

# **AMERICAN BEAUTY COLLEGE**

**646 S. Sunset Ave.  
West Covina, CA. 91790  
(626) 472-7402**

**[www.american-beauty-college.com](http://www.american-beauty-college.com)**

***Face book and Twitter***

## **2011-2012**

### **A LETTER FROM OUR DIRECTOR**

Dear Student:

Welcome to **American Beauty College (ABC)** and thank you for selecting ABC to help you in obtaining your desired professional goals. You are now entering a training that will give you the education and the opportunity for a successful future in the beauty industry.

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

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

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

Sincerely,

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Tanya Rhiner  
Director /Owner

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### Approval Disclosure Statement:

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 postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

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

Cosmetology	1600 Clock Hours
Barbering	1500 Clock Hours
Manicuring	400 Clock Hours
Teacher Trainee	600 Clock Hours
Barber/Cosmetology crossover	400 Clock Hours
Cosmetology/Barber crossover	400 Clock Hours

Instruction is provided within a 4000 sq. foot facility. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements. **ABC** participates in some Title IV Programs to assist student to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

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

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

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

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

### Notice of Student Rights:

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class. It is highly recommended to 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.
2. After the end of the cancellation period, you also have a right to stop attending school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract.  
If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the **State of California, Department of Consumer Affairs** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school regarding refunds, write or call:

BPPE  
2535 Capital Oak Drive, Suite 400  
Sacramento, California 95798-0818  
(916) 431 6959  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

### Mission Statement and Educational Objectives

At American Beauty College (**ABC**), our mission and prime objective is to offer our students the training, knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examination required for a state license. Our vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. The successful students should be able to function effectively at an entry level position in one of the many areas for which training and licensure was earned.

### Accreditation:

**ABC is accredited by NACCAS.** The **National Accrediting Commission of Career Arts and Sciences (NACCAS)** is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences. **NACCAS** may be reached at 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 Phone (703) 600-7600 Fax (703) 379-2200 [www.naccas.org](http://www.naccas.org)

### Administration Business Hours:

The school administrative office is open for business Monday 8:00am to 4:30pm- Tuesday from 8:00am to 7:00pm. Wednesday-Thursday 8:00am to 4:30pm, Fridays from 8:00am to 4:30pm For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reach at 652 S. Sunset Ave, West Covina, CA 91790 (626) 472-7402; fax (626) 472-7495.

### Admission Policy:

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

- A) Applicant must provide a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test and pass an admissions test (MILADY) with a minimum score of 65% as stated in the test publisher's guidelines.
- (B) For students that have immigrated to the United States, and cannot provide an actual copy of the High School Diploma or its equivalent can take the Ability-to-Benefit test (Wonderlic) to those who do not have a High School Diploma. There will be an independent examiner to represent Wonderlic
- (D) Teacher trainee applicants must have the high school diploma or its equivalent in addition to a valid Cosmetology or Barber license before being admitted into the program.
- (E) Crossover courses required the applicant to possess either a valid Cosmetology or Barber license before being admitted into the program.

### Recruiting:

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

### Class schedule for 2012-2013:

Day and evening classes are scheduled to start every three weeks on Tuesdays. Day class hours are Monday - Friday 8:00am to 2:30 pm (6-hour program), part-time 8:00am to 12:00 pm (4-hour program). Evening classes are held from Monday - Friday 5:30 pm to 9:30 pm. (4-hour program). Saturday 9:00am 2:00pm and ABC is closed Sunday.

### ABC Holidays are:

The college is closed on the following holidays (2012): New Year's Day (1/2), Good Friday 4/6, Memorial Day (5/28), Independence Day (7/4-7/6), Labor Day (9/3), Thanksgiving Day (11/22-11/23) and Christmas Day (12/24-12/31). All students will be notified if the management at ABC decides that additional days will be included in or around a holiday. Holidays of all religious beliefs are respected and allowed.

### Grievance Procedure:

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor or Lead Instructor; the student is to make his/her grievance known to the Institution's Director Ms. Tanya Rhiner 652 S. Sunset Ave., West Covina, CA. 91790 or by calling (626) 472-7402. It is strongly recommended that all grievances be presented in writing or via email. ABC will also accept oral grievances if necessary. The school will provide a corresponding written response to all grievances within 10 business days. If this matter is not resolved to satisfaction, a student may contact one of the agencies listed below:

State Board of Barbering and Cosmetology  
P.O Box 944226  
Sacramento, California 94244-226  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

BPPE  
2535 Capitol Oak Drive  
Sacramento, California 95798  
(916) 431-6959  
[www.bppe.gov](http://www.bppe.gov)

NACCAS  
4401 Ford Ave., STE. 1300  
Alexandria, Virginia 22302  
(703) 600-7600 (Fax) (703) 379-2200  
[www.naccas.org](http://www.naccas.org)

### Family Educational Rights And Privacy Act (FERPA):

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 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."

For additional information, call: (800-872-5327) or website [www.regulations.gov/](http://www.regulations.gov/)

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. ABC will keep these records for five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law. The student must sign a "Authorization Form to Release Information" to certain individuals/organizations.

### Request for school paperwork (after (1) year):

If a student who has been gone from the school for more than (1) year and they are requesting any or all paperwork from the school, there will be a \$50.00 charge for processing of any/all paperwork. This request will be made available within a reasonable amount of time and given to the student after the fee has been made.

### Facilities:

ABC is in a spacious (4000 sq. ft.), air-conditioned, facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the students' product knowledge.

