curling with Hot Combs & Irons) & Blow Drying	30
Permanent Waving & Chemical Straightening	40
Hair coloring & Bleaching	60
Haircutting	45
Health & Safety: BBC Laws & Regulations	40
Cosmetology Chemistry, Electricity	40
Bacteriology, Comm. Diseases, HIV/AIDS, Hep B	60
Material Data Sheets, Anatomy & Physiology	70
Disinfection & Sanitation; Safety	50
Esthetics: Facials - Manual, Masks, Scrubs	10
Facials - Chemical	10
Facials - Electrical	10
Eyebrow Beautification & Make-up	25
Manicuring; Arm Massage	10
Pedicuring; Foot Massage	10
Acrylic Nails, Artificial Nail Tips	10
Business Ethics: Salon Management	15
TOTAL THEORY HOURS	580

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Program of Barbering & Cosmetology with a grade average of "C" (75%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (75%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

Curriculum for Barber Course (1,500 Clock Hours)

BARBER (D.O.T. #332.371-010, CIP # 12.0402).

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. 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. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall include training in basic 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 (A) Application of chemicals used on the hair; hairpieces, measuring, fitting, and servicing of hairpieces and rolling cream massages. (B) 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 instruction in subjects listed in Section 7316a of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall also include training in sales techniques, shop management. The course shall also include technical instruction in the area of hazardous substances (shall be the course developed by the Bureau of Barbering and Cosmetology as provided by Section 7389.) (C) The course of instruction required for a student enrolled in a 1,500 hour course shall cover not less than the allotted time for the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case. (D) A student shall be properly instructed to cut the hair of and render barber services to all patrons

<u>PRACTICAL OPERATIONS:</u>	
HAIRCUTTING	500
SHAVING/ROLLER CRÈME & MASSAGE	180
PERMANENT WAVING	45
CHEMICAL STRAIGHTENING	60

HAIR COLORING	30
COMBS & IRONS & BLOWDRYING	240
HAIR BLEACHING	20
TOTAL PRACTICAL HOURS:	1075
<u>THEORY SUBJECT:</u>	
BARBERING ACT/BBC RULES & REGS	40
HEALTH & SAFETY HAZ. SUB/HIV-AIDS	80
ANATOMY & PHYSIOLOGY	30
DISINFECTION & SANITATION	50
HAIRCUTTING	20
HAIR COLORING & BLEACHING	60
SHAVING, ROLLER CRÈME & MASSAGE	30
HAIRSTYLING	65
PERMANENT WAVING	25
CHEMICAL STRAIGHTENING	15
MISC THEORY SUBJECT MATTER	10
TOTAL THEORY HOURS:	425

BARBERING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
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 prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S 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.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (75%) or better.

GRADUATION DOCUMENTATION: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (75%) or better and a simulated (mock) Program and his/her tuition account is paid in full he/she is awarded a diploma certifying his/her graduation.

Students are also assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering 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 Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

Cosmetology/ Barber Crossover for (400 Clock Hours)

BARBER CROSSOVER (D.O.T. #332.371-010, CIP # 12.0413)

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

The training shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 400 hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 400 clock hour course shall include a minimum of 90 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

<u>Practical Operations</u>	
Haircutting	100
Shaving	200
Misc. Operations	20
Total Practical Operations	320
<u>Theory Operations</u>	
Barbering Act/Bbc Rules&Regs	10
Health & Safety /Haz. Sub./ Hiv-Aids	10
Disinfection/Sanitation	10
Haircutting	15
Shaves/Facial	25
Business Industry Relations	5
Misc Theory Subject	5
Total Theory	80

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (75%) or better.

GRADUATION DOCUMENTATION: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (75%) or better and a simulated (mock) Program and his/her tuition account is paid in full he/she is awarded a diploma certifying his/her graduation.

