

DAVID'S ACADEMY OF BEAUTY

(MAIN CAMPUS) 8652 E. WHITTIER BLVD,
PICO RIVERA, CA 90660 PH: (562)949-1100 FAX: (562)949-1106
500 S. MAIN ST, CORONA, CA 92865 PH: (951)898-8844
WEB: www.davidsacademyofbeauty.com EMAIL: davidbeautycollege@gmail.com

2017-2018 SCHOOL CATALOG

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Published 07-01-17 Expires 06-30-18 *Revised: ____ Our school catalog is updated throughout the year whenever there are changes from any of our approval agencies or any school policy changes. All prospective students or the general public may review a copy of this catalog on line at www.davidsacademyofbeauty.com

Prospective students or the general public may request a copy of this school catalog in person or via mail and the college will send you one by mail or give you a copy while visiting the college.

AS A PROSPECTIVE STUDENT YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

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, MANICURING/NAIL CARE, THERAPEUTIC MASSAGE.**

*****DISCLAIMER NOTE: THE THERAPEUTIC MASSAGE COURSE IS CURRENTLY APPROVED BY BPPE & NACCAS HOWEVER IT IS PENDING LICENSING APPROVAL FROM CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) AND UNTIL THE APPROVAL PROCESS IS COMPLETE THE COURSE IS NOT BEING OFFERED.**

Prospective enrollees are encouraged to visit the physical facilities of the school where all classes are held:

(MAIN CAMPUS) 8652 E. WHITTIER BLVD, PICO RIVERA, CA 90660 PH: : (562) 949-1100

(BRANCH CAMPUS) 500 S. MAIN ST, CORONA, CA 92865 PH: (951) 898-8844

to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

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. Currently The (Branch Campus) Corona IS NOT currently eligible to participate in the USDOE Federal Title IV programs.*

The following are state Programs, Bureaus, Departments or Agencies which set minimum standards for our program of studies in accordance with Business and Professional Code: **BOARD OF BARBERING/COSMETOLOGY.**

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, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959, Toll Free: (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

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

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the owner. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education.

All information in the contents of this school catalog is current and correct and is so certified as true by: All information in the contents of this school catalog is current and correct and is so certified as true by: Mr. David Mojadidi, Director.

OUR COLLEGE DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER ANY TYPE OF HOUSING ASSISTANCE i.e. housing referral, location assistance or financial housing assistance. We are located in the center of area (Main Campus) of Pico Rivera and there are many apartment complexes and rentals, the approximate cost of housing varies depending on location and size of the rental, the range can be as low as \$ 800.00 up to \$ 2500.00. For our (Branch Campus) Corona we are located just south of the 91 Freeway in a shopping area and there are many apartment complexes and rentals, the approximate cost of housing varies depending on location and size of the rental, the range can be as low as \$ 600.00 up to \$ 2300.00.

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/Nail Care and Therapeutic Massage. Our goal is to provide you with every opportunity for a successful future in the massage, spa, and beauty salon industry. Upon completion of your course of study you should be able to be gainfully employed in the following occupational categories of the beauty industry: 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. We offer you the basic training to pass the Barber, Cosmetology, Esthetician and Manicurist licensing examinations.

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. You will practice shop management, business concepts, and the psychology of personal success.

My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

David Mojadidi
School 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 state licensing examination. We place emphasis on how to be successful in the field for which our students choose to work in. 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 the program's 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 real work 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 ready and prepared for an entry-level position of employment. **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.

FACILITIES:

DAVID'S ACADEMY OF BEAUTY AT 8652 EAST 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.

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 Cosmetology students, another for all barber students, the equipment it utilizes. Instruction is in residence with facilities occupancy level accommodating 120 students at any one time. Both Campuses 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.

FOR DISABLED/HANDICAPPED 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.

ADMINISTRATIVE CONTACTS AND ACADEMY HOURS OF OPERATION

MAIN CAMPUS PICO RIVERA: PH: (562) 949-1100 FAX: (562) 949-1106

ADMISSIONS: Applicants for Admissions may secure information on Monday through Friday between 9a.m.-3:30 p.m. **Person to contact: Ms. Lupe Munoz**

FINANCIAL AID: Applicants or students may secure Financial Aid information Monday through Friday between 10 a.m. – 4 p.m. **Person to contact: Elizabeth Garcia**

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10 a.m. through 5 p.m. **Person to contact: Mr. David Mojadidi.**

OWNER/CEO: Mr. Mohammed A. Mojadidi

Email: davidsbeautycollege@gmail.com

DIRECTOR/CFO: Mr. David Mojadidi

Email: salondeveloper@gmail.com

ACADEMIC OFFICER/MANAGER: Ms. Amanda Ziegler

Email: Aziegler@davidsacademyofbeauty.com

FINANCIAL AID DIRECTOR: Ms. Elizabeth Garcia
Lupe Munoz

Email: egarcia@davidsacademyofbeauty.com **ADMISSIONS:** Ms.