### Handicapped (Wheelchair Access):

Access for handicapped students to the institution's facilities is available. This institution does not offer special facilities beyond what the city ordinances mandate or any other offering of special programs for the handicapped.

### Health and Physical Considerations:

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

### History and Ownership:

**ABC** has been in business in the City of Bellflower since its establishment in 1957. As of November 2009, the school moved to 646 S. Sunset Ave., West Covina, CA. 91790 The corporation and current owners are: CERT Institute of Cosmetology, LLC dba American Beauty College. Sole equal partnership; Carole Stephenson and Tanya Rhiner owners, since August 2005. Both owners have valid Cosmetology/Barber Licenses, Designated Subjects Teaching Credentials and Instructor's Licenses, University degrees and numerous certificates and awards.

### Orientation Class:

Orientation classes are held each Tuesday morning at 9:00am or evening at 4:00pm. Orientation is held prior to any new class starting.

### School Promotions and Fee Waiver Policy:

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

### Statement of Non-Discrimination:

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

### Voter Registration

Students and staff may access voter registration at this web site: [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/)

**Constitution day:** **ABC** meets all requirements pertaining to Constitution Day.

### Career Counseling:

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

### Drug Abuse Prevention Advisement:

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

**Charter Hospital, 657 Covina Blvd. West Covina, CA 91724 (626) 675-2400.**

### Placement:

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

### Attendance Status:

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

### Attendance and Tardy Policy:

Attendance must be maintained at an average of 67 percent of the scheduled attendance. The student may be expected to complete the course of study within the 150% of the period of time stated in the enrollment agreement. If the student is absent three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness and/ or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school.

All students are expected to be in class everyday. In the event that an absence is necessary, a student must call the school to report the absence the same day and prior to the beginning of the class. There are no excused absences. Even a doctor's note does not excuse an absence. A student is both in class and at school or they are absent. It is highly advisable for all students to strive for an attendance average above 67% and academic achievement above 70%.

Theory class begins at 8:00 am and 5:30pm. There is a (5) minute allowance for unexpected tardies. If a student arrives after 8:06am or 5:36pm., that student will not be allowed to enter the classroom and will not be able to clock in until (1) hour after late arrival (9:00 am); (6:30 pm).

The first notice of non-compliance with the attendance/tardy policy will be a Counseling Report given when a student is in jeopardy of exceeding the percentage of prescribed hours for successful completion of the student's program. (\*see SAP Policy for clarification).

### Make-up policy:

**ABC** does have a set attendance make up policy. Students may make up hours on a pre determined day by the school. At various times of the year, there will be hair shows, seminars and special assignments that a student may be eligible to attend, where additional hours may be earned. The additional "earned" hours are at the discretion of the Director of **ABC**.

### Class & Practice Hours - Credit Procedure:

Students at **ABC** record their attendance on a weekly time card. It is used to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Time cards must be signed by the student and an Instructor at the end of each day. Students who fail to adhere to this policy may risk losing hours at the discretion of an Instructor. Students receive credit for each hour they spend in a theory class or assignment verified by an Instructor. Students receive credit for operations completed or projects verified by an instructor. The daily hours and operations earned are recorded on the weekly time card. At the end of the week, a new weekly time card is prepared from the prior week's time card. **ABC** is a clock hour school no credit units can be applied or earned.

**Time cards must remain in the school at all times. A student cannot take a time card out of the school.**

### Credit Evaluation:

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Rules, Acts & Regulations by the California State Board of Barbering and Cosmetology. Occasionally, a student's acceptance by the college will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling, it is the student's responsibility to obtain the

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

**GRADING CRITERIA:**

Average	100%	92%	91%	83%	82%	75%	74%	66%	65%
Letter Grade	A	A-	B+	B	C+	C	D+	D	F
GPA	4.0	3.5	3.0	2.5	2	1.5	1.0	.5	0

**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 converted to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, 100%, 125% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status in both their theory classes and practical applications. This grading system detailed above is the system utilized in the school combining both theory and practical applications. Both are equally important to successful completion of the program and future licensure.

**Graduation and Diploma:**

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of "C" (70%) or better, 67% of attendance is on track and all tuition and fees have been paid in full, he/she receives a diploma certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination.

**Leave Of Absence (LOA)**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. An LOA must be requested in writing by the student prior to the start of an anticipated LOA and must be approved by the school administration. The written request must include the starting and ending date of the leave of absence. Leaves of Absence may be granted for up to 180 business days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days. Students will not be assessed additional tuition charges while on their Leave of absence. All credit for clock hours and work projects completed will remain as they did prior to the LOA and the student will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

**Satisfactory Academic Progress (SAP)**

**STANDARDS:** This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the National Accrediting Commission of Cosmetology Arts and Sciences, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1.50) times the length of the course as stated in the enrollment agreement.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

**Evaluation Periods:**

Student's compliance with the Satisfactory Academic Progress Policy is divided into evaluation periods and is assessed at each 25 percent of the scheduled course completion.

The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the institution and the minimum number of hours required.

