



# ADVANCE

## BEAUTY · COLLEGE

### SCHOOL CATALOG

2021

(1/1/21-12/31/21)

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

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CA 92653 (949) 951-  
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[www.advancebeautycollege.com](http://www.advancebeautycollege.com)

## Table of Contents

MISSION STATEMENT .....	1
VISION STATEMENT .....	1
EDUCATIONAL OBJECTIVES .....	1
PROGRAMS OF STUDY .....	1
JOB OPPORTUNITIES .....	1
APPROVALS .....	2
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) .....	2
STATEMENT OF NON-PENDING BANKRUPTCY .....	3
CALENDAR/HOLIDAYS .....	3
CAMPUS SECURITY .....	3
ADMISSIONS POLICY .....	4
INTERNATIONAL STUDENTS .....	4
Advance Beauty College currently does not admit international students. ....	4
TRANSFER POLICY .....	5
NOTICE OF TRANSFERABILITY OF CREDITS EARNED AT ABC .....	5
ARTICULATION .....	5
RE-ENTRY POLICY .....	5
FRESHMAN CLASS-ENROLLMENT .....	5
LICENSING PRE-APPLICATION EXAMINATION REQUIREMENTS .....	5
SEXUAL HARASSMENT POLICY .....	6
SCHOOL POLICY ON THE HANDICAPPED .....	6
DRUG & ALCOHOL ABUSE POLICY STATEMENT .....	7
VACCINATION AND IMMUNIZATION POLICY .....	7
COPYRIGHT INFRINGEMENT .....	8
VOTER REGISTRATION .....	8
CONSTITUTION DAY AND CITIZENSHIP DAY .....	8
HYBRID DISTANCE EDUCATION .....	8
STUDENT HOUSING .....	8
RETENTION OF STUDENT RECORDS .....	9
NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS .....	9
STUDENT RIGHTS AND RESPONSIBILITIES .....	10
The student has the right to ask the school: .....	10
MEDIA RESOURCES .....	10
SERVING THE PUBLIC .....	11
SERVICE PROTOCOL .....	11
LEAVE OF ABSENCE .....	14
PROGRAM INCOMPLETENESS .....	15
ATTENDANCE POLICY .....	15
GRADING SYSTEM .....	15
TIME CLOCK POLICY AND PROCEDURE .....	16
ON-CAMPUS .....	16
STUDENT HEALTH AND SAFETY .....	17
FIRE AND EMERGENCIES .....	17
ETHICS .....	17
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 .....	18
(916) 431-6959 or (888) 370-7589 .....	18
ADDITIONAL TRANSCRIPTS .....	18
COLLECTION OF TUITION .....	18
SCHOLARSHIPS .....	18
REFUND POLICY .....	18
WITHDRAWAL POLICY .....	19
RETURN OF TITLE IV .....	20
STUDENT TUITION RECOVERY FUND STATEMENT .....	20

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION..... 22

GENERAL FINANCIAL AID INFORMATION..... 22

NSLDS DISCLOSURE..... 22

COMPLIANCE STATEMENT ..... 23

FINANCIAL AID MECHANISM ..... 23

STUDENT FINANCIAL AID ELIGIBILITY REQUIREMENTS ..... 23

APPLICATION PROCEDURES AND FORMS ..... 23

EARLY COMPLETIONS..... 24

FINANCIAL AID DEFINITIONS ..... 24

PLACEMENT ..... 27

CAREER COUNSELING AND PERSONAL ATTENTION ..... 27

EXTRA INSTRUCTION CHARGES ..... 27

CREDIT FOR SPECIAL LICENSE AND TRANSFER OF TRAINING ..... 27

CREDIT FOR PRIOR EXPERIENTIAL LEARNING ..... 27

CLASS SCHEDULES..... 27

ORIENTATION CLASS ..... 27

TEXTBOOKS, EQUIPMENT & SUPPLIES ..... 27

HEALTH AND PHYSICAL CONSIDERATIONS ..... 28

COURSE OUTLINE ..... 28

GRADING SYSTEM ..... 28

CLINIC FLOOR GRADING..... 28

GRADUATION REQUIREMENTS: ..... 28

COSMETOLOGY COURSE (1,600 HOURS)..... 29

BARBERING COURSE (1,500 HOURS) ..... 32

MANICURING COURSE (400 HOURS)..... 34

ADVANCED MANICURING COURSE (600 Hours) ..... 36

ESTHETICIAN COURSE (600 HOURS)..... 38

TEACHER TRAINING COURSE (600 HOURS)..... 40

GARDEN GROVE CAMPUS..... 43

GARDEN GROVE FACILITIES ..... 43

GARDEN GROVE TUITION..... 43

GARDEN GROVE RULES & REGULATIONS ..... 44

GARDEN GROVE STAFF ..... 46

LAGUNA HILLS CAMPUS..... 47

LAGUNA HILLS FACILITIES..... 47

LAGUNA HILLS TUITION..... 47

EXTRA INSTRUCTION CHARGES ..... 47

LAGUNA HILLS RULES AND REGULATIONS..... 48

LAGUNA HILLS STAFF ..... 50

STUDENT BILL OF RIGHTS & CONSIDERATIONS PRIOR TO ENROLLMENT..... 51

## ADVANCE BEAUTY COLLEGE

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Dear Future Professional,

Congratulations on making your choice to join the beauty industry! We are honored and grateful to have you as our newest member of the Advance Beauty College family.

At Advance Beauty College, we not only offer you the basic training to pass the state board examination, but also the skills that prepare you for the industry. We partner with leading brands in the industry which makes our program and students truly successful. Our relationships with top employers allow us to provide externship opportunities for our students. We take great pride in using professional quality products and providing our students with customized kits. We believe that by creating innovative spaces in newly remodeled facilities will inspire students to reach their highest potential. We have well thought out programs led by award winning educators.

Our vision is to become the premier beauty college for future professionals. We strive to inspire, educate, and give back to our communities. Your decision to join us at Advance Beauty College will put you on a journey that we believe will be an incredible experience creating memories that are both fun and rewarding. We believe that beauty changes lives.

With gratitude,

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 become the premier beauty college for future professionals by delivering exceptional beauty education.

### 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, or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, Supervisor, School Manager, 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, barbering, manicuring, and skin care professions.

### PROGRAMS OF STUDY

Advance Beauty College (ABC) is a private institution that offers several programs of study. Cosmetology (1600 Clock Hours), Barbering (1500 Clock Hours), Manicuring (400 Clock Hours), Advanced Manicuring (600 Clock Hours), Esthetician (600 Clock Hours), Teacher Training (600 Clock 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, barbering, manicuring, esthetician, and teacher training.

### JOB OPPORTUNITIES

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; **Barbering:** SOC Code - 39.5012.00 Barber Stylist, Hairstylists, and Hairdressers; **Manicuring:** SOC Code- 39-5092.00 Manicurists and Pedicurists; **Teacher Training:** SOC Code - 25-2032.00 Career/Technical Education Teachers, Secondary School; **Esthetician:** SOC Code- 39-5094.00 Skin Care Specialists, Estheticians, SOC 39-5091.00 Makeup Artists, Theatrical and Performance, SOC 39-1021.01 Spa Managers.

## APPROVALS

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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.

Advance Beauty College (ABC) is accredited by:

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)**

3015 Colvin Street, Alexandria, VA 22314  
(703) 600- 7600

NACCAS is a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

This institution is eligible to participate in Federal Financial Aid Programs by:

**The United States Department of Education (ED)**

400 Maryland Ave., S Washington DC, 20202

ABC is a private institution approved by:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.  
Toll Free (888) 370-7589 / Direct (916) 574-8900.