Email: lmunoz@davidsacademyofbeauty.com

JOB PLACEMENT: Mr. David Mojadidi

Email: davidbeautycollege@gmail.com

Business Hours: Day Classes, Tuesday - Saturday 9 am - 3:30 pm (Client Services 10: 15 am to 2 pm) Office Hours Mon - Fri 9am - 5pm, Evening Classes, Monday - Friday 5:30 pm - 10:30pm (Client Services 6:30 pm - 9pm).

(BRANCH CAMPUS CORONA) PH: (951)898-8844

ADMISSIONS: Applicants for Admissions may secure information on Tuesday through Saturday between 9a.m.-3:30 p.m.

Person to contact: Lettizia Meza

FINANCIAL INFORMATION: Lettizia Meza

MANAGER & JOB PLACEMENT: Ms. Lettizia Meza

Email: lettizia@davidsacademyofbeauty.com

OWNER/CEO: Mr. Mohammed A. Mojadidi

Email: salondeveloper@gmail.com

DIRECTOR/CFO: Mr. David Mojadidi

Email: salondeveloper@gmail.com

ACADEMIC OFFICER

Email: lettizia@davidsacademyofbeauty.com

Business Hours: Tuesday - Saturday 9:00 am - 3:30 pm (Client Services 10:15 am - 2 pm)

ACCREDITATION: This institution is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria VA 22314 (703) 600-7600** 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.

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.

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years from the date of completion or withdrawal, after five (5) years the paper files will be destroyed. All RGM files will be available indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Please refer to the F.E.R.P.A. policy on page _____

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, Barbering, Esthetician, Manicuring/Nail Care, Therapeutic Massage 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.

ADMISSION REQUIREMENTS: Enrollees are admitted as regular students under one of the following criteria:

A) Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements) 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. 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.

B) Our institution is currently not accepting ATB students.

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

CREDIT EVALUATION: Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on Board of Barbering and Cosmetology. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training (POT) document from a licensed California Cosmetology school and our College may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM B of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. NOTE: Our College does accept transfer students (California students) that have previous training hours and the school will determine how many hours they will accept on a case by case bases. Our college will contact the previous institution for references. Out of State students previous hours in their entirety may or may be accepted and references given by the previous colleges will also be considered for enrollment to our college.

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.

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

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of hours & operations provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college. Transfer students from other institutions' please refer to **Credit Evaluations.**

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.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Doctor, stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personal prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

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.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the Licensing examinations, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student placement data base. **Mr. David Mojadidi (Pico Rivera Campus) & Ms. Lettizia Meza (Corona Campus)** assists students in placements as often as needed; however, the school does not guarantee placement to any student.

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 29.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the 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 160 hrs. Barbering 150 hrs. Esthetician 60 hrs. Therapeutic Massage 60 hrs. and Manicuring/Nail Care 40 hrs.**

TEXTBOOKS, EQUIPMENT & SUPPLIES: The Academy will issued a complete kit of equipment within seven days (7) of your enrollment if you have paid in full. Otherwise you may purchase your kit and books from an outside vendor and the school will furnish you a complete kit supply list and textbook requirements prior to your start date. 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 Academy is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

STUDENT TIME CARD POLICY: The programs of Cosmetology, Barbering, Manicuring/Nail Care, Esthetician, and Therapeutic Massage 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.

COURSES OF STUDY: Cosmetology: (1,600 Clock Hours), Barbering: (1500 Clock Hours), Manicuring/Nail Care Course (400 Clock Hours), Esthetician Course (600 Clock Hours) & Therapeutic Massage (600 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/Nail Care, Esthetician, and Therapeutic Massage. 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), Barbering: (D.O.T. #332.371-010, CIP # 12.0402), Manicuring/Nail Care (D.O.T. # 331.674-010, CIP # 12.0410), Esthetician (D.O.T. # 332.271-010, CIP #12.0409). Therapeutic Massage: (CIP Code 51.3501 SOC Code 39-9011.00 D.O.T. # 332.27102).

COSMETOLOGY 1600 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

FULL-TIME: 30 HRS. WEEKLY=53.33 WEEKS AND 24 HRS. WEEKLY=66.66 WEEKS

PART-TIME: 20 HRS. WEEKLY=80 WEEKS AND 16 HRS. WEEKLY=100 WEEKS

BARBERING 1500 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

FULL-TIME: 30 HRS WEEKLY=50 WEEKS AND 24 HRS WEEKLY=62.50 WEEKS

PART-TIME: 20 HRS WEEKLY=75 WEEKS AND 16 HRS WEEKLY=93.75 WEEKS

ESTHETICIAN & THERAPEUTIC MASSAGE 600 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

FULL-TIME: 30 HRS. WEEKLY=20 WEEKS AND 24 HRS. WEEKLY=25 WEEKS

PART-TIME: 20 HRS WEEKLY=30 WEEKS AND 16 HRS WEEKLY=37.5 WEEKS

MANICURING/NAIL CARE : TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME

FULL-TIME: 30 HRS. WEEKLY=20 WEEKS AND 24 HRS. WEEKLY=25 WEEKS

PART-TIME: 20 HRS WEEKLY=30 WEEKS AND 16 HRS WEEKLY=37.5 WEEKS

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.

