



# ADVANCE

## BEAUTY · COLLEGE

### SCHOOL CATALOG

2018

(1/1/18-12/31/19)

GARDEN GROVE CAMPUS  
10121 WESTMINSTER AVE.  
GARDEN GROVE, CA 92843  
(714) 530-2131

LAGUNA HILLS CAMPUS  
25332 MCINTYRE ST.  
LAGUNA HILLS CA 92653  
(949) 951-8883

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## ADVANCE BEAUTY COLLEGE

“Excellence in Education”

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Dear Student,

Welcome to Advance Beauty College! We are pleased that you have chosen us as your education provider for your new career. We look forward to assisting you in having a successful career in the beauty and wellness industry.

At Advance Beauty College, we not only offer you the basic training to pass the state board examination, but also the skills that make you salon ready. Relationships with our industry partners make our program one of the most successful. We take great pride in using top quality products, providing our students with customized kits, and having a modern, spacious facility. We also place emphasis on how to be successful in the marketplace and how to succeed at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part.

Advance Beauty College is owned by Advance Beauty College, Inc. Our goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Advance Beauty College welcomes all prospective students interested in a beauty and wellness career. We are happy to have you visit the school at any time. Come in and see our student facilities, meet the teaching staff and consider the many advantages that our school can provide. We will be pleased to answer all of your questions.

Sincerely,

Tam Nguyen &  
President

Linh Nguyen  
Vice President



## MISSION STATEMENT & EDUCATIONAL OBJECTIVES

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### MISSION STATEMENT

Advance Beauty College's mission is to inspire students by providing a quality education preparing each graduate for employment while serving their communities.

### VISION STATEMENT

Our vision is to provide an unprecedented education through innovative learning that prepares our students for lifelong success and elevates the industry standard.

### EDUCATIONAL OBJECTIVES

Our objective is to provide each enrolled student with a high quality education, in an environment conducive to attaining all the basic skills to pass the state licensing exam and to become employable in beauty and wellness industry. Upon completing the course of study the graduate student should be able to function effectively and gain entry level employment in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Nail Professional, Make-Up Artist, Esthetician, Barber, Massage Therapist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director, or School Owner.

Students will be introduced and provided structured instruction in a modern learning environment. Under these conditions, students acquire hands-on experience and the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our objective is to help the student become "salon-ready" for an entry level position in a salon.

Advance Beauty College's faculty provides theory and practical lessons in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

### PROGRAMS OF STUDY

Advance Beauty College is a private institution that offers several programs of study. Cosmetology (1600 Clock Hours), Manicuring (400 Clock Hours), Advanced Manicuring (600 Clock Hours), Esthetician (600 Clock Hours), Teacher Training (600 Clock Hours), Massage Therapy (100, 300, 600 Hours) and Holistic Health Practitioner (1000 Hours). The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring, esthetician, teacher training, massage therapy and holistic health.

Educational Goals: The courses of study are designed to prepare students for the state licensing examination and for profitable employment. Cosmetology: (SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists); Manicuring: SOC Code- 39-5092.00 Manicurists and Pedicurists; Teacher Training: 25-2032.00 - Career/Technical Education Teachers, Secondary School; Esthetician: SOC Code- 39-5094.00 Skin Care Specialists, Estheticians, Massage Therapy/Holistic Health Practitioner: SOC Code—301-9010 Massage Therapists.

## ACCREDITATION

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### ACCREDITATION

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria VA 22314 (703) 600- 7600, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. The institution is accredited and participates in Title IV through the Department of Education.

### HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available. This institution does offer programs for handicapped students depending on the physical ability of the handicapped student.

### APPROVAL DISCLOSURE

ADVANCE BEAUTY COLLEGE was granted institutional approval from the Bureau for Private Postsecondary Education PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720, pursuant to California Education Code Section 94915. The Bureau's approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. The Bureau has approved the following programs: Cosmetology: 1600 Clock Hours, Manicuring: 400 Clock Hours, Advanced Manicuring: 600 Clock Hours, Esthetician: 600 Clock Hours, Teacher Training: 600 Clock Hours, Massage Therapy 100, 300 and 600 Clock Hours, and Holistic Health Practitioner 1000 Clock Hours.

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. These documents are available on the school website at [www.advancebeautycollege.com](http://www.advancebeautycollege.com)

If you are unable to understand the terms and conditions of the enrollment agreement due to English not being your primary language, you have the right to bring a translator. It is at your discretion to make sure that the translator is qualified. At Advance Beauty College – Garden Grove, Vietnamese translation services are available.

The following are agencies which set minimum standards for our program of studies in accordance with Education Code Section 94915: BOARD OF BARBERING & COSMETOLOGY, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, & THE DEPARTMENT OF EDUCATION.

The institution does not have a pending petition in bankruptcy, does not operate as a debtor in possession nor had filed a petition within the preceding five years, nor has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

All class sessions will be held at Advance Beauty College 10121 Westminster Ave., Garden Grove, CA 92843 or 25332 McIntyre Street, Laguna Hills, CA 92653

### CALENDAR/HOLIDAYS

The Garden Grove Campus is open from 9:00 am to 9:00 pm Tuesday through Friday and Saturday from 9:00 a.m. to 5:30 p.m. It is closed on Sundays, Mondays, Fourth of July, Thanksgiving Day, Christmas Day, and New Year's Day.



The Laguna Hills Campus is open Tuesday through Thursday from 9:00 am to 10:00 pm, and Friday and Saturday from 9:00 a.m. to 5:30 p.m. It is closed on Sundays, Mondays, Fourth of July, Thanksgiving Day, Christmas Day and New Year's Day. Both campuses will close early at 3 p.m. on Christmas Eve and New Year's Eve. A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

## **CAMPUS SECURITY**

Any person witnessing some form of criminal action or other emergency should report it to the manager on duty at the school. The manager will investigate the incident and report it to the local Police Department if appropriate. All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The school representative will unlock the premises and terminate the alarm each morning. The night instructor will lock up and set the alarm in the evening at closing time. If the system is activated, the police are summoned automatically. The school does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department. Students and employees are encouraged to group together when walking to their cars. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the manager. The school does not recognize any off-campus student organizations. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the manager and will be referred to local police authorities.

## ADMISSIONS

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### ADMISSION POLICY

Enrollees are admitted as regular students once one of the following criteria has been met.

- A) Applicants must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent. The school requires an English proficiency level of grade level 12.
- B) Have evidence of completion of home schooling.
- C) Have the ability-to-benefit from training. Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Program of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education administered by an independent proctor. Students subjected to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently our school is using the CELSA Ability-to-Benefit test. This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available and the independent test agency will explain and provide you with the re-testing procedures. Students admitted under this criterion are not eligible to apply for Title IV funding.
- D) If enrolled under a training agreement through the community college, meet the admissions requirements set by the community college.
- E) Teacher Training applicants must have a valid license in their field of study.  
Our School does not recruit students already attending or admitted to another school offering a similar program of study.
- F) The School does not currently admit students from other countries nor provide visa services.
- G) The School provides instruction in English. There are no professional translation services that are provided by the school. The instructors are bilingual in Vietnamese at the Garden Grove campus and can translate as needed for student instruction.

### EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Cosmetology prior to the start of class. In most cases, the school will accept a maximum of 50% of a courses' total hours (ex. A maximum of 800 hours may be transferred for the 1600 hour Cosmetology program). Transferred hours will count as both attempted and completed hours. Occasionally, a student's acceptance by the college will depend entirely on the Program of and Cosmetology.

Credit for training obtained in one course that is identical to training required in another course will be given as follows:

Cosmetology to Esthetician – 400 hours (Garden Grove) 100 hours (Laguna Hills)  
Esthetician to Cosmetology – 400 hours  
Cosmetology to Manicuring – 200 hours  
Manicuring to Cosmetology – 200 hours  
Esthetician to Manicuring – 100 hours  
Manicuring to Esthetician – 100 hours  
Esthetician and Manicuring to Cosmetology – 500 hours

The transferability of credit you earn at Advance Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earned in Cosmetology, Esthetician, Manicuring, Teacher Training is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you

should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advance Beauty College to determine if your diploma will transfer. The school does not award credit for experiential learning.

## **ARTICULATION**

The school does not have an articulation agreement between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.

## **MEDIA RESOURCES**

The school maintains a library of supplemental resources for student use. The procedure for students to access the library and other learning resources include the students being permitted to sign out one book or media resource at a time during school hours. Students are encouraged to check books out when they are not working on clients or in lecture to reinforce their academic learning.