This institution was granted institutional approval from BPPE, pursuant to California Education Code Section 94915. The Bureau's approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC§94909(a)(2) and §94897(l)(1)(2)

We are approved by:

**Board of Barbering and Cosmetology (BBC)**

2420 Del Paso Road, Suite 100, Sacramento, CA 95834

ABC is approved for the training of veterans and eligible persons under Title 38 of US Code.

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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free (888) 370-7589 / Direct (916) 574-8900 / FAX (916)263-1897

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) under Consumer Information tab. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free (888) 370-7589 / Direct (916) 574-8900 / FAX (916)263-1897

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. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free (888) 370-7589 / Direct (916) 574-8900 / FAX (916)263-1897

## **STATEMENT OF NON-PENDING BANKRUPTCY**

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 had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

All class sessions will be held at these locations:  
10121 Westminster Ave., Garden Grove, CA 92843  
25332 McIntyre Street, Laguna Hills, CA 92653

## **CALENDAR/HOLIDAYS**

Classes begin every Monday except major holidays.

On-Campus Instructional Hours: Monday– Friday from 9:00 am - 9:00 pm, Closed Saturdays & Sundays

Distance Learning Hours: Monday – Thursday 9:00 am - 10:00 pm, Friday - Sunday 9:00 am – 5:00 pm

Garden Grove Office Hours: Monday– Saturday from 9:00 am – 5:30 pm

Laguna Hills Office Hours: Monday– Friday from 9:00 am – 5:30 pm

Holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Staff Development Day / Non-student Days: 1/4/2021 & 06/11/2021

Holiday break school closure:12/20/2021 to 1/2/2022

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/lead instructor 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 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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### ADMISSIONS POLICY

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

- A) Applicants must provide a copy of one of the following:
  - a. Successfully completed high school or its equivalent as evidenced by any of the following:
    - i. Copy of High School Diploma, copy of GED certificate or official transcripts showing high school completion.
    - ii. Foreign High School Diplomas: Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
    - iii. Evidence of completion of homeschooling.
    - iv. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- B) 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. The Ability to Benefit (ATB) exam is approved by the U.S. Department of Education administered by an independent proctor. Our school is using the CELSA Ability-to-Benefit test. If you do not pass the exam, re-testing is available.
- C) Students without a high school diploma or its equivalent and intends to enroll in an eligible program may be admitted if they demonstrate passing scores on the approved Ability to Benefit (ATB) test.
- D) Advance Beauty College offers dual instructions in Vietnamese and English languages for all programs except Teacher Training. Advance Beauty College requires basic English language proficiency. In order to meet this requirement, students must provide evidence of High School Diploma, GED certificate, or its equivalency in either language or having passed the ATB test results for English. Advance Beauty College does not provide ESL (English as a Second Language) classes or translation services.

### Eligible Career Pathways Program

Any Title IV Higher Education Act eligible program offered at a postsecondary institution in which a student is enrolled in the postsecondary program to earn at least one recognized postsecondary credential and participates in an adult education component that enables the student to attain a high school diploma or its recognized equivalent. The career pathways program must include: accelerated programming that is aligned to a specific occupation or occupation clusters; a counseling and supportive service component; alignment with the education and skill needs of the state or regional economy; and the ability to prepare students to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships.

- E) Complete an enrollment application.
- F) Provide photo identification (i.e. Driver's license, Government Issued Identification Card, or Passport)
- G) Provide an original, signed social security card or an individual taxpayer ID card.
- H) If applicant is an eligible non-citizen, they must provide alien documentation (i.e. valid green card)
- I) Students applying for Veterans Benefits are required to provide a Certificate of Eligibility, and ANY previous training transcripts.
- J) If enrolled under a training agreement through the community college, must meet the admissions requirements set by the community college.
- K) Teacher Training applicants must have a valid license or completed hours in their field of study.
- L) Our School does not recruit students already attending or admitted to another school offering a similar program of study.
- M) 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

### INTERNATIONAL STUDENTS

Advance Beauty College currently does not admit international students.



## **TRANSFER POLICY**

Appropriate credit will be granted for prior training or experience upon review and verification by admissions staff 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 (i.e. A maximum of 800 hours may be transferred for the 1600-hour Cosmetology program). Transferred hours will count as both attempted and completed hours. This institution does not accept credit through challenge examinations and achievement tests.

## **NOTICE OF TRANSFERABILITY OF CREDITS EARNED AT ABC**

The transferability of credit you earn at ABC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earned in Cosmetology, Barbering, Esthetician, Manicuring, and Teacher Training is also at the complete discretion of the institution to which you may seek to transfer. Academic achievement earned via distance education at ABC may not be accepted for reciprocity or eligible for licensure in other states outside of California. If the diploma that you earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ABC to determine if your credits will transfer.

## **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.

## **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. Students' status will resume where they left off. ABC reserves the right not to re-enroll any student that has been previously dropped from our program.

## **TRANSFER STUDENT (FINANCIAL AID)**

A student, who attended a post-secondary institution prior to the enrollment at ABC, is required to provide a Financial Aid transcript from each of the institutions attended.

## **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. ABC considers the freshman classes to be the foundation for your future.

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

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

Complete the required pre-application hours:

Manicuring:	240 hours
Esthetician:	450 hours
Cosmetology:	1200 hours
Barbering:	1125 hours

1. Cosmetology, Barbering, and Esthetician are required to complete at least 75% of both theory hours and practical operations. Manicuring (400hrs) is required to complete 60% of theory hours and practical operations. Advanced Manicuring (600hrs) is required to complete at least 40% of theory hours and practical operations.
2. Meet a minimum of 85% on attendance and 70% Satisfactory Progress Report.
3. Pay all remaining balances on student account.
4. Have no more than 2 written warnings.

5. Students transferring hours from out of state/country or from one course of instruction to another are not eligible to pre-apply.
6. It is the student's responsibility to communicate with the office when they are approaching the hours for Pre-app.
7. Students will have 5 days from the date they complete Pre-app to mail their application to the State Board.

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## **REGULATORY POLICIES**

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### **NON-DISCRIMINATION POLICY**

ABC does not discriminate based on sex, sexual orientation or identity, race, age, color, ethnic origin or religion in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment. This includes sexual violence and full compliance with Title IX of the Education Amendments Act of 1972.

### **SEXUAL HARASSMENT POLICY**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors.

Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the school's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred. Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at ABC as such acts are inappropriate and create an environment contrary to the goals and mission of ABC. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies. It is the responsibility of all persons within the school community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under ABC's policies and procedures.

All students and staff are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Title IX Coordinator.

Title IX Coordinator:  
Christine Nguyen  
[christine@advancebeautycollege.com](mailto:christine@advancebeautycollege.com)  
714-530-2131

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Department, Office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website:  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

The owners and management of ABC strongly disapprove of any and all forms of sexual harassment. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation.

### **SCHOOL POLICY ON THE HANDICAPPED**

ABC complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their handicap. ABC admits those handicapped individuals whose handicaps would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

## **DRUG & ALCOHOL ABUSE POLICY STATEMENT**

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

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

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

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

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

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

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

Santa Ana Alcohol & Drug Abuse Services  
1200 N. Main Street Ste 301  
Santa Ana, CA 92706 Phone: 714-480-6660

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

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

## **VACCINATION AND IMMUNIZATION POLICY**

Per the following codes HEOA Section 485(a), 20 U.S.C. 1092(a)(1) and DCL GEN 08-12, page 96, ABC is required to notify students about its vaccination and immunization policy. Vaccinations and

immunizations are not a requirement for attending ABC. Students may enroll at ABC without proof of immunization records.