Percentage of course Scheduled to be completed	Cosmetology (hours)		Barber (hours)		Manicuring (hours)		Teacher Trainee		Cosmetology or Barber crossover	
	Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum
At 25%	400	268	375	251	100	67	150	100	100	67
At 50%	800	556	750	503	200	134	300	200	200	134
At 75%	1,200	804	1,125	754	300	201	450	301	300	201
At 100%	1,600	1,012	1,500	1,005	400	268	600	400	400	268
At 125%	2,000	1,340	1,875	1,256	500	335	750	502	500	335
At 150%	2,400	1,600	2,250	1,508	600	400	900	600	600	400

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

**Probation Period:** Students who fail to meet SAP standards due to either lack of attendance and/or low grades and after a warning report is given during an evaluation period, will be placed on a probation status of 3 months until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive financial aid during the probation period. Students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. If the student is allowed to continue in school, they will be considered to be a cash paying student.

**Appeal Procedure:** The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the institution. The request is to be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of his decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his or her case. The committee shall be named from three (3) current staff members and Two (2) current students as needed, and provide written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

**REINSTATEMENT:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

### Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to another institution and then returned to ABC, those hours and operations earned (pending review and validation) at that institution would also be credited to the student for the new re-enrollment. A re-entry, re-enrollment fee of \$100.00 will be charged and the student will start at the new contract hourly rate. This fee is due in full *before* the student can attend classes and receive Cosmetology hours. Each re-entry is treated on an individual basis. At the discretion of ABC's management they reserve the right to refuse re-entry to a prior student that has withdrawn or been removed from the school. Re-entry with the same status as when was terminated, example if a student was terminated on probation they would reinstate on probation which would be a cash paying student

**Course Incompleteness:** Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction.

### Courses of Study:

All theory classes at ABC are taught in English beginning with a freshman class which is also conducted in a English classroom. Demonstrations from the beauty field representatives are mostly provided in English with limited translation into the Spanish language. Classes on the clinic floor are conducted in English. The institution does not provide English as a second language course. ABC utilizes the Milady's Standard Textbook, theory & practical workbooks for the following courses: Cosmetology; Barber; Manicuring; both Crossover courses. The Teacher Trainee course has a theory/workbook about teaching as the main reference and instructional guides. Additional exam reviews and practice guides are available along with audio visual aids. Each student is provided with a written program and/or course outline during the first day of orientation. All academic and practical learning in each course precedes any student working in the salon/barber area or engaged in any clinic activity. Students in any program cannot be asked to leave a theory class to work on a client.

### Cosmetology Course: (1,600 Clock Hours)

**Course description: (D.O.T. # 332.271-010, CIP # 120403)**

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

#### Course format:

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### Educational Goals:

#### Performance Objective

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

#### Skills to Be Developed

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

#### Attitudes and Appreciations to be developed

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

### Course Contents:

The curriculum for cosmetology course consist of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Board's Rules & Regulations.	20	
2. Cosmetology Chemistry: shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	20	
3. Health and Safety/Hazardous Substances (shall include training in chemical and health in establishments, material safety data sheets, and protection from hazardous chemicals and preventing chemical injuries health and safety laws and agencies, ergonomics and communicable diseases; including HIV/AIDS & Hepatitis B.)	50	
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current,	5	

principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
5. Disinfection and sanitation (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment).	20	10
6. Bacteriology, anatomy, and physiology.	15	
7. Wet Hair Styling (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs).	25	140
8. Thermal Hair Styling (shall include hair analysis, straightening, waving, curling with hot combs and hot-curling irons, and blower styling).	40	70
a. Thermal styling		50
b. Press and curl		
9. Permanent Waving (shall include hair analysis, chemical and heat permanent waving).	20	80
10. Chemical Straightening (shall include hair analysis and the use of sodium hydroxide and other base solutions).	20	25
11. Haircutting (shall include hair analysis and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting).	20	80
12. Hair coloring and bleaching (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses).		
a. Hair coloring	60	50
b. Bleaching		20
13. Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments).	5	20
14. Facials:		
a. Manual (shall include cleansing, scientific manipulations, packs, and masks).	5	10
b. Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.	10	15
c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling).	10	15
15. Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).	10	20
16. Make-up (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes).	15	10
17. Manicuring and Pedicuring:		
a. Water and Oil Manicure, including nail analysis, and hand and arm massage	5	15
b. Complete Pedicure, including nail analysis, and foot and ankle massage		
c. Artificial Nails	5	10
i. Acrylic Liquid and Powder Brush-on	10	50 nails
ii. Artificial Nail Tips	10	50 nails
iii. Nail Wraps and Repairs	5	20 nails
18. Additional Training (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	100	

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> 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 State Barbering and Cosmetology Bureau examination with an overall average of 75%.

**Curriculum for Barber Course: (1,500 Clock Hours)**

**Course description: (D.O.T. #332.271-010 , CIP #12.0402 )**

**Educational Goals:**

**Performance Objective**

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

**Skills to Be Developed**

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services.
4. Will learn the proper procedure of manicuring to include water and oil manicure.

**Attitudes and Appreciations to be developed**

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

(a) 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 73 16 of the Barbering and Cosmetology Act.

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

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

(d) the course of instruction in the theory of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 80 hours of instruction in the subjects listed in Section 7316(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389).

(e) The course of instruction required for a student enrolled in a 1,500-hour course shall cover not less than 120 hours allotted to the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

(f) A student shall be properly instructed to cut the hair of and render barber services to all patrons.

**Course Contents:**

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

Subject	Minimum Practical Operations
(1) Haircuts and Hairstyles	750
(2) Shaves	40
(3) Rest Facials	20
(4) Shampoos.	25
(5) Scalp Manipulations.	20
(6) Hair Waving and Curling	80
(7) Hair Coloring and Tinting	50
(8) Hair Processing and Relaxing.	25
(9) Application of chemicals used on the hair~ hairpieces; measuring, fitting and servicing of hairpieces (10) Rolling cream massages.	