Check out procedure:

1. Ask instructor for library list of items
2. Request for specific resource item
3. Provide time card or driver license to instructor
4. Utilize materials while during school hours
5. Return item before school ends

## **RE-ENTRY POLICY**

All students who withdraw may re-enter into the program without loss of credit hours. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. Applicable registration and fees will be applied. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

## **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the courses requires a minimum of 10% of course hours of classroom lectures, demonstrations, and student practice. The freshman class introduces the basics needed to pass licensing examinations. A student will be required to test out of the freshman class prior to moving to the clinic floor. Advance Beauty College considers the freshman classes to be the foundation for your future.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

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

## **LICENSING PRE-APPLICATION EXAMINATION REQUIREMENTS**

Before a student is eligible to submit a pre-application for examination; the following criteria must be met:

1. Complete the required pre-application hours:  
Manicuring: 240 hours  
Esthetician: 450 hours  
Cosmetology: 1200 hours
2. Complete at least 75% of both theory hours and practical operations – Advanced Manicuring: complete at least 50% of the basic practical points based on the 400 hour requirements
3. Meet a minimum of 85% on attendance and 75% Satisfactory Progress Report.
4. Pay all remaining balances on student account.
5. Have no more than 3 infractions or written warnings.

6. Students transferring hours from out of state/country or from one course of instruction to another are not eligible to pre-apply.

### NON-DISCRIMINATION POLICY

ADVANCE BEAUTY COLLEGE does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or area of residence in its admissions, instruction, or graduation policies.

### DISCLOSURE OF EDUCATION RECORDS

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records, however, a staff member must be present. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) or governmental agencies so authorized by law. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. The school will maintain transcripts indefinitely.

### NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Advance Beauty College receives a request for access. A student should submit to the admissions office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Advance Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Advance Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Advance Beauty College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Advance Beauty College to comply with the requirements of FERPA. The name and address of the

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

- The name of its accrediting and licensing organizations.
- About its programs and its faculty.
- What the cost of attending is and the policy on refunds to students who drop.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program. How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- 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 or 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 and understand all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- 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.

## **GRIEVANCE PROCEDURE**

It is the policy of this institution to handle grievance in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director. All grievances, regardless of the nature, will be turned over to the Director and reviewed.
4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. A student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
6. For any grievances that you cannot work out with the school, you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720



## ACADEMIC POLICIES

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### SATISFACTORY ACADEMIC PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matters prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program. This institution expects all its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full time). The student must:

1. Maintain a cumulative academic average of “C” (70%) or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).
3. Complete the course within 150% of course length as defined in the enrollment agreement. Students who exceed 150% of course length are considered to NOT be making satisfactory academic progress and will be terminated.
4. Students on an approved Leave of Absence will have their contract period and maximum time frame extended by the same number of days as the leave of absence.
5. Evaluation periods are done at least by midpoint of the academic year or program for all students, whichever comes earlier.
6. Students who meet minimum requirements are considered making satisfactory academic progress until their next scheduled evaluation.
7. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance. Students will be notified of any evaluation that impacts their financial aid eligibility.
8. A student’s successful course completion percentage is based on the number of successfully completed credit hours divided by the cumulative number of credit hours attempted by the student.
9. Students will have access to SAP evaluation results at the time of the evaluation and upon request.

### EVALUATION PERIODS

Students enrolled in the Teacher Training, Esthetician, Advanced Manicuring, Manicuring, and Massage Therapy programs are evaluated two (2) times, at the point at which 50% of the program is completed and the point at which 90% of the program is completed.

**Example:** For the 600 hour Teacher Training course, the student will be evaluated at the point where 300 hours and 540 hours of instruction have been completed.

Students enrolled in the Cosmetology, and Holistic Health Practitioner programs are evaluated four (4) times during their course of instruction. These evaluations occur at the points at which 25%, 50%, 75%, and 90% of the program is completed.

**Example:** For the 1600 clock hour Cosmetology program, a student will be evaluated at the point in which the student reaches 25%, 50%, 75%, and 90% clock hours.

Transfer hours from another institution that are accepted toward the student’s education are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

Students admitted under the Veterans’ Bill will be evaluated once a month.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are

evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written and practical grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: 93 - 100 EXCELLENT 85 - 92 VERY GOOD 75 - 84 SATISFACTORY 74 and BELOW UNSATISFACTORY.

## **ACADEMIC PROBATION**

Students who are not considered to be meeting minimum standards for Satisfactory Academic Progress will first be put on *warning* status. The student remains eligible to receive aid during the warning period.

The *probation* status will be used if the student's progress is evaluated and the student did not make satisfactory academic progress during the *warning* period, the student prevails upon appeal of a negative progress determination prior to being placed on probation, and the school determines that satisfactory academic progress can be met by the next evaluation period, or if the school develops an academic plan for the student that, if followed, will ensure the student meets SAP by a specific point within the maximum time frame.

The student must provide a written appeal and demonstrate that they will be able to reach Satisfactory Academic Progress by the end of the probationary period. Students remain eligible to receive aid during the probation period but will be considered to be on academic/attendance probation.

Probationary students who fail to meet Satisfactory Academic Progress by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress, will lose any remaining eligibility for student financial aid, and may be terminated at the discretion of the institution.

Students who lose financial aid must become cash paying.

In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished Satisfactory Academic Progress in accordance with the attendance and grading standards.

In the event a student is terminated due to not making satisfactory academic progress, all policies regarding the institution's refund policy will apply. Warning and probationary students who meet Satisfactory Academic Progress by the conclusion of the warning/probationary period will be removed from academic warning/probation and will retain eligibility for the Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

## **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the institution's administrator. The letter should be received within (5) days of the determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration, such as a death of a relative or an injury or illness. The letter should also document why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide a written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory academic progress, and determined as making satisfactory academic progress will be re-entered in the program and financial aid funds will be retroactive for eligible students who have displayed satisfactory academic progress within the evaluation probationary period time frame. All records of the student's appeal will remain documented in the student's file.



## **LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to two (2) ninety day (90) periods, not to exceed 180 days. Each LOA must be a minimum of 14 days.

The LOA must be requested in writing in advance unless unforeseen circumstances prevent the student from doing so. In unforeseen circumstances in which the student is not able to request a LOA prior, the institution will document the reason and collect the LOA request at a later date. The beginning date of the approved LOA would be the first date the student was unable to attend school. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the school official approving the LOA. There must be a reasonable expectation that the student return to school after the LOA.

Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than two (2) LOA within a 12 month period unless approved by the School Manager. Students on LOA's will not be assessed any additional charges of tuition. Students granted a LOA that meet the criteria will not be considered withdrawn or have a refund calculation assessed.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the program extended by the same number of days as the leave of absence. The student's contract period will also be extended by the same number of days as the LOA. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the last day of attendance. All refunds due will be issued to the student or appropriate agencies and paid within 45 days.

## **PROGRAM INCOMPLETENESS**

Program incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction. These courses have no effect upon the school's satisfactory academic progress standards.

## **ATTENDANCE**

Students are required to attend school according to their student schedule as indicated by their enrollment agreement. Attendance is verified by clock in time and roll call. A student who is not present at roll call will not receive clock hour credit. Full time enrollment is defined as any student scheduled to attend 24 hours or more per week. Part-time enrollment is defined as 16 or more but less than 24 hours per week. Less than 12 hours per week is considered less than half time enrollment.

## **TRANSFERS**

Transferred hours will count as both attempted and completed hours.

## **GRADING SYSTEM**

Each program consists of both a theoretical and hands on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical operations completed by the student are recorded on the back of the student's time card. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of "yes" or "no". The total number of "yes" answers are divided by the number of questions on the grading criteria which gives the final grade for the operation evaluated. The cumulative score of both academic exams and practical evaluations make up a student's overall GPA. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

## **ACADEMIC GRADING**

100%-90%	A.....Superior Performance
89%-80%	B.....Above Average
79%-70%	C.....Average
69%-60%	D.....Unsatisfactory
59% -00%	F.....Fail

## **STUDENT CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their day and lunch period. Students will be given up to 9:07 A.M. to clock in and receive credit for the lecture hours. Starting at 9:08A.M., it will count as 10:30 A.M. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours a day. If you are attending 6 hours or less and desire to take a lunch break (30minutes), then the half hour must be deducted from the daily total. If attending 8 hours or more, 2 (30 minutes) breaks are required. At the completion of the day, the daily hours and operations earned are recorded. Timecards must be signed by the student and the instructor daily.

NOTE: Instructors may not sign a student in or out, unless approved by the Director.

Timecards reflect the students' daily record of hours and operations. It is important that all hours and operations are recorded properly and accurately. The office staff must be able to read timecards so that the hours and operations are transferred correctly. All weekly timecards must be turned into the office at the end of each week in order to receive credit. Timecards must be stored in their entirety for 5 years by the school.