## **COPYRIGHT INFRINGEMENT**

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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

## **VOTER REGISTRATION**

The school strongly encourages students to register to vote. To register, visit: [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

## **CONSTITUTION DAY AND CITIZENSHIP DAY**

ABC conducts a class for the students on Constitution Day and Citizenship Day. This is a combined annual event observed on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787.

## **HYBRID DISTANCE EDUCATION**

ABC currently offers hybrid distance education through Milady MindTap & Microsoft Teams. Students are allowed to complete up to 50% of their program hours via distance education. The online program is instructor led. Student hours and exams grades will be automatically calculated by MindTap and student assignments will be graded by instructors on Microsoft Teams. All student Satisfactory Academic Progress evaluations will be completed while students are physically on campus. Students are required to attend on-campus class at least once every week for the hours scheduled that day and take a test. If for an approved reason when a student is unable to come on campus, the school may make an exception and provide the student with a live-instructor online proctored test. Academic achievement earned via distance education at ABC may not be accepted for reciprocity or eligible for licensure in other states outside of California.

## **STUDENT 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. Source: <http://www.city-data.com>

## **RETENTION OF STUDENT RECORDS**

Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student before records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. See FERPA Act.

ABC shall maintain:

- A. Records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- B. For each student granted a certificate, permanent records of all the following:
  1. The certificate granted and the date.
  2. The courses on which the certificate was based.
  3. The grades earned by the student in each of those courses

All student files are maintained for five (5) years from completion or withdrawal. After that time, transcripts/Proof of Training are scanned and stored indefinitely on premises.

## **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 ABC 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 ABC 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 ABC 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 ABC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ABC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 2020

## **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.

## **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 student record of applied effort or driver license to instructor
4. Utilize materials while during school hours
5. Return item before school ends

## **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 Manager. All grievances, regardless of the nature, will be turned over to the Manager and reviewed.
4. The Manager 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 cannot be resolved with the school, you may contact:  
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.  
Direct (916) 574-8900 / FAX (916)263-1897

## **SERVING THE PUBLIC**

Students will be serving the public and must be courteous and pleasant. Students must take all appointments assigned to them after completing specific classes. Therefore, they should be prepared with the necessary equipment needed to complete the service. For safety purposes, you are not to leave a client during a service while a chemical is processing, during a facial peel, or while an electrical apparatus is applied to the skin.

## **SERVICE PROTOCOL**

1. When students are called to the Reception desk for an appointment, a work ticket will be provided and indicate the type of service(s) their client has scheduled.
2. The student will greet the client in a professional manner and direct them to their station. The work ticket must be prominently displayed at the station.
3. Upon completing the consultation process and the customer service checklist, it may be necessary to consult with the floor instructor before the service begins or add services as needed.
4. The work ticket will be presented at the dispensary for product to be dispensed.
5. Throughout the service, educate the client about additional services that may be required or retail products to maintain the quality of service.
6. Upon completion of the service, walk the client to the retail area/receptionist to finalize their transaction and purchase recommended retail products.

## ACADEMIC POLICIES

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

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 SAP policy is provided to applicants prior to enrollment. The student must:

1. Maintain a cumulative academic average of 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 withdrawn.
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. All evaluations must be completed within seven (7) School Business Days following the established evaluation points.
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**

\*The evaluation periods are based on scheduled hours.

Students enrolled in the Manicuring, Advanced Manicuring, Esthetician, and Teacher Training programs are evaluated two (2) times as follows

<b>Program (length)</b>	<b>SAP 1</b>	<b>SAP 2</b>
<b>Manicuring (400 hours)</b>	200*	400*
<b>Advanced Manicuring (600 hours)</b>	300*	600*
<b>Esthetician (600 hours)</b>	300*	600*
<b>Teacher Training (600 hours)</b>	300*	600*



Students enrolled in the Cosmetology, and Barbering programs are evaluated four (4) times during their course of instruction. These evaluations occur as follows:

Program (length)	SAP 1	SAP 2	SAP 3	SAP 4
Cosmetology (1600 hours)	450*	900*	1250*	1600*
Barbering (1500 hours)	450*	900*	1200*	1500*

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.

## ACADEMIC AND ATTENDANCE PROGRESS EVALUATIONS

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

The qualitative element used to determine academic progress is as follows:

### 1) Academic Grade

The Practical Grade and the Written Exam Grades are combined and averaged with a passing score of 70% or more

- Practical grades
  - At least two comprehensive practical skills evaluations will be conducted using the practical grading criteria
  - Practical skills are evaluated according to procedures and performance standards adopted by the school
  - At least 70% in each applicable category for a passing score.
  - To calculate the overall competency evaluation score, an average of the percentage for all categories is used.
- Written examinations after each unit of study
  - At least 70% in each applicable category for a passing score.
  - To calculate the overall competency evaluation score, an average of the percentage for all categories is used.
  - Students must make up failed or missed tests and incomplete assignments

### 2) Attendance

Maintain a cumulative average attendance level of at least 67% of the scheduled hours.

Students who are not meeting minimum standards for SAP are no longer eligible to Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*.

## ACADEMIC WARNING

ABC evaluates student's Satisfactory Academic Progress (SAP) at the end of each evaluation period. Students who are not meeting minimum standards for SAP will be put on *warning* status.

- *Student may continue to receive Title IV aid for one payment period*
- *Student does not need to file an appeal*
- *VA will be notified*

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.

## **ACADEMIC PROBATION**

Students remain eligible to receive aid during the probation period but will be considered to be on academic/attendance probation. *To be placed on Probation, a student must:*

- *Provide a written appeal and have it approved by the school and expected to be making SAP in next evaluation period*

### **AND**

- *Students will be placed on an individualized academic plan to ensure that the student is able to meet SAP standards by a specific date and be able to complete the program within the maximum timeframe of 150%.*
- Probationary students who fail to meet Satisfactory Academic Progress by the end of the probationary period will lose any remaining eligibility for financial aid or VA benefits, 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. If 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 end 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/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 request must be communicated 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. The school may grant no more than two (2) LOA within a 12-month period unless approved by the School Manager in rare cases of national, state, or local emergencies. Those rare cases may include pandemics, natural disasters, fires, or any circumstance that require the school to be closed for health and safety. 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.

**Approved LOA Reasons:**

- Lack of childcare
- Lack of transportation
- Housing Instability
- Medically related conditions (illness, disability, surgery)
- Bereavement
- Incarceration
- Care for a family member
- Conflicting Work Schedule
- No Internet or Device for Distance Learning
- Child-Bonding (Maternity Leave, FMLA)
- Personal Reason
- Vacation

**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 POLICY**

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 24-40 hours or more per week. Part-time enrollment is defined as 16-23 hours per week.

**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 daily record of applied effort. 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 70% average to maintain satisfactory academic status. These qualitative factors will be used to evaluate and determine academic performance using this grading system measured against a norm.

## ACADEMIC GRADING

100%-90%	Superior Performance
89%-80%	Above Average
79%-70%	Average
69%-60%	Unsatisfactory
59% -00%	Fail

## TIME CLOCK POLICY AND PROCEDURE

### ON-CAMPUS

The Board of Barbering and Cosmetology will only recognize time-clock 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 My Time Station Application to scan in and out at the start and end of their day and lunch period.

Student must adhere to their contracted hours each week.