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

**Licensing Requirements:**

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

**Manicuring Course: (400 Clock Hours)**

**Course description: (D.O.T. # 331.674-010, CIP # 12.0499)**

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

**Course format:**

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Bureau. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

**Educational Goals:**

**Performance Objective**

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

**Skills to Be Developed**

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.

2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
6. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Attitudes and Appreciations to be developed**

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

**Course Contents:**

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

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Department’s Rules and Regulations.	10	
2. Cosmetology chemistry related to manicuring practices (shall include the chemical composition and purpose of nail care preparations).	10	
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B).	15	
4. Disinfection and sanitation (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specific in Section 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
5. Bacteriology anatomy and physiology.	10	
6. Water and oil manicures: including hand and arm massage.	15	40
7. Complete pedicure: including foot and ankle massage.	10	20
8. Application of artificial nails:		
a. Acrylic: Liquid and powder brush-on	15	80
b. Nail tips	10	60
c. Nail wraps and repairs	5	40
9. Additional Training (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions, modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight 8 hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student’s daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.		

**Licensing Requirements:**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the nail care course as described above and passed the California State Barbering and Cosmetology exam with an overall average of 75%.

**Teacher Trainee: (600 Clock Hours)**

**Course description: (D.O.T. # 075.127-010, CIP # 13.1399)**

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

**Course format:**

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

**Educational Goals:**

**Instructor Trainee Performance Objectives**

**To help develop the ability to:**

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and tests to provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**To Develop an Appreciation of:**

1. The necessity for constant effort towards achievement of professional competency as a teacher.

2. The importance of developing personal characteristics that contributes to success in teaching.

**Skills to Be Developed**

1. Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will facilitate set-up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

**Course Contents:**

The curriculum for students enrolled in a Cosmetology Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Department’s Rules and Regulations	10	
2. Preparatory instruction:		
a. Instructional techniques, method of instruction, lecture, demonstration, performance, communication skills, instructional aids, and use of questions to promote learning.	40	
b. Organization Technique, four (4) step teaching method, performance objectives and learning domains, etc.	30	50
c. Lesson planning, subject, title, outlines, development and visual aids etc.		
d. Techniques of evaluation, purpose of test, types of test, test administration, scoring and grading, etc.	60 10	50
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations: (shall be conducted under the supervision of a licensed instructor	140	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory. A student enrolled in the 600 hour instructor training course may not engaged in the school in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.	100	

**Disclaimer for licensing requirements for Teacher Trainee:**

As of December 2005 there is no longer an examination or licensing for an Instructor/Teacher License. In order to be hired as an Instructor/Teacher most schools will continue to require the completed 600- hour Instructor/Teacher Trainee course.

**Cosmetology Crossover Course to Barber: (400 Clock Hours)**

The curriculum for students enrolled in a barber crossover course for cosmetology shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those Barber practices that are not a part of the required training or practice of Cosmetology.

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. Such instruction shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Board’s Rules Regulations	10	
2. Barber Chemistry (shall include the chemical composition and purpose of cosmetic, nail hair and skin care preparations. Shall also include the elementary, chemical skin peels, physical and chemical changes of matter.	5	
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B).	23	
4. Theory of Electricity in Barbering (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	10	10
5. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
6. Bacteriology, anatomy and physiology.	5	
7. Wet Hair Styling (Shall include hair analysis, finger waving, pin curling and comb-outs.)	10	35
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving curling with hot combs and hot curling irons.)	5	15
9. Permanent Waving (Shall include hair analysis, sectioning patterns, chemical and heat permanent waving.)	10	35
9. Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	5	10
10. Haircutting (Shall include hair analysis, basic guideline and sectioning, the use of the razor, scissors for wet and dry cutting.)	2	10

11. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
A) Hair coloring	20	15
B) Bleaching		5
12. Scalp and Hair Treatments (Shall include hair analysis, scientific brushing.	2	5
13. Facials	2	
A) Manual (Shall include cleansing, scientific manipulations, packs, and masks)	7	5
C) Chemicals (Shall include chemical peels, packs, masks and scrubs.		5
Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling)	10	15
17. Manicuring		
Water and oil manicure, including nail analysis, and hand and arm Massage.		5
18 Shaving	5	10

**Barber Crossover Course to Cosmetology: (400 Clock Hours)**

The curriculum for students enrolled in a cosmetology crossover course for barbers shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of barber. 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. Such instruction shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
1. The Barbering and Cosmetology Act and the Board's Rules Regulations	10	
2. Cosmetology Chemistry (shall include the chemical composition and purpose of cosmetic, nail hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	5	
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B).	23	
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).	10	10
5. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	10
6. Bacteriology, anatomy and physiology.	5	
7. Wet Hair Styling (Shall include hair analysis, finger waving, pin curling and comb-outs.)	10	35
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving curling with hot combs and hot curling irons.)	5	15