## **TIME CARD CREDIT**

The following is a guideline for the instructor to issue credits.

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

Some practical operations may take longer to perform according to the student.

## **TRANSFER OF CREDITS**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTE**

The transferability of credits you earn at Advance Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or certificate you earn in Cosmetology, Esthetician, Manicuring, Massage Therapy or Holistic Health Practitioner is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advance Beauty College to determine if your credits or certificate will transfer.

## **STUDENT'S RIGHT TO CANCEL**

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

1. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

2. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:  
PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720

## ADDITIONAL TRANSCRIPTS

Students requesting additional copies of academic transcripts upon graduation will be charged \$25.00 for each copy. Former students requesting additional copies of academic transcripts will be charged \$100. If records cannot be recovered, there will be a \$25 convenience fee. All students are given one set of all academic transcripts upon graduation. Please secure these records in a safe place for future reference.

## COLLECTION OF TUITION

During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room, and board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. For those students who are not receiving financial aid, the admissions representative will develop a personalized payment program for each individual, not to exceed advance payment of one term or four months at a time. We the following methods of payment: cash, check, and money order.

## SCHOLARSHIPS

Our College does award scholarships periodically.

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

## REFUND POLICY

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

- A. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within seven days (by midnight) of signing the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the seventh assessed day after signing the enrollment agreement without the student starting classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.
- D. Withdrawals of more than seven days after the start of class may be entitled to a partial refund. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of the registration fee of \$100.
- E. Students who terminate prior to course completion will be charged a \$100 registration fee and refund given based on number of scheduled hours of the course not completed less non-refundable kit and STRF fees. Students who have completed more than 60% of the course hours are not eligible for a refund. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student may:
  1. Transfer credits to another school offering similar courses. Transferrable credits are based solely upon the school's policy and should first be verified with the school. The student will be eligible for a refund based on the school's refund policy **OR**
  2. Teach-out: Students that are within 90 days of completing their course of study may be able to finish their course before the school closes. These students would not be eligible for a refund.
- F. If a course is cancelled subsequent to enrollment, the school shall at its option:
  1. Provide a full refund of all monies paid; or
  2. Provide completion of the course.
- G. Monies due to the applicant or student are refunded within **45** days of official cancellation or withdrawal. The amount the school would be allowed to retain would be calculated based on the number of hours the student was scheduled to complete (according to student schedule), in the following manner:

Course Hourly Rate x Number of hours not attended = Total amount of refund

The course hourly rate is calculated based on the cost of tuition divided by the number of hours of the course. The number of hours a student was scheduled to complete is subtracted from the total number of course hours. The costs of registration and STRF are non-refundable.

Refund Example: Assume that a student, upon enrollment in a 1600 hour course, pays \$6,000 for tuition, \$100 for registration (non-refundable), STRF fee, and \$300 for equipment (non-refundable), as specified in the enrollment agreement. The student withdraws after completing 550 hours, but was scheduled to have complete 600 hours; the pro-rata refund to the student would be based on the calculation stated below:

Course Hourly Rate	Tuition Paid on Hours Received "Earned Tuition"	Hours Paid for but not received	Refund calculation of tuition	Summary of Refund Calculation
Tuition / Course Hours	# Course Hours Scheduled x Hourly Cost of Tuition	# Total Course Hours - # Course Hours Scheduled to Attend	# Hours Paid for but not received x Course Hourly Rate	Total Tuition Paid – Earned Tuition, Kit, Registration Fee
\$6000 / 1600	600 x \$3.75	1600 - 600	1000 x \$3.75	\$6400 - \$2250 - \$300 - \$100
\$3.75 per hour	\$2250	1000 Hours	\$3750	\$3750

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

## WITHDRAWAL POLICY

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 90 days are encouraged to request a Leave-of-Absence.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance.

The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date you fail to attend classes for a 14 day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA or date the student notifies the institution that s/he will not be returning.

Withdrawals of more than seven business days after the start of class may be entitled to a partial refund based on institutional refund policy. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken.

## RETURN OF TITLE IV

Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the term or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the

first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

## **STUDENT TUITION RECOVERY FUND STATEMENT**

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.



7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

#### **ARTICLE 4. ORDERLY CLOSURE AND TEACH-OUTS**

76240. Required Notices and Teach-Out Plan.

All institutions, including those exempt from Bureau regulation pursuant to the Code, shall do the following prior to closing:

(a) At least 30 days prior to closing, the institution shall notify the Bureau in writing of its intention to close and provide a closure plan. The closure plan shall include:

(1) The exact date and reason for the closure.

(2) The last date of instruction for each educational service or program.

(3) A list of students who were enrolled at any time during the 60 days prior to closure.

(4) If any student will not be provided complete educational services or the educational program, the institution shall provide:

(A) A plan for providing teach-outs or transfers, including the details of any agreements with other institutions.

(B) If no teach-out is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs arrangements for making refunds and returning federal student financial aid program funds.

(5) A plan for the disposition of student records.

(6) A plan to notify students of their rights and options under the Act and this chapter.

(b) The institution shall notify the students of the following:

(1) If the institution is a participant in federal student financial aid programs, it shall provide students information concerning those programs and institutional closures.

(2) If any student will not be provided complete educational services or the educational program, information regarding the Student Tuition Recovery Fund and the Bureau's physical and Internet addresses.

Note: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94874.5, 94909, 94911, 94926, 94927 and 94927.5, Education Code.

## **RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION**

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the program of study consists of only one program, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. CEC Section 94828 per BPPE Reform Act January 1, 1998.

## **VOTER REGISTRATION**

The school strongly encourages all of its eligible students to register to vote. To register, visit: <https://www.sos.ca.gov/nvrc/fedform/>.



## FINANCIAL AID

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### 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. This includes 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 at Advance Beauty College may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (EST) Monday through Friday at 1 (800) 433-3243. Internet access is also available at <http://www.fafsa.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. 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.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### STUDENT FINANCIAL AID 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.

### APPLICATION PROCEDURES AND FORMS

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

#### **TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE PROGRAM OF STUDY:**

As of 10/07/00, 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 the course, student would have earned only 50% of the aid received or eligible to have received. To determine the percentage complete, the scheduled hours of class or the actual hours attended (if less than seventy percent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) 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.

#### **FINANCIAL AID 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:** 50 to 60 minutes of supervised instruction during a 60 minutes 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 budgeting 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.

**DEPENDENT:** He/She is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that 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. Minimum age of 24.
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.
5. An orphan or ward of the court up to the age of 18.
6. Is 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.

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

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

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

**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 grant 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 take repayment arrangements with the U.S Department of Education within 45 days from the student's withdrawal 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 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 45 days from the official withdrawal date first to FPELL and then 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 ABC, is required to provide a Financial Aid Transcript from each of the institutions attended within the last year or at the school's discretion before the enrollment at this institution. Aid from other programs may be advanced to cover the first payment period. We accept only 50% of the total transfer course hours.

**VERIFICATION PROCESS:** 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 PELL 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 2004 and 2005.
- 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 cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications - If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school: 1/ Letter stating that the verification process was completed. 2/ Copy of the application data that was verified, and if the student was awarded PELL Grant, a copy of the signed SAR/ISIR. 3/ 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.
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - o Social Security benefits.
  - o Child support.
  - o Untaxed payments to IRA or Keogh o Foreign income
  - o Earned income credit o Interest on tax free bonds

ABC 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. 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 31st of that year, 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 applicants 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.

## GRADUATION

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### PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information and/or visit the school's website or the job board located in the lunch area for the most current listings. Designated office staff member assist students in placements as often as needed; however, the school does not guarantee placement to any student.

### CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary to review the student's progress and adjustment. Industry professionals are scheduled to give demonstration and/or discuss career goals, customer service, industry trends, etc. with the students. Students may request additional counseling sessions at any time.

### HOUSING

The institution does not have dormitories or provide housing assistance to students. Rental housing near the campus is available in the range of \$1375-\$2250.

### EXTRA INSTRUCTION CHARGES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$100 per week, until graduation. Graduation/Completion records will not be released until all payments are received.

### CREDIT FOR SPECIAL LICENSE AND TRANSFER OF TRAINING

Students who are transferring from one course of study to another or a holder of a special license (ex. Manicurist or Esthetician) will receive credit towards their new course of study. Students will be required to complete the following hours:

Cosmetology to Esthetician (Laguna Hills)	500 hrs	Cosmetology to Esthetician (Garden Grove)	400 hrs
Cosmetology to Manicuring (Garden Grove)	200 hrs	Esthetician to Manicuring	300 hrs
Cosmetology to Advanced Manicuring	400 hrs	Manicuring to Esthetician	500 hrs
Esthetician to Cosmetology	1200 hrs	Esthetician and Manicuring to Cosmetology	1100 hrs
Manicuring to Cosmetology	1400 hrs		

Students who have not completed an entire course of study prior to transferring will be evaluated for the number of hours transferable (not to exceed the maximum allowed).