On campus instruction begins at 9:00 a.m. Monday through Friday. Students will not be admitted in class after 9:07 a.m. Late arrivals can return at 10:30 am or quietly observe but cannot be clocked in. Saddleback students will not be allowed to return the same day.

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 (30 minutes), then a half hour must be deducted from the daily total. If attending 8 hours or more, 2 (30 minutes) meal breaks are required.

### ONLINE

Instructor-led online learning is Mon -Thurs 9am – 10pm & Fri – Sun at 9am – 5:00pm. Work done outside of these hours will be removed, including holidays. No overlapping of hours (On-Campus, Cengage, & Teams) is allowed. Overlapped hours will be removed. This is considered double-dipping and is a violation of school policy. Maximum Hours online is 50% (75% during COVID and is subject to change).

#### Cengage.com

- 1) Do not use the Cengage App, because it will not count towards your hours. You must log in to the website.
- 2) Clock in & out on Clockify before and each practical assignment using the <Timesheet> tab.
- 3) For hours to count, the student must be engaged in the digital textbooks; turn pages, do activities & quizzes.
- 4) If using tools or browsing the Cengage website, hours will not count.
- 5) The time you see displayed, is not what you will receive. Audited hours will remove all inactivity and dead-time.
- 6) Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times, will not count against you but Cengage may not be counting the time for multiple attempts
- 7) Check-in with Instructor on Microsoft Teams before you start and at every 4 hours:

Hours	# of Check-ins
0:01 – 3:59	1
4 - 7:59	2
8 – 11:59	3
12 – 13	4

#### Teams.microsoft.com

Clock in & out on Clockify before and each practical assignment using the <Timesheet> tab. All Hours earned on Teams must be accompanied with Practical Work submitted. Practical Hours on Teams without Work submitted & graded will be removed.

## **STUDENT RECORD OF APPLIED EFFORT**

Student record of applied efforts are an important factor to your success at ABC. Student record of applied effort reflect the students' daily record of technical instruction (hours) and practical operations (actual operations-not hours). It is your job to make sure that you are getting the correct credits on the student record of applied effort. It is also the student's responsibility to transfer all prior hours and operations properly and accurately to a new weekly student record of applied effort. An instructor must document each operation on the student record of applied effort or credit will not be given. It is the student's responsibility to maintain this student record of applied effort. If the student's record of applied effort is lost, stolen or destroyed, the student will lose all theoretical hours and operations on that student record of applied effort. The previous weeks' student record of applied effort must be turned into the office by the following week to receive credit. Holding of student record of applied effort(s) beyond this timeframe will result in loss of all operations accumulated during that/those week/weeks.

The office staff must be able to read student record of applied efforts so that the hours and operations are accounted for correctly. In order to complete the course of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours and operations needed for completion.

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 student record of applied effort reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the student record of applied effort concerning operations is to be applied efforts of the students as they manually perform practical subject.

## **STUDENT HEALTH AND SAFETY**

Student health and safety is important to ABC. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students.

- A) All accidents or injuries must be reported on an incident form which is located in administration office.
- B) Horseplay in work areas will not be tolerated.
- C) Take all necessary precautions to maintain a safe environment.

## **FIRE AND EMERGENCIES**

In case of fire or other emergency, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route, and where fire extinguishers are located throughout the building.

## **ETHICS**

At ABC, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members and fellow students must be treated with respect and courtesy. Please keep the school's best interest in mind at all times. Conversation topics should be limited to professional subjects only.

The school positively reserves the right to take disciplinary actions, up to and including termination of student status, against students who gossips, uses vulgar language, engages in bullying behavior, or causes any other type of discord. Respect must be shown at all times towards peers, customers and staff.

## **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, or the seventh day after enrollment whichever is later. However, registration fee of \$100 is non-refundable. The notice of cancellation shall be in writing and submitted directly to the Admissions 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.

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.

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

(916) 431-6959 or (888) 370-7589

## **ADDITIONAL TRANSCRIPTS**

Students requesting additional copies of academic transcripts upon graduation will be charged \$25 for each copy. Former students requesting additional copies of academic transcripts/Proof of Training will be charged \$100. We will make every effort to recover the files, however, if files cannot be recovered, there will be a \$25 service fee. All students are given one set of all academic transcripts/Proof of Training 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. We accept the following methods of payment: cash, check, credit card, and money order.

## **SCHOLARSHIPS**

ABC does award scholarships periodically.

## **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 except a non-refundable registration fee of \$100.
- 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 except a non-refundable \$100 registration fee. 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 by 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 STRF fees. Students who have completed more than 60% of the course hours are not eligible for a refund.
- F. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall:
  1. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  2. Provide completion of the course and/or program; or
  3. Participate in a Teach-Out Agreement; or

4. Provide a full refund of all monies paid.
- G. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school may:
  1. Provide a pro rata refund; or
  2. Participate in a Teach-Out Agreement.
- H. 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.
- I. 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 600-hour course, pays \$3780 for tuition, \$120 for textbook and \$600 for equipment, and the non-refundable registration fee of \$100 and STRF fee (\$0.50 per \$1000), as specified in the enrollment agreement. The student withdraws after completing 200 scheduled hours (not actual hours), but was enrolled in a 600-hour program; the pro-rata refund of tuition, textbook and equipment to the student would be based on the calculation stated below:

Refundable Fees \$4,500			Non-Refundable Fees \$102		Hourly Rate	Refundable Hours	Refund Amount
Tuition	Book	Kit	Registration Fee	STRF	Refundable Fees / Course Hours	Course Hours - Hours Earned	Refundable Hours x Hourly Rate
\$3,780	\$120	\$600	\$100	\$2	\$4,500 / 600 hrs	600 hrs - 200 hrs	400 hrs x \$7.50 per hr
<b>Total Fees Paid \$4,602</b>					<b>\$7.50 per hour</b>	<b>400 hours</b>	<b>\$3,000</b>

“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 money 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.

If a student has been withdrawn after not successfully passing their SAP probation because they have exceeded the maximum time-frame, the student may re-enroll only as cash paying and if the student's appeal to the board is approved.

### **UNOFFICIAL WITHDRAWAL**

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

The school may not know that a student has dropped out (unofficially withdrawn) until the school checks its records at the end of an academic period. Our students clock hours are monitored on a weekly basis through my time station record keeping system. A student who leaves the school does not always notify the school of his or her withdrawal. If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the school determines that the student ceased attendance because of the aforementioned applicable event.

### **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 payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. 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 non-collection 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:

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:

The exact date and reason for the closure.

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

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

If any student will not be provided complete educational services or the educational program, the institution shall provide: A plan for providing teach-outs or transfers, including the details of any agreements with other institutions.

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.

A plan for the disposition of student records.

A plan to notify students of their rights and options under the Act and this chapter. The institution shall notify the students of the following:

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

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/Proof of Training 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 Proof of Training or transcript until the tuition or loan obligation is paid in full. CEC Section 94828 per BPPE Reform Act January 1, 1998.

## **COLLECTION POLICY**

Collection policy defined: A collection policy is the set of procedures a company uses to ensure payment of overdue accounts receivables. Collection procedures shall reflect ethical practices.

The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy nor any of its collection efforts.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.

If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution

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## **FINANCIAL AID**

### **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 may be found on 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>.

### **NSLDS DISCLOSURE**

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

## **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 money 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;
- 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. This form can also be accessed and filled out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Alternatively, an application called "my student aid" can be downloaded and FAFSA can also be filled out via this phone app. Documentation to substantiate the data entered on the form may be required by the financial aid office. Assistance in completing the forms online 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.

## **EARLY COMPLETIONS**

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution.