9. Permanent Waving (Shall include hair analysis, sectioning patterns, chemical and heat permanent waving.)	10	35
14. Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	5	10
15. Haircutting (Shall include hair analysis, basic guideline and sectioning, the use of the razor, scissors for wet and dry cutting.)	2	10
16. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
C) Hair coloring	20	15
D) Bleaching		5
17. Scalp and Hair Treatments (Shall include hair analysis, scientific brushing.)	2	5
18. Facials		
A)Manual (Shall include cleansing, scientific manipulations, packs, and masks)	2	5
B)Electrical (Shall include the use of all electrical modalities, including Dermal lights and electrical apparatus for facials and skin care purposes.)	7	5
C) Chemicals (Shall include chemical peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling)	10	15
19. Eyebrow Arching and Hair Removal (Shall include the use of wax,tweezers, electric or manual, and depilatories for the removal of Superfluous hair.)		
20. Makeup (Shall include skin analysis, complete and corrective	5	5
16 .Makeup, lash and eyebrow tinting, and the application of false lashes.)	5	10
17. Manicuring and Pedicuring	5	15
A)Water and oil manicure, including nail analysis, and hand and arm Massage.		
B) Complete pedicure, including nail analysis, and foot and ankle massage.	1	3
18. Artificial nails		
1. Acrylic: Liquid and powder brush-on	5	10 nails
2. Artificial nail tips	3	10 nails
3. Nail wraps and repairs	2	5 nails

#### Licensing Requirements:

Applicant must be 17 years of age or older and have a valid Cosmetologist or Barber License. A Cosmetologist or Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetologist or Barber Crossover course as described above and passed the California State Barbering and Cosmetology exam with an overall average of 75%.

#### Tuition and Fees Policies

As of 01/01/10 ABC charges the full tuition (which is discussed individually in the admissions and financial aid process). A registration fee is charged prior to the start of the course. Books, equipment and supplies are a separate charge that will be assessed and posted in the students tuition account within the first payment period. Please refer to "payment period definition," page 17 of this catalog.

#### Textbooks, Equipment and Supplies

The Milady's Standard Textbook and practical workbook for Cosmetology, Barbering and Manicuring will be used for theory study. A complete kit for each course may be purchased by the student from the school. Students are required to maintain their own kit supplies and equipment necessary for a successful completion of any course of study. It is the student's responsibility to replace any lost or broken articles in the kit. *The school is not responsible for any student equipment that is lost, stolen or broken.*

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

#### Extra Instruction Charges:

Students whose training is extended beyond the calculated completion date due to absences or accumulated tardies from school will be required to pay an additional charge. The hourly rate will be included in the student's contract. With many absences and tardies this could accumulate to a substantial amount. That is why is imperative to be in school every day.

#### Method of Payment:

Federal student aid is available to those that qualify to cover educational expenses. Financial aid may be in a form of a grant (no repayment required) or student loans.

##### ABC offers:

- Federal Pell Grants
- Federal SEOG
- Direct loan subsidized
- Direct loan unsubsidized
- Plus Loans

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

All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student.

The entire educational expense must be include and considered in planning the student's ability to meet all school expenses.

***For further financial aid information, please see the financial aid administrator.***

**Refund Policy (Effective 10/2003):**

**California State Formula (AB 1402/4052): State of California, Department of Consumer Affairs:** All funds paid will be refunded if the student is rejected for enrollment. All funds paid will be refunded if you cancel this contract within five business days from the date you signed the agreement. Policy applies regardless of whether or not the student actually started training. All funds will be refunded if you cancel this agreement after the five days, but before the start of school. You have the right to cancel the agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until midnight of the fifth business day after the first class you attended. A business day is, a day on which you were scheduled to attend class session.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation if sent by mail, the cancellation date is determined by postmark date. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel. However, you can use any written notice that you may wish. If the school has given you any returnable equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. **As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any supplies and/or equipment, the cost will be charged to your account.** If you cancel the enrollment agreement, the School will refund any money that you paid, less any deduction for equipment received.

**Withdrawal from course:** (Withdrawal notification must be presented to the financial aid office)

**NOTE: The financial aid office has been assigned as the only office authorized to receive notices of cancellations, withdrawals and transfers. All notifications must be presented in writing in order to be processed by the financial aid office. Other administrative offices or faculty must refer the student to the financial aid office for termination procedures.**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for un-returned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement.

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 FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

**Hypothetical Refund Example in accordance to the state prorate policy:** *Assume* that a student, upon enrollment in a 1,600-hour course, *pays in full*, \$7,440.00 for tuition, \$100.00 for registration, and \$00.00 for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorate refund to the student would be \$4,650.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal date, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	\$7,515.00	Tuition Cost	\$7,440.00	Paid for instruction	\$7,440.00
Less Registration Fee (Not Refundable)	75.00	Hours in the course	1,600	Hours attended	600
Less cost of Un-returnable equipment	00.00	Hourly charge	4.65	Tuition owed 600 x \$4.65	\$2,790.00
Equals amount paid for instruction	\$7,440.00			Refund due	\$4,650.00

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

a)	Date when you notify the financial aid office of your intent to withdrawal.
b)	Date when the school terminates your enrollment
c)	Date when you failed to attend classes for a three-week period
d)	Date when you failed to return as schedule, from an approved leave of absence

If any portion of your cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations. If a course is canceled or the school closes, subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: (1) Provide a full refund of all money paid, or (2) Provide for completion of the course at a nearby school.

**Accrediting Commission Formula:**

This institution is required to follow the California State refund formula in calculating refunds. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

**TUITION ADJUSTMENT GUIDELINES PER NACCAS**

Percentage length Scheduled to total length of program or course, <u>Semester or term</u>	Percentage of Total tuition owed the school	Calculation of tuition owed
0.01% to 4.9%	20%	.20 (x) Tuition
5% to 9.9%	30%	.30 (x) Tuition
10% to 14.9%	40%	.40 (x) Tuition
15% to 14.9%	45%	.45 (x) Tuition
25% to 49.9%	70%	.70 (x) Tuition
50% and over	100%	.100% (x) Tuition

**Student Tuition Recovery Fund:**

If you are not a resident of California, you are not eligible for protection under the California Tuition Recovery Act and not eligible to file for a recovery from the California Student Tuition Recovery Fund.