VOTER REGISTRATION: We encourage all students to vote and be registered. You can register to vote on line: www.registertovote.ca.gov or you can call (800) 345-8683.

GRIEVANCE PROCEDURE FOR BOTH CAMPUSES

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.
 - 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.**
3. All grievances regardless of the nature will be turned over to the owner and reviewed.
4. 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.

NOTICE OF STUDENT RIGHTS

1. **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. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. 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.

3. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "REFUND POLICY" published on pages **14 & 15** of this catalog

Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education, Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 or P.O. Box

DRUG ABUSE & ALCOHOL 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	County of Los Angeles Public Health Substance Abuse Prevention and Control
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	IMPACT Drug and Alcohol Treatment Center
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.

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 a medical 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 pages 10-11.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. Students that do not complete the program of study within 150% time frame will be dismissed.
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. Students must make up failed or missed tests and incomplete assignments.
5. All students will be provided a copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

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 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 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 evaluations(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula.

Cosmetology: PP (1) 450 hours & 13 calendar weeks, PP (2) 900 hours & 26 calendar weeks, PP (3) 1250 hours & 37 calendar weeks and PP (4) 1600 hours & 48 calendar weeks. Based on Full-time enrollment

Barbering: PP (1) 450 hours & 13 calendar weeks & PP (2) 900 hours & 26 calendar weeks, PP (3) 1200 hours & 35 calendar weeks and PP (4) 1500 hours & 44 calendar weeks. Based on Full-time enrollment

Esthetician & Therapeutic Manicuring 600 hours: These courses shall be prorated based on the above definition of an Academic year 600 clock hours and 18 weeks . PP (1) 300 hours & 9 calendar weeks & PP (2) 600 hours & 18 calendar weeks. Based on Full-time enrollment.

Manicuring/Nail Care 400 hours: The first evaluation will be conducted at the midpoint of the course 200 clock hours and the final evaluation will be conducted at 400 hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 or 300 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL 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 (15) days prior to the start of the probationary period (for the evaluation period in question) 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; To file an appeal you have to have experienced a death in the family (providing a death certificate), an injury or illness (supported by a physician statement) or other special circumstance that can be documented. 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 prior to the beginning of the current probationary period. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision (a copy of the decision will also be retained in the students file) within a reasonable time frame (5-10 days). The decision of the committee shall be final. A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined to be making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS: 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. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. **INTERRUPTIONS, COURSE IN-COMPLETES, 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.

LEAVE OF ABSENCE: We do allow a Leave of Absence for students that may experience a severe medical, legal and other problem(s) which may make it difficult for them to attend class. The institution may allow a student under such severe 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 and signed by the student and must include verifiable medical or legal documentation and must be approved by the school FA or Director. LOA's that are not requested in advance due to unforeseen circumstances will be granted once the situation is verified by the FA and the documents necessary to back up the student file shall be provided from the student at a later date. 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 is at least 15 days or longer. A student granted an LOA that meets this criteria is not considered to have withdrawn, and no refund calculation is required at this time. 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 maximum time frame to complete the course extended by the same number of days taken in the leave of absence. To the contract period on the enrollment agreement must be initiated by all parties or a contract addendum must be signed and dated by all parties. Changes 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.

ATTENDANCE STATUS: 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 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. See page (6) for more information.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 40 hrs/wk) - 1600 Hours	60 Weeks	2400
Cosmetology (Part time, 20 hrs/wk) – 1600 Hours	120 Weeks	2400
Barbering (Full time 40 hrs/wk) 1500 Hours	56.25 Weeks	2250
Barbering (Part time 20 hrs/wk) 1500 Hours	112.5 Weeks	2250
Esthetician (Full time 40 hrs/wk) – 600 Hours	22.5 Weeks	900
Esthetician (Part time 20 hrs/wk) – 600 Hours	45 Weeks	900
Therapeutic Massage (Full time 40 hrs/wk) – 600 Hours	22.5 Weeks	900
Therapeutic Massage (Part time 20 hrs/wk) – 600 Hours	45 Weeks	900
Manicuring (Full time 40 hrs/wk) – 400 Hours	15 Weeks	600
Manicuring (Part time 20 hrs/wk) – 400 Hours	30 Weeks	600

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 **GPA of 2.00 ("C" or 75%) or better** is to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

PRACTICAL POINTS

100% - 90% = A = Excellent
89% - 80% = B = Above Average
79% - 75% = C = Average
74% - 60% = D = Fail and 59% - 0 = F = Fail

4 POINTS = Criteria MET
0 POINTS = Criteria NOT MET

School Rules & Regulations

School Schedule hours are: **Therapeutic Massage, Manicuring/Nail Care, Cosmetology, Barbering, and Esthetician:** 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.