## **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, step-parent 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 student's 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

### 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.

### 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, 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 a minimum of the following hours:

Cosmetology to Manicuring	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	Cosmetology to Barbering	200 hrs
Barbering to Cosmetology	300 hrs	Cosmetology to Esthetician	500 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).

### CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Advance Beauty College does not offer credit for prior experiential learning.

### CLASS SCHEDULES

Day and Evening classes for Cosmetology, Barbering, Esthetician, Manicuring, Teacher Training courses start weekly, every Monday for both day and evening students.

### ORIENTATION CLASS

Orientation class is required and held on the first day of school. Students must arrive on time to orientation. The purpose is to inform new students of the school's policies and procedures, students' responsibilities, instructional programs, course goals, personnel and student services. All new students, transfers and re-enrollment students are required to attend orientation as part of their class.

### TEXTBOOKS, EQUIPMENT & SUPPLIES

Student kits contain 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. If students purchased their own kits and books, they must be prechecked and approved by school personnel prior to the first day of class. 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.

## **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 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.

## **COURSE OUTLINE**

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### **GENERAL COURSE INFORMATION (COSMETOLOGY/BARBERING/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 70% average to maintain satisfactory academic status.

#### **ACADEMIC GRADING**

100%-90%	Superior Performance
89%-80%	Above Average
79%-70%	Average
69%-60%	Unsatisfactory
59% -00%	Fail

#### **CLINIC FLOOR GRADING**

Practical operations completed by the student are recorded on the back of the student’s student record of applied effort 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/Barbering/Manicurist/Esthetician/Teacher Training with a 70% grade or better he or she is awarded a certificate upon graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

#### **LICENSURE REQUIREMENTS:**

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

- Be 17 years of age or older
- Have completed the 10th grade in a public school or its equivalent (12<sup>th</sup> grade for Electrologist)
- 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 70%.



**COSMETOLOGY COURSE (1,600 HOURS)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays

**DISTANCE EDUCATION:** Students may earn up to 800 hours (50%) of the program.

**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 ABC 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 cosmetology 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**

**1,100 HOURS OF HAIR DRESSING, 200 HOURS OF HEALTH AND SAFETY, 200 HOURS OF ESTHETICS, 100 HOURS OF MANICURING AND PEDICURING**

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

40	Disinfection and Sanitation	240	Hairstyling
105	Permanent Waving & Chemical Straightening	80	Haircutting
50	Hair Coloring & Bleaching	40	Manual, Electrical, and Chemical Facials
30	Eyebrow Beautification, Make-up, and Hair Removal	25	Manicuring & Pedicuring
120	Artificial Nails and Wraps		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
<b>Laws &amp; Regulations, orientation</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rules and Regulations.	20
<b>Health &amp; Safety Considerations</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45
<b>Disinfection and Sanitation</b> The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20

<p><b>Hair Styling</b></p> <p>The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65
<p><b>Permanent Waving &amp; Chemical Straightening</b></p> <p>The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40
<p><b>Hair coloring and Bleaching</b></p> <p>The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi- permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60
<p><b>Haircutting</b></p> <p>The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20
<p><b>Manual, Electrical, and Chemical Facials</b></p> <p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25
<p><b>Eyebrow Beautification and Make-up</b></p> <p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25
<p><b>Manicuring and Pedicuring</b></p> <p>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10
<p><b>Artificial Nails and Wraps</b></p> <p>Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</p>	25
<p><b>Anatomy and physiology.</b></p> <p>The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15

**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, 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 means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady Cengage online with instructor led classes on Microsoft Teams.

**REQUIRED TEXTS FOR COSMETOLOGY COURSE**

- **Milady's Standard Cosmetology**, ISBN 9781285769417, Price: \$145
- **Hybrid Bundle \$311**

## BARBERING COURSE (1,500 HOURS)

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays

**DISTANCE EDUCATION:** Students can earn up to 750 hours (50%) of the program.

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all barbering services. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all barbering services.

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

### BARBERING PERFORMANCE OBJECTIVE:

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

### CURRICULUM

**1,100 HOURS OF HAIRDRESSING, 200 HOURS OF HEALTH AND SAFETY, AND 200 HOURS OF SHAVING**

#### MINIMUM SPECIFIED PRACTICAL OPERATIONS:

40	Disinfection and Sanitation	80	Hair Cutting
240	Hairstyling	105	Permanent Waving & Chemical Straightening
50	Hair Coloring and Bleaching	40	Shaving Preparation and Performance

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
Laws & Regulations, and class orientation The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20
Health and Safety Considerations Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45
Disinfection and Sanitation The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20
Anatomy and Physiology The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.	15
Hairstyling The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65
Permanent Waving and Chemical Straightening	40

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other basesolutions.	
<b>Hair Coloring and Bleaching</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60
<b>Haircutting</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20
<b>Shaving Preparation and Performance</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100

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

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers, client service record cards, preparing a resume, employment, modeling, desk and reception, and care and other subjects relating to Barbering field.

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady Cengage online with instructor led classes on Microsoft Teams.

**REQUIRED TEXTS FOR BARBERING COURSE:**

- **Milady's Standard Barbering**, ISBN 9781305100558, Price: \$165
- **Hybrid Bundle \$320**

## MANICURING COURSE (400 HOURS)

**LOCATION:** Garden Grove

**SESSIONS:** Begin weekly on Mondays

**DISTANCE EDUCATION:** Students can earn up to 200 hours (50%) of the program.

**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 ABC 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**

**300 HOURS IN NAIL CARE AND 100 HOURS IN HEALTH AND SAFETY**

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

40	Disinfection and Sanitation	40	Manicures
20	Pedicures	100	Acrylics
80	Nail Tips		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
Laws & Regulations, and class orientation The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10
Health & Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25
Disinfection and Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The forty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20
Bacteriology, Anatomy & Physiology The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10

<b>Manicures and Pedicures</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60
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**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, basic tax responsibilities related to independent contractors, booth renters, employees, employers, 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 given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady Cengage online with instructor led classes on Microsoft Teams.

**REQUIRED TEXTS FOR MANICURING COURSE:**

- **Milady’s Standard Nail Technology**, ISBN 9781285080475, Price: \$150
- **Hybrid Bundle \$323**

**ADVANCED MANICURING COURSE (600 Hours)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays

**DISTANCE EDUCATION:** Students can earn up to 300 hours (50%) of the program.

**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 ABC 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 Cosmetology 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**

**400 HOURS IN NAIL CARE AND 200 HOURS IN HEALTH AND SAFETY**

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

40	Disinfection and Sanitation	40	Manicures
20	Pedicures	120	Acrylic, Gel Enhancement, Dip Powder, & Electronic Nail File
10	Spa Manicure		
80	Nails Tips	5	Spa Pedicure
20	Gel Polish		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
<p><b>Laws &amp; Regulations, and class orientation</b>                      The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10
<p><b>Health &amp; Safety Considerations</b>                      The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25
<p><b>Disinfection and Sanitation</b>                      The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.                      The forty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20



<b>Anatomy &amp; Physiology</b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10
<b>Manicures, Pedicures, Spa Manicures, Spa Pedicures, and Artificial Nails</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, acrylics, tips, gel enhancement, dip powder, electronic nail file, nail art and nail analysis.	75

**ADDITIONAL ADVANCED 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, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, 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 given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady Cengage online with instructor led classes on Microsoft Teams.