Students are also assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering 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 Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

Curriculum for Esthetician (600 Clock Hours)

ESTHETICIAN: (CIP Code 12.0409 SOC Code 39.5094.00)

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

<u>Theory Subjects</u>

BBC Rules and Regulations	010
Esthetician Chemistry	015
Health, Safety, Hazardous, HIV & Aids	050
Electricity	010
Disinfection & Sanitation	010
Bacteriology, Anatomy & Physiology	020
Facials – Manual	020
Facials – Electrical	020
Facials – Chemical	030
Eyebrow Arching – Tweeze & Wax	025
Hair Removal Wax & Depilatories	020
Make-up	020
Salon Management & Spa Skills	015
Total Theory Hours	265
<u>Practical Operations</u>	
Disinfection & Sanitation	020
Facials - Manual	050
Facials – Chemical	060
Facial – Electrical	050
Eyebrow Arching-Tweezers & Wax	040
Hair Removal Wax & Depilatories	050
Make-up	040
Client Preparation & Record Pre.	025
Total Practical Operations	335

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Program of Barbering & Cosmetology with a grade average of "C" (75%) or better.

GRADUATION DOCUMENTATION: When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (75%) or better and a simulated (mock) Program and his/her tuition account is paid in full he/she is awarded a diploma certifying his/her graduation.

Students are also assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering 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 Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

Curriculum for Manicuring (400 Clock Hours)

MANICURING (CIP Code 12.0410 SOC Code 39.5092.00)

The curriculum for students enrolled in a manicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person. Please note 15 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

Practical Operations	
Disinfection and Sanitation	020
Water & Oil Manicures	040
Complete Pedicures	020
Acrylic : Liquid and Powder Brush On Nails	080
Nail Tips	060
Nail Wraps and Repairs	40
Total Practical Operation	260
Theory Subjects	
The Cosmetology Act and The Program Rules and Regulations	10
Cosmetology Chemistry related to manicuring practices, chemical composition.	15
Health and Safety Hazardous Substances	20
Disinfection and Sanitation	025
Bacteriology, anatomy, and physiology.	010
Water and Oil Manicures; including hand and arm massage	015
Complete Pedicure; including foot and ankle massage	015
Acrylic (Liquid and Powder Brush-on	15
Nail Tips	5
Nail wraps and repairs	15
Total Theory Hours	140

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

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. **LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

Curriculum for Massage Therapy Course: (250 Clock Hours)

MASSAGE THERAPY (CIP Code 51.3501 SOC Code 39- 9011. 00):

The curriculum for the massage course shall consist of two hundred and fifty (250) clock hours of technical instruction & practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques & principals.

Subjects	Theory Hours	Practical Hours
Health and safety /hazardous Substances	17.5	
Disinfection and Sanitation	5	5
Ethics Nutrition Principles & Techniques	5	
The Body's Muscles & Nerves	5	
Trigger points of Massages	5	
Other systems of massage	2.5	
Basics of the traditional massage	5	10
Basic Shiatsu/16 Movements	5	20
Basics of the traditional Swedish massage	5	10
Contemporary American Techniques	5	10
Aroma Therapy	2.5	5
Patterns of Ki	2.5	10
The Front, Back and Side Channels	10	10
Introduction of other systems of Massage and Body Works	5	5
Sport Massage, Study of pre-post event Massage, Training Massage	20	50
Introduction to Holistic Theory	5	
Business practices; setting up massage business	10	
Total	115	135

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (75 %) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation.

MASSGE PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

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

Curriculum for Massage Therapy Course: (400 Clock Hours)

MASSAGE THERAPY (CIP Code 51.3501 SOC Code 39- 9011. 00)

The curriculum for the massage course shall consist of four hundred (400) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

Subject	Theory	Practical
Health and safety /hazardous Substances	10	
Disinfection and Sanitation	10	10
History, anatomy, and physiology.	10	
Ethics Nutrition Principles & Techniques	10	
The Body's Muscles & Nerves	5	
Trigger points of Massages	5	
Other systems of massage	5	
Basics of the traditional massage	10	10
Basic Shiatsu/16 movements	15	40
Basics of the traditional Swedish massage	5	15
Contemporary American Techniques	10	15
Aroma Therapy	5	5
Patterns of Ki/Qi/Chi	10	30
The Front, Back and Side Channels	15	20
Introduction of other systems of Massage and Body Works	5	5
Sport Massage, Study of pre-post event Massage, Training Massage	35	60
Introduction to Holistic Theory	10	
Business practices; setting up massage business	10	5
Total Hours	185	215

MASSAGE PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

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

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (75 %) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation.

Curriculum for Therapeutic Massage: (600 Clock Hours)

THERAPEUTIC MASSAGE (CIP Code 51.3501 SOC Code 39- 9011.00)

The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques & principals.

Subject	Theory	Practical
Health and safety /hazardous Substances	15	
Disinfection and Sanitation	10	5
History, anatomy, and physiology	10	
Ethics Nutrition Principles & Techniques	15	
The Body's Muscles & Nerves	10	
Trigger points / Deep Tissue Therapy	10	
Other systems of massage	5	

Basics of the traditional massage	10	20
Basics of Swedish massage	10	25
American Techniques	10	25
Basic Shiatsu /16 Movements	20	75
Aroma Therapy	5	5
Patterns of Qi/Ki/Chi	15	35
The Front, Back and Side Channels	15	25
Introduction to systems Massages	10	10
Sport Massage, Study of pre-post event Massage, Training Massage	55	100
Introduction to Holistic Theory	15	
Business practices; setting up massage business	25	10
Total Hours	265	335

THERAPEUTIC MASSGE PERFORMANCE OBJECTIVE: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

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

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in massage therapy with a GPA of "C" (75%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation.

PERMIT REQUIREMENTS: In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

Licensing Exam:

The mission of the Federation of State Massage Therapy Boards (FSMTB) is to support its Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination to determine entry-level competence. The examination developed by the FSMTB on behalf of its Member Boards is the Massage & Bodywork Licensing Examination (MBLEx). To ensure the examination reflects current practice, a Job Task Analysis Survey was developed with contributions by over 50 content experts under the guidance of 15 testing and psychometric experts. The Job Task Analysis was further validated by input from 7,646 massage, bodywork and somatic professionals representing every state in the USA. The MBLEx is administered through Pearson VUE at high-security test centers across the United States. PLEASE NOTE: CALIFORNIA CERTIFICATION: **CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) will handle certification of massage therapists (and massage practitioners – two levels of training, etc.). This will give local jurisdictions the benefit of our professional evaluation of training, education, experience, etc., and will make the titles of “CMP” and “CMT” consistent throughout the state.**

The CAMTC will also be working with law enforcement to ensure adequate background investigations and arrest monitoring take place. We will not be issuing "licenses" or "permits" per se in the various cities and counties, but certification will constitute a permit to work in California. Those who choose not to apply (or who do not qualify) for our certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists will want to have and use the CMT title. A city may choose to use CAMTC certification as a prerequisite or replacement for permitting. THE MBLEx EXAM IS RECONIZED BY CAMTC AND PASSING THE EXAM YOU WILL BE ELEIGIBLE FOR STATE CERTIFICATION

CONTACT INFORMATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Web info @ cmatc.org

BACKGROUND CHECK

The California Board of Barbering and Cosmetology application for examination requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student’s eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case by case basis. It is the student’s responsibility to determine if any past criminal conviction will prevent them from obtaining the required state Board license or any local license or permit for Massage Therapy. For more information about state license requirements please visit www.barbercosmo.ca.gov. The following website provides sex offenders information in our area <http://www.city-data.com/so/sotemple-city-california.html>

Faculty Qualifications:

FOR PICO RIVERA LOCATION:

- Ms. Amanda Ziegler/COSMO INSTRUCTOR/ 7 YRS
- Ms. Gloria Ayala /COSMO INSTRUCTOR/ 15 YRS
- Ms. Mindy Reyes /COSMO INSTRUCTOR/ 10 YRS
- Ms. Rosie Strohl /BARBER INSTRUCTOR/5 YRS
- Mr. Mario Sanchez/BARBER INSTRUCTOR /3 YRS
- Ms. Ping Northrop/MASSAGE THERAPY INSTRUCTOR/7 YRS
- Ms. Xiuqin Sun (Sophia)/ MASSAGE THERAPY INSTRUCTOR /4 YRS

FOR CORONA LOCATION:

- Mr. Mario Sanchez/BARBER INSTRUCTOR/ 3 YRS
- Ms. Deandra Reneau/COSMO INSTRUCTOR/20 YRS