Evening classes are from Monday thru Friday 5:30 pm to 10:30 pm. **(PICO RIVERA ONLY)**.

1. 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.
2. Time cards must be clearly legible. Students must punch only their own time cards.
3. Clocking **IN** or **OUT** for Another student is grounded for **TERMINATION**.
4. 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.
5. Students are required to be in class for roll call promptly at 9:00 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.
6. 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.
7. A student (**MORNING CLASSES**) who is tardy (arriving to class 9:08 a.m. or later.), (**EVENING CLASSES**) who is tardy (arriving at 5:38pm 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.
8. 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.
9. 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
10. 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.
11. 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.
12. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only **OUTSIDE** of the building.
13. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
14. College business phones may not be used for personal calls.
15. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
16. Students must their keep workstation, in class or on the floor, clean and sanitary at all times.
17. 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.
18. 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.
19. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
20. 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.
21. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
22. 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.
23. 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.
24. A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered

25. 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.
26. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend and/or to expel a student who gossips, uses vulgar language or causes discord.
27. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
28. 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.
29. All students will be expected to maintain a **GPA of 2.00 ("C" or 75%) or better** in theory and in all practical subjects. A warning status will result in case of failure to do so. (See SAP Policy, page 6 of the Student Catalog)
30. Only products furnished by the college may be used unless otherwise approved by the supervisor.
31. 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.
32. Students must comply with all instructions, directions, order, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
33. Students must comply with college policy and state rules and regulations.
34. 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.
35. Notify office immediately of any address or telephone change.
36. 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.**
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.
38. 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.
39. 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.
40. **STUDENT MAY USE THEIR CELL PHONES DURING LUNCH AND BREAK TIMES ONLY***
41. 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.**
42. **Make up Time Rules:** Making up hours is a PRIVILEGE. Students that will be making up hours must have: Make up form with signature from Registrar and from the instructor that will be supervising the completed make up hours. Make up hours will only be allowed to those who have EXCUSED ABSENCES. Excused absences will be considered with documentation to support a justified reason for the absence, such as medical or legal reasons. Must make up hours within 30 days from the day you were absent.

For DAY TIME Students you are only allowed to makeup 4 hours in the evening (6:30pm – 10:30pm) Tuesday – Friday and Saturday's 9am – 3:30pm. MUST COMPLETE THE FULL 4 HOURS. NO LEAVING EARLY OR PRIVILEGES WILL BE REVOKED. No exceptions.

Evening students are allowed to make up hours Tuesday through Friday (10am - 3:30pm), Saturday (9am - 3:30pm). MUST COMPLETE THE FULL 5 HOURS. NO LEAVING EARLY OR PRIVILEGES WILL BE REVOKED. No exceptions.

Must be ready to work
 Must be in DRESS CODE

TUITION SCHEDULE IN CORONA CAMPUS

Course Name	*Tuition	**Kit & books	**Registration	Total	Weeks	Clock
Cosmetology	\$14,900	\$1,200	\$100	\$16,200	40-80	1600
Barbering	\$12,500	\$750	\$100	\$13,350	40-70	1500
Esthetician	\$8,500	\$1,000	\$100	\$ 9,600	18-30	600
Therapeutic Massage	\$9,500	\$400	\$100	\$10,000	18-30	600
Manicuring/Nail Care	\$1,500	\$500	\$100	\$ 2,100	15-30	400

TUITION SCHEDULE IN PICO RIVERA CAMPUS

Course Name	*Tuition	**Kit & books	**Registration	Total	Weeks	Clock hrs.
Cosmetology	\$14,900	\$1,200	\$100	\$16,200	40-80	1600
Barbering	\$12,500	\$750	\$100	\$13,350	40-70	1500
Esthetician	\$8,500	\$1,000	\$100	\$ 9,600	18-30	600
Therapeutic Massage	\$9,500	\$500	\$100	\$10,000	18-30	600
Manicuring/Nail Care	\$1,500	\$500	\$100	\$ 2,100	15-30	400

PRICES STATED ABOVE ARE EFFECTIVE 01-01-2017 *R = REFUNDABLE = TUITION ONLYNON- 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 students contract 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, Barbering \$10.00, Esthetician \$10.00, Manicuring/Nail Care \$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 \$100.00. 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, Money Order, 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.

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 maintained 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.

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.)

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.

REFUND POLICY

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

Institutional Refund Policy:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

School Closure or Cancellation: If a course is cancelled 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.

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of **\$100.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. **See Pro Rata 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 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 **Administrative 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.

Pro Rata Refund: The State of California (BPPE) 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 BPPE (California State Agency); these conditions are more beneficial to the student when calculating the institutional refund policy.

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

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Other. This order would apply in accordance to the aid programs if available at the institution.

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

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 You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: EFFECTIVE JANUARY 01, 2015 No fee for STRF will be charged.

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

1. 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.

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 offered at Our Main Campus (Pico Rivera) include:

Federal PELL Grant: Does not require repayment (FPELL) ***

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG) * Federal Direct Stafford Loans - Subsidize: Must be repaid*****

Federal Direct Stafford Loans - Unsubsidized: Must be repaid***

Federal Direct Plus Loans: Must be repaid

Financial Aid eligibility for students attending at 500 South Main Street, Corona, CA 92879 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>)

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 (FPELL) \$5,920 for 2017-18 Award Year and \$5,920 for 2017-18 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 United States Department of Education (ED))**. 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 ED 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 David's Academy of Beauty is unable to have the student complete exit counseling prior to the students departure, David's Academy of Beauty 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)

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 30, of the award year from which aid is requested from, or your last day of enrollment in 2017-2018, 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: \$5,920 for 2017-18 AY = \$5,920 (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 ED, 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 (Interest Rate on or after July 01, 2017 and Prior to July 01, 2018 4.45%)

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 (Interest Rate on or after July 01, 2017 and Prior to July 01, 2018 4.45%)

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

PLUS LOANS (Interest Rate on or after July 01, 2017 and Prior to July 01, 2018 7%)

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.

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.

Nine Month Student Expense budget for the 17-18 Academic Year.

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: \$1,854.00 per academic year.

Total institutional cost: Total. Living cost allowance (2017-2018) Sample uses a nine_months period):

Living arrangements while in school	With parents	On Campus	Off campus
Room and board & (food)	\$583 mo. x 9=\$5,247	Actual cost	\$ 1,477 mo. x 9 = \$13,293
Transportation	\$122 mo. x 9=\$1,098	93 mo.	\$ 137 mo. x 9 = \$1,233
Personal/misc.	\$364 mo. x 9=\$3,276	267 mo.	\$ 334 mo. x 9 = \$3,006

(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 REPAYED.**

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 7/1/16 to 6/30/17 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, 2017 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, 2017 to July 01, 2018 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
6. Student

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 2017-2018

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.

INDEPENDENT STUDENT: An individual who meets one of the following criteria: Item numbers correspond to the 2017-2018

1. (46) Was born before January 1, 1994?
2. (47) Married (answer yes if separated but not divorced)?
3. (48) As of July 1, 2016 will be graduate or professional student?
4. (49) Currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (50) Veteran of the U.S. Armed Forces?
6. (51) Have or will have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
7. (52) Do 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, 2018?

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 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, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (57) At any time on or after July 1, 2016, 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?
13. (58) At any time on or after July 1, 2016, 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?

PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

DISLOCATED WORKER: A dislocated is a person that meets all of the following requirements:

- He was terminated or laid off from employment or received a notice of termination or layoff;
- He is eligible for or has exhausted his unemployment compensation, **or** he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren’t covered under a state’s unemployment compensation law; **and**
- He is unlikely to return to a previous industry or occupation.

2. A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.

3. A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.

4. A person who is employed at a facility at which the employer made a general announcement that it will close.

5. A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.

6. A displaced homemaker, someone who meets all of the following requirements: • she has been providing unpaid services to family members in the home; • she has been dependent on the income of another family member but is no longer supported by that income; **and** • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An “underemployed” person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

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

EVALUATION PERIODS: Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period of the course. A payment period is at least half of the academic year in instructional weeks or clock hours, semester credits, trimester credits or quarter credits. Both, instructional weeks must have elapsed and credit/clock hours must have been completed in order for the payment period be considered completed.

SAMPLE CHART BELOW IS BASED ON AN ACADEMIC YEAR DEFINED AS 900 CLOCK HOURS AND 26 WEEKS.

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
Cosmetology	1-450	13	451-900	14-26	901-1250	27-36	1251-1600	37-46
Barbering	1-450	13	451-900	14-26	901-1200	27-36	1201-1600	37-46

On a credit hour program, the number of semester/trimester credits is 24 credit hours, in a quarter system it will be 36 quarter credit hours and in both cases the number of instructional weeks would be not less than 30 weeks.

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 hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student 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.

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

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

TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at **DAB**, is no longer required to obtain a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

Institutional Verification Policy and Procedures

What is verification? The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution’s Financial aid Office.

How do I know that my application has been selected

The verification flag will have a value of “Y,” and next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation.

For 2017–2018 verification tracking flags will place the student in one of three 1,4 & 5 verification tracking groups, which will be explained later. The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications.

The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies. Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

What Items need to be verified? Once the student is placed in a group, each group contains different items that need to be verified.

Verification tracking groups

Students who are selected for verification will be placed in one of the three following groups, V1,V4,V5. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student spouse and, or, if applicable, the parent whose data was also included in the FAFSA.

Verification tracking groups

The data to be reviewed will correspond to the data required in each of the following groups:

- V1 **Standard Verification Group.** Tracking flag V1
- V4 **Custom Verification Group.** Tracking flag V4.
- V5 **Aggregate Verification Group.** Tracking flag V5.

Items to verify per group assigned

2017-2018 Tracking

Items to be verified	V1	V4	V5
Adjusted gross income	X		X
U.S. income tax paid	X		X
Untaxed portions of IRA distributions	X		X
Untaxed portions of pensions	X		X
IRA deductions and payments	X		X
Tax-exempt interest income	X		X
Education credits	X		X
Household size	X		X
Number in college	X		X

Income earned from work	X		X
High school completion status	X	X	X
Identity/statement of educational purpose		X	X

Who can be excluded from the verification process? Death of the student. Not an aid recipient.

The applicant is eligible to receive only unsubsidized student financial assistance

Applicant verified by another school. The student provides documentation that he/she completed the verification process for the current award year at another school before transferring.

The FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the application and has provided the transaction number of the pertinent valid ISIR.

Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made. Unless the FAO has a reason to believe it is inaccurate, you don't have to document the

reported FAFSA information of the parents of a dependent student if any of the following apply: 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.

Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the spouse of an independent student if any of the following apply:

The spouse has died.

He/she is mentally incapacitated.

He/she is residing in a country other than the United States and can't be contacted by normal means.

The spouse can't be located because the student does not have and cannot get the spouses' contact information.

What documentation is needed? Documenting Family income and tax paid: As a result of the recent suspension of the IRS Data Retrieval Tool. The Department of Education is providing flexibilities for institutions, that they may choose to use as part of their verification procedures. Those flexibilities include, IRS Tax Return Filers--In lieu of using the IRS DRT, or obtaining an IRS transcript, institutions may consider a signed paper copy of the 2015 IRS tax return that was used by the tax filer for submission to the IRS as acceptable documentation to verify FAFSA/ISIR tax return information. Verification of Non-filing: Institutions are no longer required to collect documentation obtained from the IRS or other tax authorities verifying that the applicant, the applicant's spouse or the applicant's parents did not file a 2015 tax return (often referred to as Verification of Non-filing). Those changes begin immediately and apply to both 2016-2017 and 2017-2018.

Under the following conditions the IRS Data Retrieval is **not** available in FOTW (all apply to both students and parents unless otherwise noted):

The person did not indicate on the FAFSA that the tax return has been completed.

The marriage date is January 2017 or later.

The first three digits of the SSN are 666.

The tax return was amended.

The person filed a Puerto Rican or foreign tax return.

The person is married and filed the tax return either as head of household or married but filing a separate return.

Neither married parent entered a valid SSN.

A non-married parent or both married parents entered all zeroes for the SSN.

Tax filing extension: For students and parents who have been granted a tax filing extension, need to present a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. Must also provide a copy of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.

You may be requested to use the DRT or submit to your school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

Non-Tax filers: For non-tax filers you must receive a W-2 form for each source of employment income. You must also get a signed statement providing the sources and amounts of the person's income earned from work not on W-2s and certifying that the person has not filed and is not required to file a tax return.

Residents of Pacific Islands: For residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year is acceptable.

Persons from a foreign country not required to file a tax form: Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

Missing W-2 forms: If a person who is required to provide a W-2 form can't do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

Persons filling foreign taxes: When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases you may accept instead of the transcript a copy of the tax return, which must be signed by the filer or one of the filers of a joint return, and you must document the circumstances.

Use the income and tax information that most closely corresponds to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate.

Electronic signatures: On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in

Global and National Commerce (ESIGN) Act. **But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.**

Tax Preparers: For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

When a tax return transcript is unavailable: When the tax filer requests an IRS tax return transcript and is unsuccessful, she can use a signed copy of the **2015 tax return** (Form 1040, 1040A, or 1040EZ) for verification. She must also provide your school with one of the following:

- if she tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which she must sign) mailed to her informing her that the IRS could not provide the transcript; or
- if she tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful. Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers **must** request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation. In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript. If the school has no reasonable doubt about the accuracy of the information on the

copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS. However, if the school has a reason to believe that the information on the tax return may not be accurate, **your school must**, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer. See the 11/2/12 electronic announcement for more information

Requesting a tax transcript: There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website on www.ifap.ed.gov for specific instructions. You may also visit the nearest IRS office. For the nearest location see IRS.gov

Filing an amended return: Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. a signed copy of the IRS Form 1040X that was filed **and**
2. a signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Household size: To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You don't have to verify household size in the following situations:

- For a dependent student, the household size reported is **three** for married parents or **two** for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

Number in college: You can document this item with a statement signed by the student (and, if e is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's verification suggested text can satisfy both items.

If your school has a reason to doubt the enrollment information reported, your school must obtain from each school a statement that the named person will attend there on at least a half-time basis. Your school would not have to get such a statement if the person has not yet registered, is attending less than half time, or will be attending your school.

If your school has a reason to doubt whether a reported school is Title IV-eligible, your school must insure it is, such as by checking to see if it has a federal school code.

High school completion

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2017–2018 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable **for full credit toward a Bachelor's degree**.
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

Identity and statement of educational purpose

Students should appear in person at the school and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID.

Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it. Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will

only be used for educational purposes and for the cost of attending the school for the 2016–2017 year. A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity

Updating Information: Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student’s marital status.
2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student’s marital status. At your schools’ discretion your school may update under either 1 or 2 even when the update is due to a change in the student’s marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant’s ability to pay.