**REQUIRED TEXTS FOR ADVANCED MANICURING COURSE:**

- **Milady’s Standard Nail Technology**, ISBN 9781285080475, Price: \$150
- **Hybrid Bundle \$323**

## ESTHETICIAN COURSE (600 HOURS)

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays

**DISTANCE EDUCATION:** Students can earn up to 300 hours (50%) of the program.

**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.

**COURSE MISSION AND OBJECTIVES:** It is the mission of ABC 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:**

**350 HOURS IN FACIALS, 200 HOURS IN HEALTH AND SAFETY, AND 50 HOURS IN HAIR REMOVAL AND MAKE-UP**

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

- 40 Disinfection and Sanitation
- 140 Manual, Electrical, and Chemical Facials
- 50 Eyebrow Beautification & Hair Removal
- 40 Make-up

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
<b>Laws &amp; Regulations, and class orientation</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10
<b>Health &amp; Safety Considerations</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40
<b>Disinfection and Sanitation</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10

<b>Anatomy &amp; Physiology</b> The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15
<b>Manual, Electrical, and Chemical Facials</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70
<b>Eyebrow Beautification</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25
<b>Make-Up</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20
<b>Preparation</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, salon and spa skills.	15

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

Salon management. communication skills that include 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 an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation. Distance education software used is Milady Cengage online with instructor led classes on Microsoft Teams.

**REQUIRED TEXTS FOR ESTHETICIAN COURSE:**

- **Milady’s Standard Esthetics**, ISBN 9781111306892, Price: \$180
- **Hybrid Bundle \$330**

**TEACHER TRAINING COURSE (600 HOURS)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays

**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 ABC 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.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

100 Preparatory Instruction  
(Organization Techniques,  
Lesson Planning)

100 Supervising & Training of  
Students

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Technical Instruction:
Laws & Regulations, and class orientation The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10
Preparatory instruction A. Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning. B. Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc. C. Lesson planning: Subject; title; outlines; development; and visual aids, etc. D. Techniques of evaluation: purpose of tests; types of tests; test administration; scoring; and grading, etc.	140
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

\*\*\* 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.

**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 given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

**REQUIRED TEXTS FOR TEACHER TRAINING COURSE:**

- **Milady's Master Educator**, ISBN 9781133693697, Price: \$195

## EXTERNSHIPS REQUIREMENTS

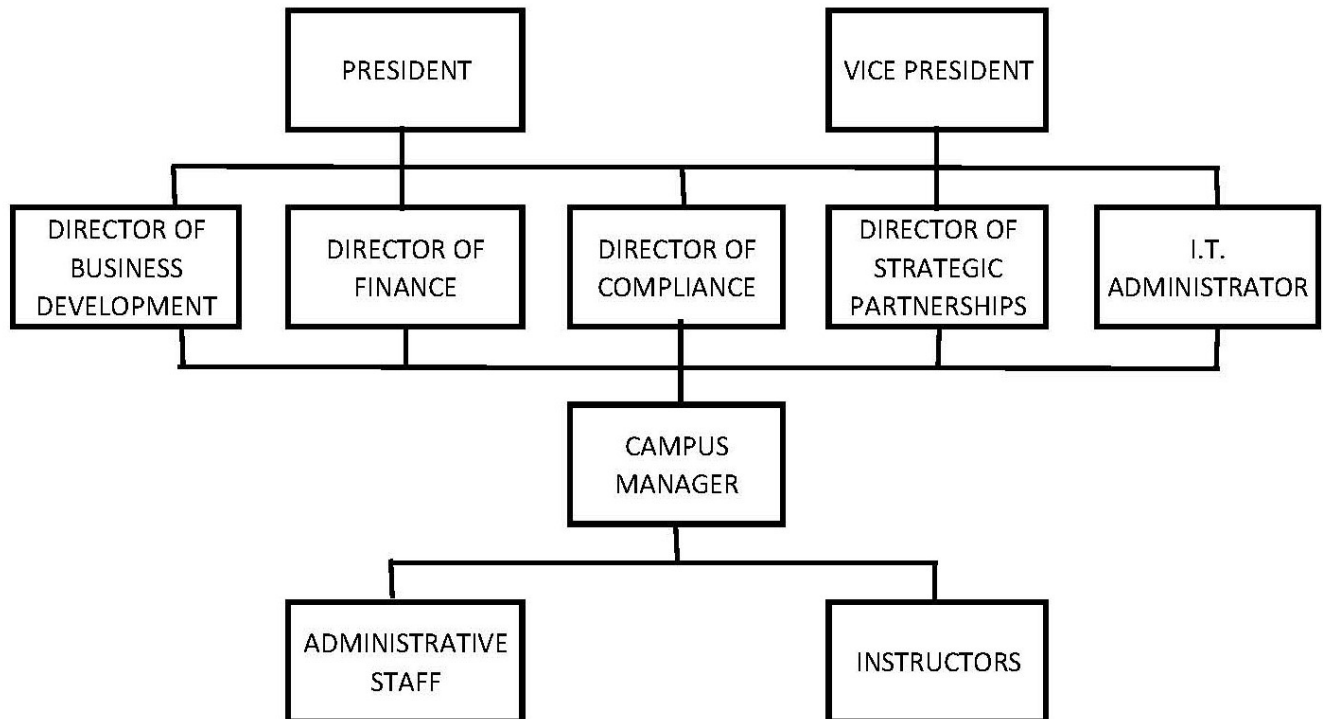
Students must meet the following requirements to participate in ABC's Externship program.

- A) Students receiving Veteran's Assistance are not eligible for the Externship Program.
- B) Students must complete at least 60% of their program: Cosmetology 960 clock hours; Barbering 900 clock hours; Esthetician 360 clock hours; Manicuring 240 clock hours; Advanced Manicuring 360 clock hours.
- C) Students' cash payments must remain current, financial aid paperwork completed, and all accounting issues must be resolved.
- D) Student must wear a photo identification badge at all times during externship as required by California State Board of Barbering and Cosmetology.
- E) Student must demonstrate positive conduct during externship.
- F) It is the students' responsibility to be aware of theory and operational hours needed to graduate.
- G) ABC management staff may deny a student's eligibility for demonstrating unethical behavior during externship.
- H) Must pass an in-person interview with School Administration staff.
- I) Students are required to remain in good standing with the Salons.
- J) Participation in the externship program is unpaid and voluntary for both students and salons.
- K) In accordance with California and Federal regulations, externship program hours may not exceed 10% of the total course and/or program hours. Externship clock hours may not exceed: 160 for Cosmetology, 150 for Barber, 60 for Esthetics and Advanced Manicuring, and 40 for Manicuring.

## ORGANIZATIONAL CHART

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### ADVANCE BEAUTY COLLEGE ORGANIZATIONAL CHART



## GARDEN GROVE CAMPUS

### GARDEN GROVE FACILITIES

ABC – 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. Free WIFI is available throughout the campus. Security cameras are mounted outside and inside the building for the safety and integrity of the students, staff and guests. 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, health, and safety regulations.

### LOCATION

The school is located at 10121 Westminster Ave., Garden Grove, CA 92843. All courses are provided at this location.

### GARDEN GROVE TUITION

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

ON CAMPUS TUITION & FEES	TUITION	REG. (NR)	KIT*	BOOKS	TOTAL	WKS
Cosmetology	\$13,085	\$100	\$1,000	\$145	\$14,330	30-80
Barbering	\$12,435	\$100	\$800	\$165	\$13,500	29-60
Esthetician	\$6,000	\$100	\$900	\$180	\$7,180	12-30.
Advanced Manicuring	\$4,820	\$100	\$600	\$150	\$5,670	12-30.
Manicuring	\$2,745	\$100	\$200	\$150	\$3,195	8-20.
Teacher Training	\$4,386	\$100	\$0	\$195	\$4,681	12-30.