## **CLASS SCHEDULES**

Day and Evening classes for Cosmetology, Esthetician, Manicuring, Teacher Training, Massage Therapy and Holistic Health Practitioner courses start weekly, every Tuesday for both day and evening students in our Garden Grove Campus. In our Laguna Hills Campus, courses begin every 8-10 weeks, or as posted.

## **ORIENTATION CLASS**

Garden Grove: Orientation classes for students are held each Tuesday morning at 9:00am prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to beginning class.

Laguna Hills: Orientation class is held prior to each course start.

## **TEXTBOOKS, EQUIPMENT & SUPPLIES**

Student kits will be issued one week after the start of class. The kit contains the equipment necessary for the course and is mandatory. Students have the option to opt out of purchasing a school kit but **MUST** have all required tools, supplies, and textbooks on the school's kit list. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.



## **COURSE OUTLINE**

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### **GENERAL COURSE INFORMATION (COSMETOLOGY/MANICURING/ESTHETICIAN/TEACHER TRAINING)**

#### **GRADING SYSTEM**

Each program consists of both a theoretical and hands on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade for the operation evaluated. The cumulative score of both academic exams and practical evaluations make up a student’s overall GPA. Students must maintain a “C” (70%) average to maintain satisfactory academic status.

#### **ACADEMIC GRADING**

100%-90%	A.....Superior Performance
89%-80%	B.....Above Average
79%-70%	C.....Average
69%-60%	D.....Unsatisfactory
59% -00%	F.....Fail

#### **CLINIC FLOOR GRADING**

Practical operations completed by the student are recorded on the back of the student’s time card for each operation. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “yes” or “no”. Please review the Grading System.

#### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in Cosmetology/Manicurist/Esthetician/Teacher Training/Massage Therapy/Holistic Health Practitioner with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate and Cosmetology Examination.

#### **LICENSING REQUIREMENTS:**

To obtain a Cosmetology/Manicurist/Esthetician license in California, Applicants must:

- Be 17 years of age or older
- Have completed the 10th grade
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code
- Has completed the minimum state mandated hours.
- Passed the licensing exam with an overall average of 75%.

## COSMETOLOGY COURSE (1,600 HOURS)

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Tuesdays, or as scheduled.

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

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Cosmetology program for licensure and job entry level skills.

### COSMETOLOGY PERFORMANCE OBJECTIVE:

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

### CURRICULUM

#### 1,230 HOURS OF PRACTICAL TRAINING AND 370 HOURS OF TECHNICAL INSTRUCTION

##### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	20	Thermal Press and Curl
80	Permanent Waving	25	Chemical Straightening
80	Haircutting	20	Hair Bleaching
50	Hair Coloring	20	Scalp and Hair Treatments
10	Manual Facials	15	Electrical Facial
15	Chemicals (Skin peels, masks & scrubs)	10	Make up applications
20	Eyebrow Arching and Hair Removal	15	Water and Oil Manicure
10	Complete Pedicure	50	Liquid and Powder Brush-on
50	Artificial Nail Tips	20	Nail Wraps and Repairs

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
1. The Cosmetology Act, Program's Rules & Regulations, and class orientation	20
2. Cosmetology Chemistry (shall include the chemical composition and the 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.)	20
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
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.)	5



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 through-out the entire training period and must be performed before use of all instruments and equipment.)	20
6. Bacteriology, anatomy, and physiology.	15
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	30
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) A. Thermal Styling B. Press and Curl	30
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11. Haircutting (Shall include hair analysis, and the use of the razor scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12. 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. Haircoloring B. Bleaching	60
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5
14. Facials A. Manual (Shall include cleansing, scientific manipulations packs, and masks.) 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.) C. Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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.)	25
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
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15

17. Manicuring and Pedicuring	
A. Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
B. Complete Pedicure, including nail analysis, and foot and ankle massage.	05
C. Artificial Nails	
1) Liquid and Powder Brush-on	10
2) Artificial Nail Tips	10
3) Nail Wraps and Repairs	05

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

Salon Mgmt, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology.

**REQUIRED TEXTS FOR COSMETOLOGY COURSE:**

- **Milady's Standard Cosmetology**, ISBN 9781285769417, Price: \$139

## MANICURING COURSE (400 HOURS)

**LOCATION:** Garden Grove

**SESSIONS:** Begin weekly on Tuesdays, or as scheduled.

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

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Manicuring program for licensure and job entry level skills.

**MANICURING PERFORMANCE OBJECTIVE:**

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

### CURRICULUM

#### 275 HOURS OF PRACTICAL TRAINING AND 125 HOURS OF TECHNICAL INSTRUCTION

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

60	Disinfection and Sanitation	40	Water and Oil manicures
20	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
60	Nail Tips	40	Nail Wraps and repairs

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
1. The Cosmetology Act, Program's Rules & Regulations, and class orientation	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 the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
4. 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 Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
5. Bacteriology, anatomy, and physiology.	10
6. Water and oil Manicures, including hand and arm massage.	20
7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial nails	
(A) Acrylic: Liquid and Powder Brush-on	15
(B) Nail Tips	10
(C) Nail wraps and repairs	05

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

Salon management. communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in a manicurist pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring.

**REQUIRED TEXTS FOR MANICURING COURSE:**

- **Milady's Standard Nail Technology**, ISBN 9781285080475, Price: \$140
- **Milady's Standard Nail Technology-Vietnamese Study Summary**, ISBN 9781285080567: \$115

## ADVANCED MANICURING COURSE (600 Hours)

### LOCATION: Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Tuesdays, or as scheduled.

**COURSE DESCRIPTION:** The Advanced Manicuring Course consists of 600 hours, which is 200 hours over what the California Board of Barbering & Cosmetology require for licensure. Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. This course goes beyond the basics of manicuring and adds advanced techniques to prepare students to be salon ready.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Manicuring program for licensure and job entry level skills.

### ADVANCED MANICURING PERFORMANCE OBJECTIVE:

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

### CURRICULUM

#### 460 HOURS OF PRACTICAL TRAINING AND 140 HOURS OF TECHNICAL INSTRUCTION

#### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

60	Disinfection and Sanitation	40	Water and Oil manicures
20	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
10	Spa Manicure	5	Spa Pedicure
60	Nail Tips	40	Nail Wraps and repairs
20	Gel Enhancements	20	Gel Polish
20	Nail Art		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
1. The Cosmetology Act, Program's Rules & Regulations, and class orientation	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 the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The fifteen required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
5. Bacteriology, anatomy, and physiology.	10
6. Water and oil Manicures, including hand and arm massage.	15
7. Complete Pedicure, including foot and ankle massage.	10

8. Application of Artificial nails	
(A) Acrylic: Liquid and Powder	20
(B) Nail Tips	10
(C) Nail wraps and repairs	05
(D) Gel Enhancements	05
(E) Gel Polish	05
(F) Nail Art	05

**ADDITIONAL ADVANCED TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:**

Salon Mgmt, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in a manicurist pedicurist course shall consist of four hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring.

**REQUIRED TEXTS FOR ADVANCED MANICURING COURSE:**

- **Milady's Standard Nail Technology**, ISBN 9781285080475, Price: \$140
- **Milady's Standard Nail Technology-Vietnamese Study Summary**, ISBN 9781285080567: \$115

## ESTHETICIAN COURSE (600 HOURS)

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### LOCATION: Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Tuesdays, or as scheduled.

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

Be able to appreciate good workmanship common to cosmetology/manicurist/esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Esthetician program for licensure and job entry level skills.

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

### CURRICULUM:

#### 415 HOURS OF PRACTICAL TRAINING AND 185 HOURS OF TECHNICAL INSTRUCTION

#### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

10	Disinfection and Sanitation	40	Facials (Manual)
60	Facials (Electrical)	40	Chemicals (Chemical skin peels, packs, masks and scrubs)
40	Wax and depilatories	40	Make-up & Eyelash Application
10	Hair Removal & Eyebrow Arching, Tweezers		

TECHNICAL SUBJECT:	Min. Hours of Technical Instruction:
1. The Cosmetology Act, Program's Rules & Regulations, and class orientation	10
2. Chemistry pertaining to the practices of a Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	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 equipments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	10
6. Bacteriology, anatomy, physiology, skin analysis and conditions.	15
7. Facials A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks. 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 current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) C. Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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.)	20 30 20
8. Eyebrow Arching and hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) A. Tweezers A. Wax and depilatories	05 20
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20
10. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.	
11. Preparation – Shall include client consultations, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	15

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, pre-examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being an Esthetician.

**REQUIRED TEXTS FOR ESTHETICIAN COURSE:**

- **Milady's Standard Esthetics**, ISBN 9781111306892, Price: \$170



## TEACHER TRAINING COURSE (600 HOURS)

### LOCATION: Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Tuesdays, or as scheduled.

**COURSE DESCRIPTION:** Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, 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, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation. The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that contributes to success in teaching.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Teacher Training program for entry level teaching skills.

### TEACHER TRAINING 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.

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
1. The Cosmetology Act, Program's Rules & Regulations, and class orientation	10
2. Preparatory instruction	
A. Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.	40
B. Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	30
C. Lesson planning: Subject; title; outlines; development; and visual aids, etc.	60
D. Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading, etc.	10
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)	150
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.	200
5. Organization techniques: 4 steps teaching method: performance objectives; and learning domains, etc	50
6. Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50

\*\*\* A student enrolled in the Teacher Training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying 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.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the Teacher Training of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

**REQUIRED TEXTS FOR TEACHER TRAINING COURSE:**

- **Milady's Master Educator**, ISBN 9781133693697, Price: \$184

## GENERAL COURSE INFORMATION (MASSAGE THERAPY AND HOLISTIC HEALTH PRACTITIONER) GRADING SYSTEM

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### GRADING SYSTEM

Each program consists of both a theoretical and hands on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria which gives the final grade for the operation evaluated. The cumulative score of both academic exams and practical evaluations make up a student’s overall GPA. Students must maintain a “C” (70%) average to maintain satisfactory academic status.

### ACADEMIC GRADING

100%-90% A.....Superior Performance

89%-80% B.....Above Average

79%-70% C.....Average

69%-60% D.....Unsatisfactory

59% -00% F.....Fail

### CLINIC FLOOR GRADING

Practical operations completed by the student are recorded on the back of the student’s time card for each operation. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “yes” or “no”. Please review the Grading System.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

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

## MESSAGE THERAPIST COURSE – 600 HOURS

The massage programs in many cities and counties throughout California may require CAMTC certification to be employed as a Massage Therapist. Hours from Advance Beauty College will not be accepted by CAMTC for certification as an unapproved school.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all services, acquire the knowledge of massage therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage therapy.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Massage Therapy program with thorough knowledge and technique in the art of massage and entry level job skills.

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

Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

05	Disinfection and Sanitation	10	Basics of Traditional Massage
25	Basics of the Traditional Swedish Massage	10	Chair Massage
20	Basic Shiatsu Routine & 16 movements	15	Patterns of Ki
20	The Front, Back and Side Channels	10	Introduction of other systems of Massage and Bodyworks
25	Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	10	Business practices, setting up a massage business
25	Reflexology		

CURRICULUM	HOURS
1. Class orientation and Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15

2. Disinfection and Sanitation (shall include procedures to protect 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 Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
3. Histology, anatomy, physiology and kinesiology	125
4. Ethics, Nutrition, Principles & Techniques	15
5. Muscles/Skeletal/Nerves	10
6. Trigger points of Massage	10
7. Lomi Lomi	05
8. Basics of the Traditional Massage	10
9. Basics of the Traditional Swedish Massage	25
10. Chair Massage	10
11. Basic Shiatsu Routine & 16 movements	20
12. Aroma Therapy	05
13. Patterns of Ki	15
14. The Front, Back and Side Channels	20
15. Introduction of other systems of Massage and Bodyworks	10
16. Sports Massage, Study of pre/post event massage, training massage, injury <sup>11</sup> care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF Stretching	30
17. Introduction to Holistic theory	15
18. Business practices, setting up a massage business	25
19. Reflexology	25
20. Pathology	40

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or

examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE (600 HOURS):**

- **Theory and Practice of Therapeutic Massage**, ISBN 9781435485242, Price: \$119 

## MASSAGE THERAPY COURSE (300 HOURS) GARDEN GROVE CAMPUS ONLY

<sup>[1]</sup><sub>[SEP]</sub> The massage programs in many cities and counties throughout California may require CAMTC certification to be employed as a Massage Therapist. Hours from Advance Beauty College will not be accepted by CAMTC for certification as an unapproved school.

**SESSIONS:** Begin weekly on Tuesdays, throughout the year.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all services, acquire the knowledge of massage therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage therapy.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Massage Therapy program with thorough knowledge and technique in the art of massage and entry level job skills.<sup>[1]</sup><sub>[SEP]</sub>

**MASSAGE THERAPY PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage therapy, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, and acquire business management techniques.<sup>[1]</sup><sub>[SEP]</sub> Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.<sup>[1]</sup><sub>[SEP]</sub>

### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

03	Disinfection and Sanitation	05	Basics of Traditional Massage
10	Basics of the Traditional Swedish Massage	05	Chair Massage
10	Basic Shiatsu Routine & 16 movements	07	Patterns of Ki
10	The Front, Back and Side Channels	05	Introduction of other systems of Massage and Bodyworks
12	Reflexology	04	Business practices, setting up a massage business

CURRICULUM	HOURS
1. Class orientation and Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	07
2. Disinfection and Sanitation (shall includee procedures to protect 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 Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	05

3. Histology, anatomy, physiology and kinesiology	75
4. Ethics, Nutrition, Principles & Techniques	07
5. Muscles/Skeletal/Nerves	05
6. Trigger points of Massage	05
7. Lomi Lomi	03
8. Basics of the Traditional Massage	05
9. Basics of the Traditional Swedish Massage	05
10. Chair Massage	05
11. Basic Shiatsu Routine & 16 movements	10
12. Aroma Therapy	03
13. Patterns of Ki	07
14. The Front, Back and Side Channels	10
15. Introduction of other systems of Massage and Bodyworks	05
16. Sports Massage, Study of pre/post event massage, training massage, injury <sup>[1]</sup> care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF Stretching	15
17. Introduction to Holistic theory	07
18. Business practices, setting up a massage business	10
19. Reflexology	10
20. Pathology	20

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in the massage course shall consist of three hundred (300) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE (300 HOURS):**

- **Theory and Practice of Therapeutic Massage**, ISBN 9781435485242, Price: \$119 <sup>[1]</sup><sub>SEP</sub>



## MASSAGE THERAPY COURSE (100 HOURS) GARDEN GROVE CAMPUS ONLY

The massage programs in many cities and counties throughout California may require CAMTC certification to be employed as a Massage Therapist. Hours from Advance Beauty College will not be accepted by CAMTC for certification as an unapproved school.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all services, acquire the knowledge of massage therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage therapy.

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Massage Therapy program with thorough knowledge and technique in the art of massage and entry level job skills.

**MASSAGE THERAPY PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage therapy, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, and acquire business management techniques. Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

05	Disinfection and Sanitation	15	Basics of the Traditional Swedish Massage
05	Basic Shiatsu Routine & 16 movements	15	Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching
05	Business practices, setting up a massage business		

CURRICULUM	HOURS
1. Class orientation and Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	10
2. Disinfection and Sanitation (shall include procedures to protect 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 Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	05

3. Histology, anatomy, physiology and kinesiology	10
4. Basics of the Traditional Swedish Massage	10
5. Basic Shiatsu Routine & 16 movements	05
6. Sports Massage, Study of pre/post event massage, training massage, injury <sup>[L]</sup> <sub>[SEP]</sub> care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF Stretching	10
7. Business practices, setting up a massage business	05

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in the massage course shall consist of one hundred (100) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

**REQUIRED TEXTS FOR MASSAGE THERAPY COURSE (100 HOURS):**

- **Theory and Practice of Therapeutic Massage**, ISBN 9781435485242, Price: \$119 <sup>[L]</sup><sub>[SEP]</sub>

## HOLISTIC HEALTH PRACTITIONER COURSE (1000 HOURS) <sup>[L]</sup><sub>[SEP]</sub>

The massage programs in many cities and counties throughout California may require CAMTC certification to be employed as a Massage Therapist. Hours from Advance Beauty College will not be accepted by CAMTC for certification as an unapproved school.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all services, acquire the knowledge of holistic therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all holistic services, will learn the all basic holistic techniques including Swedish, American and Shiatsu and will learn the all proper procedures of holistic therapy. <sup>[L]</sup><sub>[SEP]</sub>

**COURSE MISSION AND OBJECTIVES:** It is the mission of Advance Beauty College to prepare students enrolled in the Holistic Health Practitioner program with a thorough knowledge and technique in the art of massage and entry level job skills. <sup>[L]</sup><sub>[SEP]</sub>

**HOLISTIC HEALTH PRACTITIONER PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of holistic therapy, acquire the knowledge of general theory relative to holistic including anatomy, physiology, nutrition, and acquire business management techniques. <sup>[L]</sup><sub>[SEP]</sub> Be able to appreciate good workmanship common to the field of holistic, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. <sup>[L]</sup><sub>[SEP]</sub>

### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

05	Disinfection and Sanitation	15	Basics of Traditional Massage
50	Basics of the Traditional Swedish Massage	20	Chair Massage
60	Basic Shiatsu Routine & 16 movements	35	Patterns of Ki/QI/CHI
20	The Front, Back and Side Channels	15	Introduction of other systems of Massage and Bodyworks
50	Sports Massage, Study of pre/post event massage, training massage, injury <sup>[L]</sup> <sub>[SEP]</sub> care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	50	Supervised training in a sport/clinical facility
45	Reflexology	10	Aroma Therapy
35	Lomi Lomi	35	Acupressure 1&2, Cover 12 muscle meridians and the five elements and the Yin Yang Theory and incorporating different Eastern Techniques
15	Chair-Side Techniques Business practices and setting up a business		

CURRICULUM	HOURS
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1. Class orientation and Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
2. Disinfection and Sanitation (shall include procedures to protect 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 Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
3. Histology, anatomy, physiology and kinesiology	200
4. Ethics, Nutrition, Principles & Techniques	15
5. Muscles/Skeletal/Nerves	20
6. Trigger points of Massage	10
7. Other systems of Massage	05
8. Basics of the Traditional Massage	25
9. Basics of the Traditional Swedish Massage	15
10. Chair Massage	10
11. Basic Shiatsu Routine & 16 movements	20
12. Aroma Therapy	05
13. Patterns of Ki/Qi/Chi	15
14. Lomi Lomi	15
15. Introduction of other systems of Massage and Bodyworks	10
16. Sports Massage, Study of pre/post event massage, training massage, injury <sup>[11]</sup> care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF Stretching	40
17. Introduction to Holistic theory	15

18. Acupressure 1&2, Cover 12 muscle meridians and the five elements and the Yin Yang Theory and incorporating different Eastern Techniques	30
19. Reflexology	10
20. Pathology	40
21. Social Psychology	10
22. Chair-Side Techniques Business practices and setting up a business	25

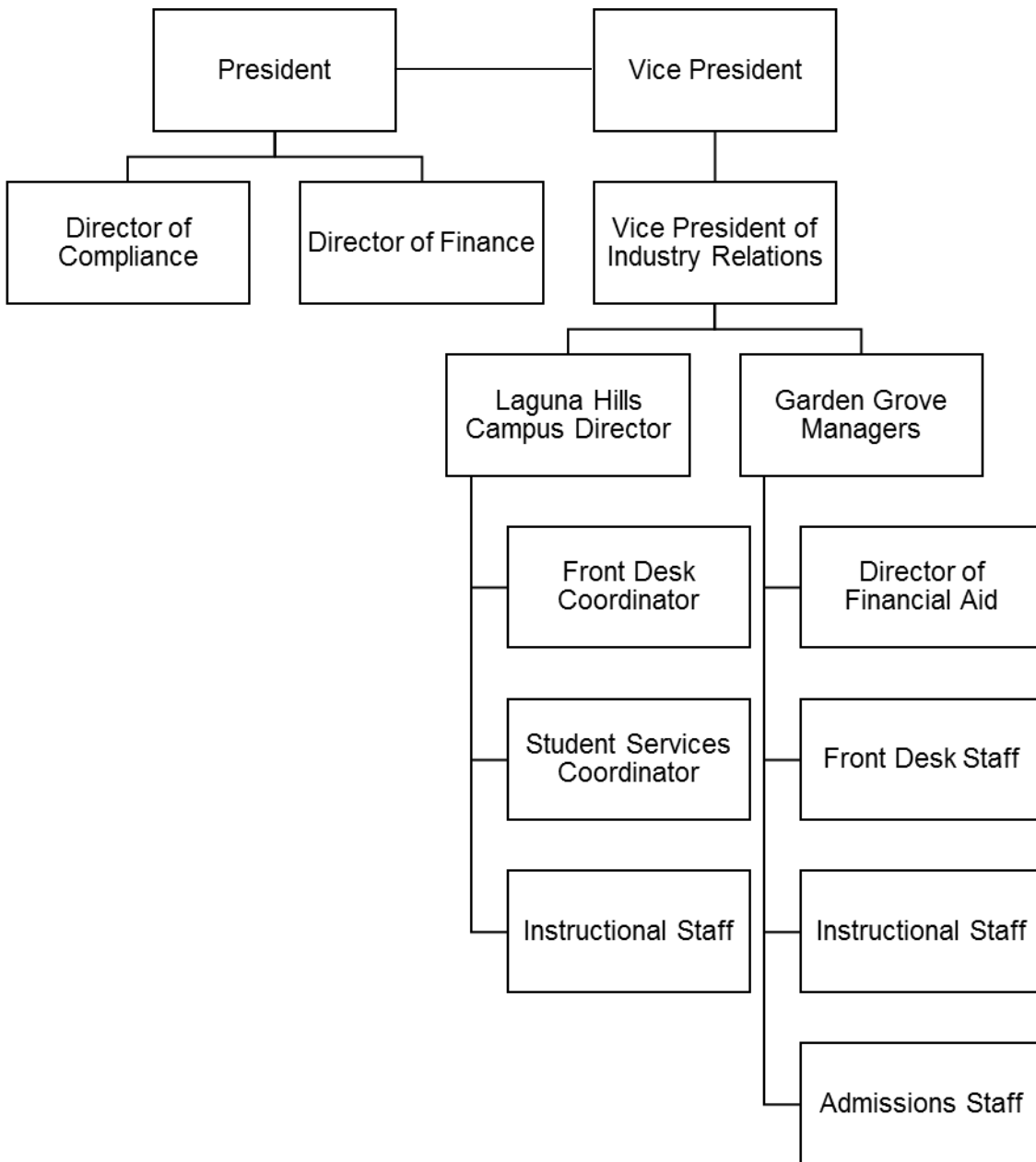
**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of holistic. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles. The minimum combined total clock hours of 1000; include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

**REQUIRED TEXTS FOR HOLISTIC HEALTH PRACTITIONER COURSE:**

- **Theory and Practice of Therapeutic Massage**, ISBN 9781435485242, Price: \$119 <sup>U.S.</sup><sub>SEP.</sub>

# ORGANIZATIONAL CHART

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## GARDEN GROVE CAMPUS

### GARDEN GROVE FACILITIES

Advance Beauty College – Garden Grove is located in a (9,000 sq. ft.) air-conditioned, two story, modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library, student break room and outdoor eating area. Students will use a variety of equipment and materials during their course of instruction. The school uses equipment that fully complies with any federal, state, and local laws, regulations and ordinances. This includes the requirements of fire, safety and health regulations.

### GARDEN GROVE TUITION

Updated 4/1/18

	TUITION	REG.*	KIT* ‡	BOOKS*	TOTAL	WKS
Cosmetology	\$9,987	\$100	\$999	\$139	\$11,225	67-80
Barbering	\$9,585	\$100	\$796	\$154	\$10,635	37.5-60
Manicuring	\$800	\$100	\$100	\$115	\$1115	17-20
Advanced Manicuring	\$2,775	\$100	\$980	\$115	\$3,970	25-30
Teacher Training	\$3,175	\$100	\$41	\$184	\$3,500	25-30
Esthetician	\$3,290	\$100	\$500	\$170	\$4,060	25-30

\*= NON-REFUNDABLE

‡=Students have the option to opt out of purchasing a school kit but **MUST** have all required tools, supplies, and textbooks on the school's kit list of comparable/same quality. An instructor will be required to approve the kit.

‡= All students are eligible to receive a free kit IF they complete 100% of the following courses (Cosmetology 1600hours).

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000.

**Note:** A deposit is required from students who purchase a kit through the school. The above kit prices include 7.75% sales tax. The length of time in a course depends on the number of hours the student contracts for a monthly basis, as specified in the Enrollment Agreement.

### Schedule of Total Charges: (Total Charges is the sum of institutional and non-institutional charges)

Course	Total charges for the current period of attendance	Estimated total charge for the entire educational program	Total charges the student is obligated to pay upon enrollment	Total remaining balance due upon 60% of course hours
Cosmetology	\$11,225	\$11,225	\$1,500	\$9,725
Esthetician	\$4,220	\$4,220	\$1,500	\$2,720
Advanced Manicuring	\$3,970	\$3,970	\$1,500	\$2,470
Manicuring	\$1,115	\$1,115	\$500	\$615
Barbering	\$10,635	\$10,635	\$1,500	\$9,135
Teacher Training	\$3,500	\$3,500	\$1,500	\$2,000



## GARDEN GROVE RULES & REGULATIONS

Effective January 2018

Students are encouraged to abide by school rules at all times. Violations of these rules and regulations may result in suspension, loss of pre-application privilege, or expulsion from school as determined by school administration.

1. Falsifying or forgery of signatures on timecards or any official school documents is a crime and will not be tolerated.
2. Use of foul language, yelling, fighting, and shouting at school staff or other student is not tolerated.
3. No clocking in or out for other students. All students involved in this violation will be held accountable.
4. The school does not tolerate the use of drugs or alcohol at any time. Students who are clearly under the influence will not be admitted to class.
5. Weapons are not permitted on school grounds at any time.
6. No stealing.
7. Students must use the school device to scan "IN" when entering and "OUT" when leaving. Failure to scan in or out will result in receiving only partial credit (clock hour) for that day.
8. It is the responsibility of the student to keep track of their clock in and out activity daily.
9. Time cards must be clearly legible and must be turned into the office weekly. If a time card is lost, the student is responsible to make up the loss of credit (hours).
10. A \$10 replacement fee will be charged if the student loses his/her initial scanning card.
11. All work must be checked by an instructor or credit (hours) will not be granted.
12. Students are required to be in class for roll call promptly. If you are more than 7 minutes late for theory class, you will only get credit for the next class. Students will not be allowed to clock in after 9:07am until 10:30 am.
  - **Theory classes** are held Tuesday through Friday from 9:00 am – 10:30 am and in the evenings from 7:30 pm - 9:00 pm.
  - **Practical classes** are from 10:30am – 7:30pm Tuesday through Friday and from 9:00 am – 5:30 pm on Saturdays. If you are late, your time will be rounded to the next 15-minute increment.
13. All absences, whether excused or unexcused will factor into a student's overall attendance grade. Students are responsible to make up any lost time due to absences. Students have until the next scheduled SAP or their scheduled end date to make up any work. Students will receive SAP reports when they reach 50% and 90% of their program or at 25%, 50%, 75% and 90% for Cosmetology/Barbering. Students with 14 or more consecutive days of absence will be withdrawn. Students are permitted up to two (90 day) Leave of Absences (LOA) per year, not to exceed 180 days. Each LOA must be a minimum of 14 days and a maximum of 90 days.
14. Lunch/dinner break is 30 minutes. Students attending school for more than 6 hours a day, must take the 1<sup>st</sup> meal break within the first 5 hours of study. Failure to take the meal break within the first 5 hours will result in only 6 hours counted for the day.
15. Students are required to take lunch breaks based on the number of hours they attend per day.
  - 6 hours continuous or less: no meal break needed
  - More than 6 hours to 8 hours: 1 meal break within the first 5 hours of study
  - More than 8 hours to 11 hours: 2 meal breaks
    - If a student attends school for 6 hours or more, forgot to take meal break, did not scan back in, or scanned after the fifth hour, the maximum hours he/she can get is 6 hours.
    - If a student attends school for 8 hours to 11 hours and only takes 1 meal break within the first 5 hours, the maximum hours he/she can get is 8 hours.
    - Students are not allowed to combine lunch and dinner breaks to get a 1-hour break.
    - If the student decides to leave during the day, the minimum amount of time to clock out is 2 hours.
16. Students are not permitted to leave school while clocked in, with the exception of break time. Breaks are a maximum of 15 minutes for every four hours of instruction. Students should check with their instructor prior to leaving on break.

17. Students are to attend class according to the schedule in the enrollment agreement. Please notify the office staff if there are changes in your schedule. First schedule change is free, each additional request will be charged \$25.
18. Students are encouraged to wear black or blue bottoms with the school issued t-shirt. T-shirts may not be altered. Long-sleeved undershirts must be black, grey or white. Clothing should be clean and neat. Closed toe shoes are required.
19. Students must be prepared with the required equipment and books for the day's lessons.
20. Students are responsible for the return of college materials or equipment loaned to them.
21. Students must keep their work station clean and sanitary at all times.
22. Students are responsible for their own personal property. ABC is not responsible for any lost or stolen items.
23. No food or drinks with the exception of water are permitted on the clinic floor. All drinks must have a lid.
24. No headphones, laptops or the likes are allowed on the clinic floor.
25. No cell phones are to be used during lecture or while servicing clients. Phones should be placed on silent mode while in school. Students wishing to talk on the phone should do so off the clinic floor and away from client areas to be the least disruptive as possible.
26. No visitors or children are permitted in the classroom or student areas, unless receiving services.
27. Students must have a client ticket for each service. Students are not allowed to give services or products other than what is called for on the service ticket.
28. All students must maintain proper conduct when serving the public and to present themselves as professionals. If difficulty arises, please see the instructor. Students must take all appointments assigned to them.
29. Students must comply with all classroom/clinic floor instructions given by instructors.
30. Students receiving any services outside of their class must clock out while receiving those services.
31. Smoking is allowed only in designated areas at least 20 feet away from the school entrance.
32. Staff and students may **NOT** park:
  - Along the three rows closest to Saigon Market
  - In front of or next to the trash bin.
  - In the front of the school (where the receptionist area)
  - If your vehicle is towed, it will be at your own expense.
  - Students who ride bikes must park bikes at the bike rack.
33. 7 days to cancel: Students has Tuesday-Monday (11:59 pm) to try a class. If for any reason the student wishes to cancel class, the students must let the office know by coming into the office to receive a 100% refund (EXCEPT equipment, book, and uniform). The refund will be made by check only to the name of the person enrolled.
34. Pre-Application Examination Requirements:  
Complete Pre-app required hours: Manicuring-240 hours; Esthetician - 450 hours; Cosmetology: 1200 hours
  - Cosmetology and Esthetician are required to complete at least 75% of theory hours and practical operations. Manicuring (400 hours) is required to complete 60% of theory hours and practical operations. Advanced Manicuring (600 hours) is required to complete at least 40% of theory hours and practical operations of Manicuring (400 hours).
  - Meet the requirement of 85% on attendance and 75% academic on SAP.
  - Pay the remaining balance on student's account prior to application.
  - Have no more than 2 written warnings.  
Students will have 5 days from the day they complete the Pre-app required hours to submit their application to State Board and should communicate to the office when approaching the pre-app hours.
35. **Holidays**  
The school is closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

**NOTE:** ABC reserves the right to make any additions, deletions, or changes to the school rules and regulations at any given time. Such changes will be posted so that students are aware of these changes.

## **GARDEN GROVE STAFF**

### **ADMINISTRATION**

Tam Nguyen – President  
Linh Nguyen – Vice President  
Suzette Christian-Marchetti – VP of Industry Relations  
Christine Nguyen – Director of Finance  
Lupe Solis – Manager  
Stephanie Hang-Admissions  
Trinh Nguyen – Director of Financial Aid  
Tracy Nguyen – Office Assistant  
Phuong Thuy Tran – Front Desk Coordinator  
Nhu Y Tran – Admissions  
Jacqueline Tran – Office Assistant

### **FACULTY (ALL FACULTY HAVE AT LEAST 3 YEARS EDUCATION/EXPERIENCE FOR QUALIFICATION AS AN INSTRUCTOR)**

Shayla Cao – Cosmetology Instructor  
Laura Gonzalez – Cosmetology Instructor  
Ngan Le-Barbering/Cosmetology/Esthetician Instructor  
Phuong Tran-Cosmetology Instructor  
Rosalyn Mai – Esthetician Instructor  
Nancy Nguyen – Esthetician Instructor  
Suong Nguyen-Cosmetology/Manicuring Instructor  
Cindy Nguyen-Manicuring Instructor  
Nga T. Tran – Manicuring Instructor  
Nguyet Vo – Manicuring Instructor  
Hoang Tran – Manicuring Instructor

## LAGUNA HILLS CAMPUS

### LAGUNA HILLS FACILITIES

Advance Beauty College – Laguna Hills is a spacious (8300 sq. ft.) newly renovated, air-conditioned, facility with many benefits for our staff and students. Located at 25332 McIntyre Street, Laguna Hills CA 92653, our college simulates salon conditions to help our students "learn-by-doing", with required equipment and supplies that help enhance the student's educational experience. A student lounge is provided for the students' use with the facilities, including eating and rest areas. Each student has access to a locker/roll about to keep their personal items.

### LAGUNA HILLS TUITION

Updated 4/1/2018

PROGRAM	TUITION	REG.*	KIT* ‡	BOOKS*	TOTAL	WKS
Cosmetology	\$14,700	\$100	\$2,011	\$139	\$16,950	40-64
Barbering	\$15,250	\$100	\$796	\$154	\$16,300	37.5-60
Esthetician	\$7745	\$100	\$1,980	\$170	\$9,995	15-24
Teacher Training	\$3,175	\$100	\$91	\$184	\$3,550	15-24
Advanced Manicuring	\$2,775	\$100	\$1,005	\$140	\$4,020	15-24

\*= NON-REFUNDABLE

‡=Students have the option to opt out of purchasing a school kit but **MUST** have all required tools, supplies, and textbooks on the school's kit list.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000.

**Note:** A deposit is required from students who purchase a kit through the school. Once opened, kits are not returnable or refundable due to sanitary considerations. The above kit prices include 7.75% sales tax. The length of time in a course depends on the number of hours the student contracts for a monthly basis, as specified in the Enrollment Agreement.

### EXTRA INSTRUCTION CHARGES

Each course/program has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period, additional training will be billed at the rate of \$100 per week, beginning 7 days after the expected end date, until graduation. Graduation/Completion records will not be released until all payments are received.

## LAGUNA HILLS RULES AND REGULATIONS

Students are encouraged to abide by school rules at all times. Violations of these rules and regulations may result in suspension, loss of pre-application privilege, or expulsion from school as determined by school administration.

- **1st written warning –Student will be sent home for the day.**
- **2nd written warning – Student will be sent home for the day and loss of personal services for two weeks.**
- **3rd written warning – Student will be suspended for 2 days and lose personal services for 3 weeks.**

### Attendance

1. Students must use the time clock to punch “IN” when entering and “OUT” when leaving. Time adjustments for missed/wrong punches must be submitted in writing within 24 hours.
2. Falsifying or forgery of signatures on timecards or any official school documents is a crime and will not be tolerated.
3. Time cards must be clearly legible and must be turned into the student timecard bin weekly. If a time card is lost, the student is responsible to make up the loss of time. No whiteout on timecards.
4. All work must be checked by an instructor or credit will not be received.
5. Day students must clock in for class no later than 9:07 a.m. for theory class. If you are late, you will be asked to leave and return the following school date.

Evening students must clock in no later than:

6:07 p.m. (Garden Grove). If late, you will be permitted to return the following school date.

9:07a.m. Saturday (Laguna Hills). If late, you will be permitted to return the following school date.

Students must check in with their instructors if they clock in late.

6. Students have one week from the time they miss a test to make it up. A missed test will count as a zero in your overall academic grade.
7. Students with 14 or more consecutive days of absence will be withdrawn. If you need to miss two or more weeks of school, request a leave of absence in writing through the office.
8. Students will take a 30-minute meal break. Students **MUST** check with their instructor prior to leaving and clock out/in for the meal break.

Students are required to take meal break(s) based on the number of hours they attend per day.

6 hours continuous or less: no meal break

More than 6 hours to 8 hours: 1 (30 minute) meal break

More than 8 hours: 2 (30 minute) meal breaks

The first meal break must be within the first five hours of instruction.

9. Students are not permitted to leave school while clocked in, including rest periods. If a student wishes to leave campus during rest period, they must clock out. Rest periods are a maximum of 15 minutes for every four hours of instruction and as assigned by the instructor.

### **Dress Code**

10. Students are required to wear school issued t-shirts, black bottoms, and closed toe shoes at all times during school. T-shirts are not permitted to be cut or altered in any way. Clothing should not be revealing or hinder your work as a student.
11. Sweatshirts, sweaters and jackets are permitted in solid black only.

### **Student Conduct**

12. Students are not allowed to use foul language, fight, or shout at school staff or other students.
13. No use of drugs or alcohol during school at any times. Students that are clearly under the influence will not be admitted to class.
14. Weapons are not permitted on school grounds at any time.
15. No stealing.
16. No cheating.
17. Students must comply with all classroom/clinic floor instructions given by instructors. Any student refusing to service a client will be sent home for the day.
18. No cell phones are to be used during lecture or while servicing clients. Phones should be placed on silent mode while in school. Students wishing to talk on the phone should do so away from the clinic floor and away from client areas to be the least disruptive as possible.
19. Students are responsible for their own personal property. ABC is not responsible for any lost or stolen items.
20. No eating is permitted on the clinic floor or in classrooms. Food may be consumed in the designated student break areas. Drinks are allowed in a CLOSED container.
21. No visitors are permitted in the classroom or student areas, unless receiving services.
22. Students must have a client ticket for each service. Students are not allowed to give services or products other than what is called for on the service ticket unless otherwise specified and signed off by their instructor. Tickets MUST have the correct student name and instructor's signature for the client to be rung up.
23. Personal services must be paid for prior to performing the service and require an instructor's approval.
24. You are extended the courtesy of ordering products at a student discount. All products must be paid for in advance and no refunds or exchanges will be granted.
25. The use of personal products on personal services is prohibited.

### **Office/Administrative/Pre-application**

26. Pre-Application Examination Requirements:
  - a. Complete Pre-app required hours: Esthetician: 450 hours; Cosmetology: 1200 hours
  - b. Have to complete at least 75% of each practical operation AND theory hours.
  - c. Meet the requirement of 85% attendance for Saddleback students, 70% private paying student on attendance and 75% GPA.

d. Students must pay the remaining balance on student's account prior to application.

e. Have no more than three written warnings.

When you are approaching 450 hours (Esthetician) or 1200 hours (Cosmo), please make an appointment with the office to review your file in preparation of the pre-application.

**27.** Smoking is allowed only in designated areas at least 20 feet away from the school entrance.

**28.** Parking - Students should park in the spaces surrounded the far side and back of the building, reserving the front spaces for clients and guests.

**29.** Students are encouraged to submit written complaints to school management. Complaints will be addressed by management within 5 business days.

**30.** ABC reserves the right to make any additions, deletions, or changes to the school rules and regulations at any given time. Such changes will be posted so that students are aware of these changes.



## LAGUNA HILLS STAFF

### **Administration**

Tam Nguyen – President  
Linh Nguyen – Vice President  
Suzette Christian-Marchetti – VP of Industry Relations  
Christine Nguyen – Finance  
Jessica Gallo- Campus Manager  
Lauren Edwards – Student Services Coordinator  
Brittney Witherspoon- Office Assistant  
Alexandra Epps – Front Desk Coordinator  
Desarae Palomares – Front Desk Coordinator

### **Faculty (ALL FACULTY HAVE AT LEAST 3 YEARS EDUCATION/EXPERIENCE FOR QUALIFICATION AS AN INSTRUCTOR)**

Victoria Dorfman- Cosmetology Instructor  
Edward Teitel-Cosmetology Instructor  
Shaunda King – Cosmetology Instructor  
Mimi Pourvajdi-Cosmetology Instructor  
Carina Tafulu – Cosmetology Instructor  
Jason West-Cosmetology Instructor  
Cathye Solliday – Esthetician Instructor  
Kristine Evans-Esthetician Instructor  
Natalie White-Esthetician Instructor  
Joanne Cavallo-Esthetician Instructor

## Student Bill of Rights and Considerations Prior to Enrollment

This document must be given to enrolling veterans and eligible persons when using GI Bill education benefits at a private postsecondary institution approved for the training of veterans by the California State Approving Agency. This is provided for informational purposes only and is intended to give you guidance in order to optimize the use of your VA education benefits:

- You have the right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. You may also seek payment of GI Bill benefits for other types of training or career objectives, including Apprenticeship/OJT and Entrepreneurships.
- You have the right to fully explore a program prior to enrolling. You may check out the school's facilities and equipment, inquire about instructors' qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.
- You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.
- You have the right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for position you are seeking?
- You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of time in the position. You will also be provided with the average starting salary.
- You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment and fees.
- You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.
- You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through the employer. You must begin repayment of the loan in accordance with the terms detailed within the financial aid documents.
- You have the right to read and understand the contract, and all other materials, before signing up.
- You are entitled to a clear explanation of the school's cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligations you will incur.
- You are entitled to a clear explanation of the school's refund policy, which can vary greatly. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost at the point when you have completed 60 percent of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of the training you did not receive. For example, you may drop at the 60 percent point, and be asked by the VA to repay 40 percent of the cost of the tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you review the school's refund policy to understand the consequences of withdrawing before the end of the term.
- You have the right to contact the California State Approving Agency at [www.csaave.ca.gov](http://www.csaave.ca.gov) or the state consumer protection agency if you are unable to resolve a complaint with the school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date