Verification forms, documentation: Be sure that the institutional verification document is signed, that all required sections are completed, and that the relevant tax or alternative documents are attached. Timing of signatures: Any required signatures, such as signatures on worksheets or on copies of tax returns, must be collected at the time of verification—they can’t be collected after the verification deadline for that award year.

Interim Disbursements: If the student is selected for verification on the original ISIR, Interim disbursements ARE NOT allowed prior to the completion of the verification process. If selected on subsequent ISIR, the student will not be eligible for additional aid until the verification process is completed. NOTE: In the 15-16 Handbook, the Department allows disbursements prior to verification, however, many times a verification stays incomplete, therefore the funds disbursed would become a liability to the institution. NO DISBURSEMENTS BE MADE PRIOR TO VERIFICATION.

How to submit corrections and updates: Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE).

Using FAFSA on the Web (FOTW). Any student who has a PIN—regardless of how he originally applied— may correct any of his own data by using FAFSA on the Web at www.fafsa.gov.

If dependent students need to change parental data, a parent must either sign electronically with her own PIN or print out and sign a signature page.

Deadlines and failure to submit documentation: Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60th day after student’s last day of recorded attendance or by the Department’s deadline which is expected to be September 30, 2018 whichever is earlier.

EFC changes and changes on Title IV awards: Students making changes to their data as a result of the verification process that resulted in a change to the EFC or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

Failure to submit documentation: From the time the student is selected for verification By the Department or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend in the completion of the verification process. Referring students to the Office of Inspector General (OIG). The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 30, 2017, whichever is earlier.

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

- * Number of family members in the household
- * Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- * Change in dependency status. Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the students’ ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 30, 2018, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options: The student may continue training on a cash payment basis. The student may withdraw, or The student may make other financial arrangements to cover the school cost.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before

disbursement of any Title IV funds.

TOLERANCES: Any discrepancy greater than \$25.00 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

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.

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

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. 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.

VACCINATION POLICY: We do not have a policy but all students must have their required vaccinations up to date and it is the students responsibility to maintain their vaccination schedule.

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 punished 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.

OUR CAMPUS WILL PROVIDE YOU WITH A BOOKLET PUBLISHED BY THE UNITED STATES DEPARTMENT OF EDUCATION 2017-2018 ‘GUIDE TO FINANCIAL AID’ PLEASE BE SURE TO ASK FOR A COPY OF THIS BOOKLET DURING YOUR INTERVIEW WITH THE FA DEPARTMENT.

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	570

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communications 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

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

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

TEXTBOOK: MILADY STANDARD TEXTBOOK FOR COSMETOLOGY: 13TH EDITION ISBN:978-1-2857-6941-7

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 Program of Barbering & Cosmetology with a **GPA of 2.00 ("C" or 75%) or better.**

GRADUATION REQUIREMENTS: When a student has completed the course of study with a **GPA of 2.00 ("C" or 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 Barbering Course (1,500 Clock Hours)

BARBERING (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.

TEXTBOOK: MILADY BARBERING TEXTBOOK 6th EDITION ISBN:978-1-3051-0055-8

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 **GPA of 2.00 ("C" or 75%)** or better.

GRADUATION REQUIREMENTS: When a student has completed the course of study with a **GPA of 2.00 ("C" or 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 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:

Theory Subjects	
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
Practical Operations	
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.

TEXTBOOK: MILADY ESTHETICIAN TEXTBOOK 11TH EDITION ISBN:978-1-1113-0689-2

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

- Be able to appreciate good workmanship common to Esthetics.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- 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 Program of Barbering & Cosmetology with a **GPA of 2.00 ("C" or 75%) or better.**

GRADUATION REQUIREMENTS: When a student has completed the course of study with a **GPA of 2.00 ("C" or 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 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/Nail Care (400 Clock Hours)

MANICURING/NAIL CARE (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.	10
Health and Safety Hazardous Substances	20
Disinfection and Sanitation	25
Bacteriology, anatomy, and physiology.	10
Water and Oil Manicures; including hand and arm massage	15
Complete Pedicure; including foot and ankle massage	15
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.

TEXTBOOK: MILADY MANICURING TEXTBOOK 7th EDITION ISBN:978-1-2850-8047-5

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.

GRADUATION REQUIREMENTS: When a student has completed the course of study with a **GPA of 2.00 ("C" or 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 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 Therapeutic Massage (Not offered at this time): (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.

TEXTBOOK: THERAPEUTIC MASSAGE TEXTBOOK 5th EDITION AUTHOR MARK BECK ISBN:143-54-8523-8

GRADUATION REQUIREMENTS: When a student has completed the course of study with a **GPA of 2.00 (“C” or 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.

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 MASSAGE THERAPY COUNCIL (CAMTC) now requires a state licensing exam effective 01-15-2015 and 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 ELEIGIABLE FOR STATE CERTIFICATION. **BOTH LOCATIONS ARE PENDING CAMTC APPROVAL***

CONTACT INFORMATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Web info @cmatc.org
FEDERATION OF STATE MASSAGE THERAPY BOARDS: Web info @ fsmtb.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.

If 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:

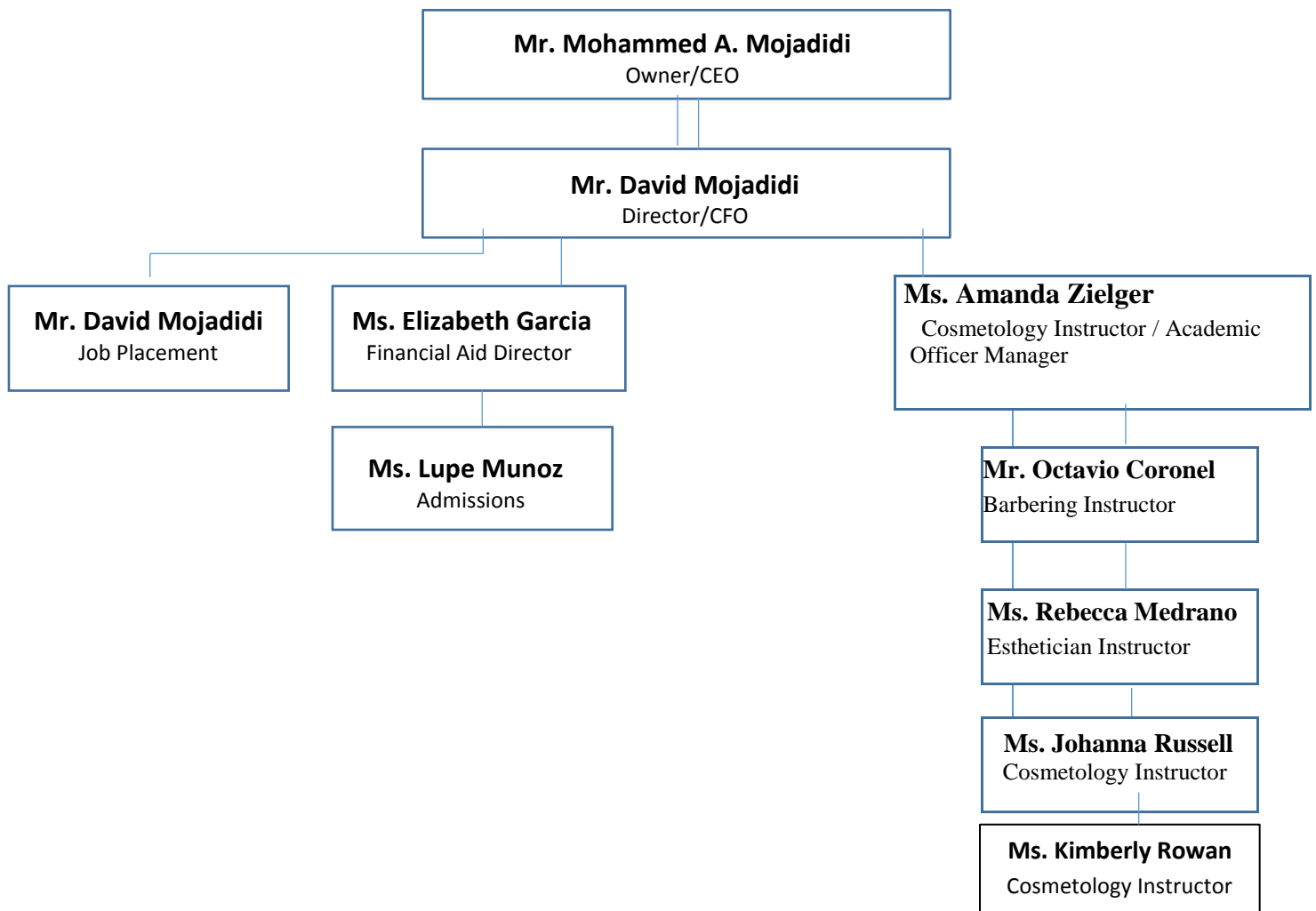
Ms. Amanda Ziegler/COSMETOLOGY INSTRUCTOR/7 YRS
Ms. Rebecca Medrano/ESTHETICIAN/3 YRS
Mr. Octavio Uriel Coronel/BARBERING & COSMETOLOGY INSTRUCTOR /3 YRS
Ms. Johanna Russell /COSMETOLOGY INSTRUCTOR/4 YRS
Ms. Kimberly Rowan/COSMETOLOGY INSTRUCTOR/5 YRS

FOR CORONA LOCATION:

Ms. Kathy Enriquez COSMETOLOGY INSTRUCTOR 7 YEARS
Ms. Octavio Uriel /COSMETOLOGY INSTRUCTOR/7 YRS
BARBERING INSTRUCTOR/2 YRS

Organizational Chart

(Main) Pico Rivera Campus



Corona, CA Campus