DISTANCE EDUCATION TUITION & FEES	TUITION	REG. (NR)	KIT*	E-BOOK BUNDLE	TOTAL	WKS
Cosmetology	\$11,049	\$100	\$1,000	\$311	\$12,460	30-80
Barbering	\$10,300	\$100	\$800	\$320	\$11,520	29-60
Esthetician	\$4,970	\$100	\$900	\$330	\$6,300	12-30.
Advanced Manicuring	\$3,897	\$100	\$600	\$323	\$4,920	12-30.
Manicuring	\$2,147	\$100	\$200	\$323	\$2,770	8-20.

### (NR) 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.

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate will be Fifty Cents (\$0.50) per \$1,000.

### 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 seven days after the expected end date, until graduation. Graduation records will not be released until all payments are received.

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

<u>Garden Grove</u>	<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	Total remaining balance due upon 60% of course hours
<b>ON-CAMPUS COURSES</b>				
	-	-	-	
Advanced Manicuring	\$5,670	\$5,670	\$500	\$5,170
Barbering	\$13,500	\$13,500	\$500	\$13,000
Cosmetology	\$14,330	\$14,330	\$500	\$13,830
Esthetician	\$7,180	\$7,180	\$500	\$6,680
Manicuring	\$3,195	\$3,195	\$500	\$2,695
Teacher Training	\$4,681	\$4,681	\$500	\$4,181
<b>DISTANCE ED HYBRID COURSES</b>				
Advanced Manicuring Hybrid	\$4,920	\$4,920	\$500	\$4,420
Barbering Hybrid	\$11,520	\$11,520	\$500	\$11,020
Cosmetology Hybrid	\$12,460	\$12,460	\$500	\$11,960
Esthetician Hybrid	\$6,300	\$6,300	\$500	\$5,800
Manicuring Hybrid	\$2,770	\$2,770	\$500	\$2,270

**GARDEN GROVE RULES & 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 the school administration.

**Student Conduct:**

1. Falsifying or forgery of signatures on 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 students is not tolerated.
3. 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. This includes prescription drugs that may impair your functions.
4. Any student who possesses or uses a weapon while at school will be subject to expulsion.
5. Stealing is a crime and will not be tolerated.
6. All students must maintain proper conduct and present themselves professionally when serving clients. If there are issues, please seek an instructor for resolution. Students must take all appointments assigned to them.

**Attendance:**

1. No clocking in or out for other students. All students involved in this violation will be held accountable.
2. It is the responsibility of the student to keep track of their clock in and out activity daily.
3. Students will be issued a student photo ID card with a barcode on the back for clocking in/out. If lost, a \$20 replacement fee will be charged to the student.
4. Students must use the "My Time Station" application to scan "IN" when entering and "OUT" when leaving. Failure to scan in or out will result in receiving only partial or zero (clock hour) credit for the day.
5. On campus instruction begins at 9:00 a.m. Monday through Friday. Students will not be admitted in class after 9:07 a.m. Late arrivals can return at 10:30 am or quietly observe but cannot be clocked in.
6. Lunch/dinner break must be a minimum of 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.



7. Students are required to take lunch breaks based on the number of hours they attend per day.  
6 hours or less: no meal break (if students choose to take a lunch break, must clock out)  
8 to 8 hours: 1 meal break within the first 5 hours  
8 to 11 hours: 2 meal breaks (30min+30min), with only one 30 min break, a maximum of 8 hours earned. Cannot combine to make 1-hour lunch.
8. 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 100% of their program, Cosmetology at 450, 900, 1250, and 1600 hours. Barbering at 450, 900, 1200, & 1500 hours.
9. 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 within the first 7 days of enrollment is free, additional requests will be charged \$25.
10. Students with 14 or more consecutive days of absence will be withdrawn.
11. Students are permitted up to two (90 day) Leave of Absences (LOA) in a 12-month period, not to exceed 180 days. Each LOA must be a minimum of 14 days and a maximum of 90 days.

### School Rules:

1. Students are required to wear school issued t-shirts and closed toe shoes at all times during school. T-shirts may not be altered. Clothing should not be revealing or hinder your work as a student and must be clean and neat.
2. "Student Record of Applied Efforts" form must be clearly legible and must be turned into the office weekly. If a Student Record of Applied Effort is lost, the student is responsible for making up the loss of credit (hours).
3. All work must be checked by an instructor or credit (hours) will not be given.
4. Students must be prepared with the required equipment and books for the day's lessons.
5. Students are responsible for the return of college materials or equipment loaned to them.
6. Students must keep their workstation clean and sanitary at all times.
7. Students are responsible for their own personal property. ABC is not responsible for any lost or stolen items.
8. 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.
9. No headphones, laptops or the likes are allowed on the clinic floor.
10. 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.
11. No visitors or children are permitted in the classroom or student areas, unless receiving services.
12. Students must have a ticket for each client service. Tickets must have the correct student name and instructor's signature for the client to be rung up. Students are not allowed to give services or products other than what's called for on the ticket unless specified and signed off by the instructor.
13. Personal services must be paid for prior to performing the service and require an instructor's approval.
14. The use of personal products on personal services is prohibited.
15. Students must follow all classroom/clinic floor instructions.
16. Students receiving personal services must be clocked out.
17. Smoking is allowed only in designated areas at least 20 feet away from the school entrance.
18. Students may **NOT** park along the three rows closest to Saigon Market or your vehicle will be towed at your expense.
19. Students who ride bikes must park their bikes at the bike rack

**NOTE:** ABC reserves the right to make any additions, deletions, or changes to the school rules and regulations at any time. However, students will be notified of such changes.

## GARDEN GROVE STAFF

### ADMINISTRATION

Name	Title
Tam Nguyen	President
Linh Nguyen	Vice President
Christine Nguyen	Director of Finance
Suzette Christian	Director of Strategic Partnerships
Tracy Pham	Director of Compliance
Lupe Solis	Campus Manager
Lizbeth Castro	Admissions Staff
Trinh Nguyen	Financial Aid Administrator
Tracy Nguyen	Admissions Staff
Thao Trieu	Admissions Staff
Henry Nguyen	I.T. Administrator
Daniel Nguyen	Reports Analyst
Danny Diep	Student Online Helpdesk

### FACULTY QUALIFICATIONS

(ALL FACULTY HAVE AT LEAST 3 YEARS EDUCATION/EXPERIENCE AS INSTRUCTORS)

NAME	LICENSE HELD
Shayla Cao	Barbering/Cosmetology
Laura Gonzalez	Barbering/Cosmetology
Suong Nguyen	Barbering/Cosmetology
Nikki Vo	Barbering/Cosmetology
Kathy Pham	Barbering/Cosmetology
Rosalyn Mai	Cosmetology
Thanh Xuan (Spring) Ngo	Cosmetology
Jacqueline Tran	Cosmetology
Nguyet (Carol) Nguyen	Esthetician/Manicuring
Nancy Nguyen	Esthetician/Manicuring
Nancy Holberg	Esthetician
Nhi Diep	Cosmetology/Barbering
Janna Agcaoili-Faragan	Manicuring

## LAGUNA HILLS CAMPUS

### LAGUNA HILLS FACILITIES

ABC – 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 Is 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. Free WIFI is available throughout the campus.

Security cameras are mounted outside and inside the building for the safety and integrity of the students, staff and guests.

### LOCATION

The school is located at 25332 McIntyre Street, Laguna Hills, CA 92653. All courses are taught at this location.