California law requires that upon enrollment a fee be assessed relative to the cost of tuition (Education Code Section 94342). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

Students must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. You are a student who is a California resident and prepays all or part of your tuition by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident, 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.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or canceled checks. They are encouraged to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within sixty (60) days following school closure.

\*\*STRF fees are \$2.50 per \$1,000 of tuition.\*\*

**For further information, contact:**

*Office of Bureau for Private Post-Secondary Education  
 PO Box 980818 West Sacramento, CA 95798-0818  
 Telephone (916) 574-7720  
 Fax (916) 574-7796  
 E-mail: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)*

**Transcripts**

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL: Units earned in our Cosmetology program in most cases will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a diploma ABC's cosmetology program that earned completion will in most cases probably not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed at ABC may be transferable to another Cosmetology school at their discretion. Each course of study offered by ABC is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to take any other courses offered in another Cosmetology discipline. Any student requesting a transcript 60 days or more after graduating from ABC the processing fee will be \$25.00.

**Financial Aid—Consumer Information:**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. Lists of these programs include:  
 Federal PELL Grant: Does not require repayment (FPELL)

**General 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 may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00am and 5:00pm (Eastern Time) Monday through Friday (800) 433-3243. or at <http://federalstudentaid.ed.gov>

**Compliance Statement:**

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

**Financial Aid Mechanism:**

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

### Student Eligibility Requirements:

- To be eligible for financial aid, a student must:
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

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

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

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

### Application for Aid, Procedures and Forms:

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

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

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2010-11, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

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

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

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

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

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling through out the entire year. If SEOG funds still available, a second priority will be given to Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

#### **Direct Loan:**

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

### Treatment of Title IV funds if the student withdraws from the course of study:

As of 10/7/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in course, the student would have earned the same percentage of aid received. As an example if the student withdraws at fifty percent of the payment period they would have earned only 50 percent of the aid receive or eligible to have received. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy per cent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

### Determining Need:

The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. Utilizes the Free Application for Federal Student Aid (FAFSA) a contractor of the U.S. Department of Education at no cost will process this form to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

### Cost of Attendance:

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION.**

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	off campus
Room and board	\$272.00	\$808.00
Transportation	82.00	92.00
Personal / Misc.	172.00	186.00

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

### Award Concept, Selection of Recipients and Packaging Criteria:

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAID.**

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

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

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

**SEOG funds are disbursed on a per payment period basis, via a check payment made payable to the student or via a direct credit to the student tuition account. Priority for SEOG funds will be given to students eligible for Pell Grants. This Institution has an open enrollment. Therefore, funds will be awarded to a student enrolling throughout the whole year.**

### Definitions:

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

**ACADEMIC YEAR:** A period of not less than 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**Clock Hour:** 60 minutes of supervised instruction during a one hour period.

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

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

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

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

### **FINANCIAL AID ELIGIBILITY CITIZEN / ELIGIBLE NON-CITIZEN:**

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

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card)
- Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Indefinite Parole and/or Humanitarian Parole
  - Cuban-Haitian entrant

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

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only

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

1. Was born before January 1, 1988
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. A veteran of the armed forces of the United States

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

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

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

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

### Recoveries:

Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory 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.

### Refunds:

In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

### Transfer Student:

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

### Verification Process for the 2011-2012 award years:

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

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

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

**Who must be verified:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**Verification Exclusions:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2005 and 2006.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, and signed
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,

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

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2009).
- U.S. income tax paid for the base year (2009).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits.
  - Child support.
  - Untaxed payments to IRA or Keogh
  - Foreign income
  - Earned income credit
  - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required:** Student, spouse and/or parents (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2010-2011. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

### Time Period for Providing Documentation:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2010 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 PELL Grant applicant whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

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

**Notification of Results of Verification:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**Referral Procedure:** The school shall forward to the Secretary of Education, referral of fraud cases.

## School Rules and Regulations:

1. School hours are: Monday through Friday for day classes 8:00am - 2:30pm (6 hour program) and 8:00am - 12:30pm.(4 hour program) Evening classes are: Monday through Friday from 5:30pm until 9:30 pm. (*school hours subject to change*)
2. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs.
3. Students are required to be in class for roll call at the start of the scheduled class in a clean prescribed uniform.
  - a. Female student must wear a clean and neat ABC T-shirt, purchasing additional shirts as needed, black pants, skirt or Capri's and all black closed toe and heel shoes. Dresses worn can be black and white with no other logo or other colored prints. Anything worn under the black uniform can be black or white; sweaters, jackets, etc. may be worn and can be black or white. All black socks or hose must be worn at all times. No jeans or shorts are permitted. Clothing that is too loose, too tight, too revealing or inappropriate for a school environment will not be tolerated and the student will be asked to clock out and go home, with a loss of Barber/Cosmetology hours. A student may be suspended for a specific time at the discretion of any Instructor or the director of ABC if they feel that the dress code violation was a blatant disregard for the rules.
  - b. Male students must wear an ABC cosmetology T-shirt, neat and clean black slacks. Closed toe and heeled shoes must be worn at all times. No jeans or shorts are permitted. Clothing that is too loose, too tight, too revealing or inappropriate for a school environment will not be tolerated and the student will be asked to clock out and go home, Barber/Cosmetology hours will be lost. A student may be suspended for a specific time at the discretion of any Instructor or the director of ABC if they feel that the dress code violation was a blatant disregard for the rules.
  - c. Name badges must be worn at all times while on the school premises.
  - d. Sweatshirts, jackets, sweaters must have no logos and be black or white while wearing them inside of the classrooms or clinic floor of ABC.
4. Students appearing in school with their hair not combed and neat will be required to clock out. Individual appearance needs are to be done on the student's own time.
5. A student who is tardy (~~8:06am=tardy~~) cannot clock in until theory class is over and may not attend theory class. Students who are tardy (5 times in one month) will be counseled and if tardiness continues, they may be suspended or be placed on probation until tardiness ceases.
6. 4 hour students are entitled to a 10 minute break. 6 hour students are entitled to a 10 minute break. and a 30 minute lunch break , students need to clock out for lunch break. Students should report to an instructor if they have not had his/her break by 12:30pm it is the responsibility of these students to take clock out for lunch.
7. A student must use the IN and OUT pages to record the time arriving to the school and departing from school. Student's signatures are required. The instructor's signatures are also required to confirm the student's attendance. Students failing to do so will only receive credit for hours indicated in the signature pages. Students may also be required to clock in and out for breaks extended beyond the allowable time.
8. No student is allowed to sign out during school hours without permission from the Instructor. **No student may clock in or out for another student.** This rule is strictly enforced. Any time a student leaves the building; the student must clock out and leave his/her time card with an Instructor or in the time card slot. Time cards may never leave the school premises.
9. No visitors are permitted in the classroom unless approved by the supervisor.
10. The school's business phones are for an emergency call only. Students are not permitted to leave a patron to answer the phone. Cell phones are permitted on break /lunch or outside of the building-only. Cell phone usage is permitted to a 2 minute call. If a student needs to be on the phone longer than 2 minutes, they will need to clock out. This includes text messaging and message retrieval.
11. The school has a computer for student use. That computer must be used in a professional manner and with respect for the school's property. Social network sites can be used to do research and retrieve information for the student's education. If a student wants a copy printed, they must ask a staff member and pay for the copy(s).
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
13. Must keep workstation in class or on the clinic floor clean and sanitary at all times.
14. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. Refusal to accept a patron for a client service is grounds for dismissal for that day.
16. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and, if he/she is excused by an instructor.
17. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
18. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
19. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
20. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointment must be made by the receptionist/Instructor and no changes are to be made by students.
21. Students are required to attend school on all business days before and after holiday.
22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engage in training and study of the branch of cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the time card must be clear and readable. No other marks, coloring, drawings or white-out is acceptable on a student's time card.
23. Only products furnished by the college may be used unless otherwise approved by the instructor.
24. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.

25. Due to absences all assignments, tests and homework must be made up if required by the instructor in charge of the individual class missed by the student. At the discretion of an Instructor, TESTS may have a specific time frame as to when the test(s) will be available for make ups.
26. Personal Services: Students will have the opportunity to use the services of another student for their own services. Therefore, students on the clinic floor must first complete the operations assigned by their instructors before obtaining authorization for their own services.
27. It is required that students be assigned and complete a minimum number of operations at different levels of their course. All students at 1200 hours will begin taking final tests for state board preparation. All tests must be taken and scores recorded before a student can graduate from ABC.
28. Models: Student that brings their own models must inform them that the clinic floor opens at 9:30 a.m. Therefore, models should not be allowed to enter the school until after 9:30 a.m. and must wait in the reception area until the student receives the assignment from the instructor in charge or the receptionist.
29. Assignments: Our goal is to encourage students to gain speed in the completion of operations. In the beauty industry, a barber/cosmetologist is expected to be efficient and work with speed when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This simulates the working demands at a beauty salon. Students may not refuse assignments. All students must receive an equal opportunity to work with patrons.
30. Fire drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the fire drill. This rule applies to students, faculty and staff.
31. Notify the administrative office immediately of any name, address or telephone change.  
Students are to park only in the area designated by the college.  
Reconciliation of hours: Students that need to have their hours reviewed for accuracy need to make an appointment to have their time cards reviewed by their instructor. Appointments are made on the last day of the month.
32. Any change in a student schedule (i.e., full time to part time) may result in an adjustment of payment dollar amounts and the payment structure. Please see the financial aid administrator to make any changes to your attendance schedule.  
Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
33. No gum chewing is allowed in the college at any time. Smoking is not allowed on the school premises.
34. Students must comply with all of ABC's policies, the State Board rules and regulations, city and county.
35. ***Individual Instructor's may have additional rules and regulations that are specific to their classrooms, assignments, projects, etc.***  
**Failure to observe and comply with the above rules and regulations may subject the student to a suspension, and/or termination from school.**

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

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

1. (3) tardy's in (1) month. It is required to be punctual every day.
2. Babysitter, work scheduling, didn't get enough sleep are not excuses for being tardy.
3. (5) absences in (1) month. It is required to be in school every day. Boy/girlfriend issues, no transportation, forgot to set the alarm, etc. are not excuses for being absent. \*see the "leave of absence" rule if an extended amount of time off from school becomes necessary.
4. Not bringing the required equipment, not being prepared for any theory, practical class or client service.
5. Any literature, book, magazine, computer research must be about the beauty industry, culture or a specific subject in the beauty industry.
6. Any music that is played loud enough for others to hear must not include offensive language.
7. All students must respect all diversity in regards to other students, staff and administration.
8. Students are not permitted to sell anything or invite others to sell any product, service or class on the ABC property.
9. Students must follow the cell phone usage rules. Including sending and receiving text messages and answering the phone. (\*rule/regulations #10)
10. Students listening to music must only use (1) ear piece.
11. Eating at the stations, in a classroom is not permitted unless given permission by a staff member.
12. Chewing gum is not permitted inside the school at any time.
13. Use of any profanity, abusive and/or vulgar language will not be tolerated.
14. Students who refuse a client service argue with an Instructor about performing a service will be immediately clocked out and sent home and may also be suspended.
15. Any student who does not attend school the day before and the day after a scheduled holiday will be suspended at the discretion of the Director.

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

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

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

## Student Rights and Responsibilities

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.

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- 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 Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.
- If you have a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.

Please notify the school of a change in your name, residual address, emails address or phone number.

American Beauty College is not responsible for any personal items that are stolen, misplaced, damaged or left unsupervised and unsecured.

All valuables should be left at home or locked in the student's car.

**STAFF:**

**American Beauty College** employs full and part time Instructors, Instructional Aids, clerical staff and specialists in different disciplines. All staff at ABC has the necessary and appropriate certificates, degrees and education that is required by all governing agencies in the State of California.

**At the discretion of the management, all material, policy and procedures in this catalog is subject to change.**

## Course Cost

### **Cosmetology:** 1600 Hour Program

	Registration:	\$100.00
	Tuition:	\$13,600.00
	Kit	\$1,191.00
ISBN-10:1-1330-2397-5 ,ISBN-13:978-1-1330-2397-5	Books	\$209.00
	STRF	\$37.50
	<b>Total:</b>	<b>\$15,137.50</b>

#### **Monday-Friday**

<u>Full Time</u> (approx. 12-14 months)	8:00am to 2:30pm
<u>Part Time</u> (approx. 18 months)	8:00am to 12:00pm 5:30pm to 9:30pm

### **Barber:** 1500 Hour Program

	Registration:	\$100.00
	Tuition:	\$12,750.00
	Kit	\$930.00
ISBN-10:0-5384-5764-3 , ISBN -13:978-0-5384-5764-4	Books	\$270.00
	STRF	\$35.00
	<b>Total:</b>	<b>\$14,085.00</b>

#### **Monday-Friday**

<u>Full Time</u> (approx. 12-14 months)	8:00am to 2:30pm
<u>Part Time</u> (approx. 20 months)	8:00am to 12:00pm 5:30pm to 9:30pm

### **Manicuring:** 400 Hour Program

	Registration:	\$100.00
	Tuition:	\$3,400.00
	Kit:	\$283.00
ISBN -10:0-5384-5761-9, ISBN-13:978-0-5384-5761-3	Books	\$217.00
	STRF:	\$10.00
	<b>Total:</b>	<b>\$4,010.00</b>

**Monday-Friday Part Time** (approx 5 to 6 months)

### **Barber/Cosmetology Crossover:** 400 Hour Program

	Registration	\$100.00
	Tuition:	\$3,400.00
	Supplies	\$58.00
ISBN-10:1-1330-2397-5 ,ISBN-13:978-1-1330-2397-5	Books:	\$270.00
	STRF	\$10.00
	<b>Total:</b>	<b>\$3,838.00</b>

#### **Monday-Friday**

Full Time (approx.3 to 4 months)
Part Time (approx. 5 to 6 months)

### **Cosmetology/Barber Crossover:** 400 Hour Program

	Registration	\$100.00
	Tuition:	\$3,400.00
	Supplies:	\$58.00
ISBN-10:0-5384-5764-3 , ISBN -13:978-0-5384-5764-4	Books	\$270.00
	STRF	\$10.00
	<b>Total:</b>	<b>\$3,838.00</b>

#### **Monday-Friday**

Full Time (approx.3 to 4 months)
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Part Time (approx. 5 to 6 months)

**Teacher Trainee:** 600 Hour Program

ISBN 0-205-27101-4

Registration:	\$100.00
Tuition:	\$5,100.00
Books:	\$100.00
Supplies	\$10.00
STRF	\$15.00
<b>Total:</b>	<b>\$5,325.00</b>

**Disclaimer for catalog:**

The California State Board of Barbering and Cosmetology does not license Instructors/Teachers in the State of California. Upon completion of this course, the graduate will receive a diploma of completion of the 600-hour Teacher Trainee program for which they enrolled.

**Monday – Friday**

Flexible scheduling of hours available

**Refresher:**

The State Board of Barbering and Cosmetology does not have a required curriculum for a refresher course for any of the programs that they license. Please call the school for an individual analysis regarding a refresher program of study for any of the courses offered at ABC. \*Including cost, supplies, books and/or equipment.\*

**Monday – Friday**

Flexible scheduling of hours available

Administrative Staff and Instructors
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Carole Stephenson Chief Executive Officer	Tanya Rhiner Chief Financial Officer
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Myra Mendoza Admissions Representative	Leida Borroto Financial Aid Administrator
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Allison Martinez Administrative Assistant Teachers Aid
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Carole Stephenson Instructor	Tanya Rhiner Director Instructor
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Claudia Ruiz Instructor	Robert Diaz Lead Instructor	Carmen Ruiz Lead Instructor	Brooke Munoz Instructor	Chanelle Perez Instructor
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