### LAGUNA HILLS TUITION

ON CAMPUS TUITION & FEES	TUITION	REG. (NR)	KIT*	BOOKS	TOTAL	WKS
Cosmetology	\$18,930	\$100	\$1,650	\$145	\$20,825	27-80
Barbering	\$18,320	\$100	\$1,400	\$165	\$19,985	25-75
Esthetician	\$10,572	\$100	\$1,400	\$180	\$12,252	11-30.
Advanced Manicuring	\$4,870	\$100	\$600	\$150	\$5,720	11-30.
Teacher Training	\$4,501	\$100	\$0	\$195	\$4,796	11-30.

DISTANCE EDUCATION TUITION & FEES	TUITION	REG. (NR)	KIT*	E-BOOK BUNDLE	TOTAL	WKS
Cosmetology	\$16,054	\$100	\$1,650	\$311	\$18,115	27-80
Barbering	\$15,645	\$100	\$1,400	\$320	\$17,465	25-75
Esthetician	\$8,820	\$100	\$1,400	\$334	\$10,654	11-30.
Advanced Manicuring	\$3,966	\$100	\$600	\$329	\$4,995	11-30.

(NR) 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 February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate will be fifty cents (\$0.50) Per \$1,000.

### 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.

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

<u>Laguna Hills</u>	<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	Total remaining balance due upon 60% of course hours
<b>ON-CAMPUS COURSES</b>				
Advanced Manicuring	\$5,720	\$5,720	\$850	\$4,870
Barbering	\$19,985	\$19,985	\$1,865	\$18,120
Cosmetology	\$20,825	\$20,825	\$1,895	\$18,930
Esthetician	\$12,250	\$12,250	\$1,680	\$10,570
Teacher Training	\$4,796	\$4,796	\$295	\$4,501
<b>DISTANCE ED HYBRID COURSES</b>				
Advanced Manicuring Hybrid	\$4,995	\$4,995	\$1,029	\$3,966
Barbering Hybrid	\$17,465	\$17,465	\$1,820	\$15,645
Cosmetology Hybrid	\$18,115	\$18,115	\$2,061	\$16,054
Esthetician Hybrid	\$10,650	\$10,650	\$1,830	\$8,820

**LAGUNA HILLS RULES AND REGULATIONS**

ABC reserves the right not to re-enroll any student that has been previously dropped from our program. 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<sup>st</sup> written warning – Student will be sent home for the day.
- 2<sup>nd</sup> written warning – Student will be sent home for the day and loss of personal services for two weeks.
- 3<sup>rd</sup> written warning – Student will be suspended for 2 days and lose personal services for 3 weeks.

**Student Conduct:**

1. Falsifying or forgery of signatures on 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 students is not tolerated.
3. 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. This includes prescription drugs that may impair your functions.
4. Any student who possesses or uses a weapon while at school will be subject to expulsion.
5. Stealing is a crime and will not be tolerated.
6. All students must maintain proper conduct and present themselves professionally when serving clients. If there are issues, please seek an instructor for resolution. Students must take all appointments assigned to them.

**Attendance:**

1. No clocking in or out for other students. All students involved in this violation will be held accountable.
2. It is the responsibility of the student to keep track of their clock in and out activity daily.
3. Students will be issued a student photo ID card with a barcode on the back for clocking in/out. If lost, a \$20 replacement fee will be charged to the student.
4. Students must use the “My Time Station” application to scan “IN” when entering and “OUT” when leaving. Failure to scan in or out will result in receiving only partial or zero (clock hour) credit for the day.
5. To receive hours and credit, students must be present in class during roll call.
6. On campus instruction begins at 9:00 a.m. Monday through Friday. Students will not be admitted in class after 9:07 a.m. Late arrivals can return at 10:30 am or quietly observe but cannot be clocked in.

7. Lunch/dinner break must be a minimum of 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.
8. Students are required to take lunch breaks based on the number of hours they attend per day.
  - 6 hours or less: no meal break (if students choose to take a lunch break, must clock out)
  - 6 to 8 hours: 1 meal break within the first 5 hours
  - 8 to 11 hours: 2 meal breaks (30min+30min), with only one 30min break, a maximum of 8 hours earned. Cannot combine to make 1-hour lunch.
9. 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 100% of their program; Cosmetology at 450, 900, 1250, and 1600 hours; Barbering at 450, 900, 1200, & 1500 hours.
10. 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.
11. Students with 14 or more consecutive days of absence will be withdrawn.
12. Students are permitted up to two (90 day) Leave of Absences (LOA) in a 12-month period, not to exceed 180 days. Each LOA must be a minimum of 14 days and a maximum of 90 days.

**School Rules:**

1. 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.
2. "Student Record of Applied Efforts" form must be clearly legible and must be turned into the office weekly. If a Student Record of Applied Effort is lost, the student is responsible for making up the loss of credit (hours).
3. All work must be checked by an instructor or credit (hours) will not be given.
4. Students must be prepared with the required equipment and books for the day's lessons.
5. Students are responsible for the return of college materials or equipment loaned to them.
6. Students must keep their workstation clean and sanitary at all times.
7. Students are responsible for their own personal property. ABC is not responsible for any lost or stolen items.
8. 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.
9. No headphones, laptops or the likes are allowed on the clinic floor.
10. 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.
11. No visitors or children are permitted in the classroom or student areas, unless receiving services.
12. Students must have a ticket for each client service. Tickets must have the correct student name and instructor's signature for the client to be rung up. Students are not allowed to give services or products other than what's called for on the ticket unless specified and signed off by the instructor.
13. Personal services must be paid for prior to performing the service and require an instructor's approval.
14. The use of personal products on personal services is prohibited.
15. Students must follow all classroom/clinic floor instructions.
16. Students receiving personal services must be clocked out.
17. Smoking is allowed only in designated areas at least 20 feet away from the school entrance.
18. Students who ride bikes must park their bikes at the bike rack

**NOTE:** ABC reserves the right to make any additions, deletions, or changes to the school rules and regulations at any time. However, students will be notified of such changes.

## LAGUNA HILLS STAFF

### ADMINISTRATION

Name	Title
Tam Nguyen	President
Linh Nguyen	Vice President
Christine Nguyen	Director of Finance
Suzette Christian	Director of Strategic Partnerships
Tracy Pham	Director of Compliance
Henry Nguyen	I.T. Administrator
Lesley Copp	Student Services Coordinator
Erika Grauman	Student Services Coordinator
Tricia Goodell	Student Services Coordinator
Krysta Ortiz	Student Services Coordinator
Connor Moore	Front Desk Coordinator
Daniel Nguyen	Reports Analyst
Danny Diep	Student Online Helpdesk

### FACULTY QUALIFICATIONS

(ALL FACULTY HAVE AT LEAST 3 YEARS OF EDUCATION/EXPERIENCE AS INSTRUCTORS)

NAME	LICENSE HELD
Shaunda King	Cosmetology
Thanh Xuan (Spring) Ngo	Cosmetology
Jillian Gonzalez	Cosmetology
Chanelle Chiana	Esthetician
Andrea Szablyov	Esthetician
Linda Kreh	Manicuring

## STUDENT BILL OF RIGHTS & 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.
- For the purposes of Title 38, Public Law 115-407, Advance Beauty College is in compliance. Any student utilizing Chapter 31 & 33 at our institution is not charged late fees, upfront fees, nor is registration withheld for any tuition and fees covered by the VA. Advance Beauty College does not require students utilizing Chapter 31 & 33 to submit a Certificate of Eligibility or DD214 to enroll, but it is strongly recommended that they do.

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Student Signature

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Date

GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA)