



# ADVANCE

## BEAUTY · COLLEGE

**2022**  
**SCHOOL CATALOG**  
(1/1/22-12/31/22)

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

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

[www.advancebeautycollege.com](http://www.advancebeautycollege.com)

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# WELCOME TO ADVANCE BEAUTY COLLEGE

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 the 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 "learnby-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 (1000Clock Hours), Barbering (1000Clock 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.

## CLASS STARTS

Classes begin every Monday at Garden Grove and every other Friday at Laguna Hills, except major holidays.

## CAMPUS HOURS

- Garden Grove Campus:
  - *Office Hours:*
    - Monday-Saturday: 9:00AM-5:30PM
  - *Student Campus Hours:*
    - Monday-Friday: 9:00AM-9:00PM
    - Saturday: 9:00AM-5:30PM
- Laguna Hills Campus:
  - *Office Hours:*
    - Monday, Tuesday & Friday: 9:00AM-5:30PM
    - Wednesday & Thursday: 9:00AM-7:00PM
  - *Student Campus Hours:*
    - Monday-Thursday: 9:00AM-9:00PM
    - No Student Campus Hours on Friday at this time.
- Distance Education Hours:
  - Monday-Sunday: 9:00AM-9:00PM

## OBSERVED SCHOOL HOLIDAYS & CLOSURES

If the holiday lands on a Saturday, the school will observe it on Friday, and if the holiday lands on a Sunday, the school will observe it on a Monday. The school reserves the right to change dates of holiday and other school closures with prior notice.

- *The following holidays are observed by ABC:*
  - Memorial Day: Monday, May 30, 2022
  - 4th of July: Monday, July 4, 2022
  - Labor Day: Monday, September 5, 2022
  - Thanksgiving Day: Thursday, November 24, 2022
  - Christmas Day, Monday, December 26, 2022
  - New Year's Day: Monday, January 2, 2023
- *Other Planned School Closures:*
  - Winter Break: December 19, 2022, to January 2, 2023
  - Staff Development Days: June 10, 2022 & January 2, 2023

## APPROVALS

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The following are agencies set minimum standards for our program of studies in accordance with Education Code Section 94915: California State Board of Barbering & Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts & Sciences (NACCAS), and the United States Department of Education (ED).

Advance Beauty College (ABC) is accredited by:

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

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

National Accrediting Commission of Career Arts & Sciences (NACCAS) is a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, US Code and subsequent legislation. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States

Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

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

**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:

**STATE OF CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY(BBC)**

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

- **UNITED STATES VETERANS AFFAIRS (VA)**

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

GI BILL ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official US government website at

[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

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 the 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, 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, 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.)



# REGULATORY POLICIES

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## NON-DISCRIMINATION POLICY

Advance Beauty College, hereafter referred to as “ABC”, does not discriminate on the basis of sex, age, color, race, ethnic origin, sexual orientation, ancestry, national origin, marital status, handicap or disability, status as a military veteran, religion or any other characteristic protected by law in its admissions, instruction, or graduation policies, education programs or activities. ABC is committed to ensuring an educational environment free of discrimination, sexual harassment, violence and other criminal activities. 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:**

Kristine Bliss

kristine@advancebeautycollege.com

(714) 743-9145

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.

## REASONABLE ACCOMMODATIONS FOR DISABLED INDIVIDUALS

ABC complies with the provisions of Section 504 of the Rehabilitation Act of 1973 and its subsequent amendments, and no qualified disabled person is excluded from enrolling in a course of instruction by reason of their disability. ABC admits those individuals whose disabilities 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 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.

## **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.

- All accidents or injuries must be reported on an incident form which is located in the administration office.
- Horseplay in work areas will not be tolerated.
- 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.

## **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**

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.

## 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 gossip, use vulgar language, engage in bullying behavior, or cause any other type of discord. Respect must be shown at all times towards peers, customers and staff.

## ADMISSIONS

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### ADMISSIONS POLICY

- A. Applicants are admitted as regular students once one of the following criteria have been met:
  - 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 without a 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 Board 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. Advance Beauty College offers dual instruction in Vietnamese and English 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 equivalent or have a passing score for ATBtesting in English. Advance Beauty College does not provide ESL (English as a Second Language) classes or translation services.
- D. Complete an enrollment application.
- E. Provide photo identification (i.e., Driver's license, Government Issued Identification Card, or Passport)
- F. Provide an original, signed social security card or an individual taxpayer ID card.
- G. If applicant is an eligible non-citizen, they must provide alien documentation (i.e., valid green card)
- H. Students applying for Veterans Benefits are required to provide a Certificate of Eligibility, and ANY previous training transcripts.
- I. Teacher Training applicants must have a valid license or completed hours in their field of study.
- J. Our School does not recruit students already attending or admitted to another school offering a similar program of study.

## **INTERNATIONAL STUDENTS**

Advance Beauty College currently provides I-20 (SEVIS) Exchange Student Program and Services to help foreign students obtain vocational education.

## **TRANSFER POLICY**

Appropriate credit will be granted for prior training upon review and verification by admissions staff of its validity and transferability under California State Board's mandated curriculum before the start of class. In most cases, the school will accept up to a maximum of 50% of a courses' total hours (i.e. A maximum of 500 hours may be transferred for the 1000-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.

## **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 Advanced Manicuring	400 hrs
Cosmetology to Advanced Manicuring	300 hrs	Manicuring to Esthetician	500 hrs
Esthetician to Cosmetology	500 hrs	Esthetician and Manicuring to Cosmetology	400 hrs
Manicuring to Cosmetology	700 hrs	Cosmetology to Barbering	200 hrs
Barbering to Cosmetology	300 hrs	Cosmetology to Esthetician	200 hrs
Esthetician to Manicuring	300 hrs	Manicuring to Advanced Manicuring	200 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.

## **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 students 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 MONITORING**

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

## **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:
  - a. The certificate granted and the date.
  - b. The courses on which the certificate was based.
  - c. 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 electronically in secured servers.

## **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 a written request that identifies the record(s) the student wishes to inspect to the Admissions office. 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 to 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.

- a. 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 including the institution's accrediting and other governing agencies as required by state and federal regulations.
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.

\*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.

## **FINANCIAL AID**

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### **FINANCIAL AID CONSUMER INFORMATION**

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

### **GENERAL FINANCIAL AID INFORMATION**

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs 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 to receive federal student aid, you must:

- be a U.S. citizen or eligible non-citizen.
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, and the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain satisfactory academic progress (as defined by the school's policy);
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) form stating that:
  - you are not in default on a federal student loan,
  - you do not owe money on a federal student grant, and
  - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by:
  - having a high school diploma or a General Education Development (GED) certificate.
  - completing a high school education in a home school setting approved under state law; or
  - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives

## **ELIGIBLE CAREER PATHWAY PROGRAM**

Career pathways refer to a combination of rigorous and high-quality education, training, and support services that are aligned with the skill needs of industries in state or regional economies, preparing individuals to be successful in secondary or postsecondary education programs and the labor market. In recent years, the Federal government has worked to identify the elements of a high-quality career pathway program. Under Publication L.113-235, Congress provided an opportunity for students who are enrolled in eligible career pathway programs, but who lack a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a home school setting, to become eligible for Title IV aid using one of the ATB alternatives.

To become eligible for Title IV aid under one of the ATB alternatives described above, the student must be enrolled in an "eligible career pathway program," as defined in section 484(d)(2) of the HEA. Any institution, whether public, nonprofit or for profit, may offer an eligible career pathway program.



An eligible career pathway must:

- Concurrently enroll students in connected adult education and eligible postsecondary programs;
- Provide students with counseling and supportive services to identify and attain academic and career goals;
- Provide structured course sequences that:
  - Are articulated and contextualized; and
  - Allow students to advance to higher levels of education and employment.
- Provide opportunities for acceleration for students to attain recognized postsecondary credentials, including degrees, industry relevant certifications, and certificates of completion of apprenticeship programs;
- Be organized to meet the needs of adults;
- Be aligned with the education and skill needs of the regional economy; and
- Have been developed and implemented in collaboration with partners in business, workforce development, and economic development.

As stated above, an eligible career pathway program contains two components: an adult education component and a Title IV eligible postsecondary program component. In this context, “adult education” has the same definition as it does under the Adult Education and Family Literacy Act., Title II of the Workforce Innovation and Opportunity Act (Pub.L. 113-128) and includes academic instruction and education services below the postsecondary level that increase an individual’s ability to:

- Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transition to postsecondary education and training; and
- Obtain employment.

The Title IV eligible postsecondary program component of an eligible career pathway program must meet the definition of an eligible program under 34 CFR 668.8 in order for students enrolled in the eligible career program to be eligible for Title IV aid.

*How to get started in the Eligible Career Pathway Program at Advance Beauty College:*

1. Meet with Admissions staff to determine your eligibility for the Eligible Career Pathway Program.
2. Complete and pass the ATB examination (CELSA).
3. Fill out the Free Application for Federal Student Aid (FAFSA) on line or a paper application.
4. Enroll in a Title IV eligible program at Advance Beauty College.
5. Enroll in a GED (General Education Development or high school equivalent certificate) review course.

## **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, “my student aid” mobile app can be downloaded and completed on your mobile device. Documentation to substantiate the data entered on the form may be required by the financial aid office. Assistance in completing the forms online is 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 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, the 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 with 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 time frame stated in the contract, the student's financial aid may be recalculated and 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 26 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 13 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 26 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-minute 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:** An individual that does not meet the independent student criteria. This student is required to submit an application that includes the student's and parents' income and assets data.
- **DEPENDENT:** 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 (Work Authorization or Alien Registration 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:
  - Minimum age of 24.
  - A graduate or professional student
  - Is Married (Separated but not divorced)
  - 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.
  - An orphan or ward of the court up to the age of 18.
  - Is a veteran of the armed forces of the United States.
  
- **NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
  
- **PARENT(S):** For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian – not foster parents.
  
- **PAYMENT PERIOD:** 450 hours and 15 weeks for courses of 900 hours or more. It is the midpoint of the program for courses of less than 900 hours and 30 weeks.
  
- **PROFESSIONAL JUDGMENT:** Title IV Professional Judgment: Section 47A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is a discretionary action on the part of the financial aid office to address unusual circumstances that affect a student’s/parent’s ability to pay for educational expenses. Using professional judgment, the aid administrator may adjust the expected family contribution (EFC) and thereby make education more affordable. The following are examples of conditions/reasons for which a student may request an adjustment to their EFC.
  - Death of a parent or the independent student's spouse.
  - Loss of employment by student/spouse/parent (for at least 3 months).
  - Loss of earnings due to disability.
  - Loss of untaxed income and benefits.
  - One time income (ex. back year social security payments).

Other extenuating circumstances will be considered on a case-by-case basis. If a student/parent would like to apply for professional judgment consideration, it is necessary to write a letter requesting a review of the current financial situation. This letter should explain in detail the current financial situation and why an adjustment to the EFC is warranted. The financial aid administrator will review all letters of request on a case by-case basis. If the financial aid administrator decides that changes to any data elements on the FAFSA are warranted, the financial aid administrator will make changes to the FAFSA electronically and send it to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Division of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified if there is no change to your EFC or financial aid awards.

- **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 program are still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may make repayment arrangements with the U.S Department of Education within 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 the U.S. Department of Education.

- **REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 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 an academic transcript from each of the institutions attended within the last year or at the school's discretion before the enrollment at this institution. 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 requiring 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 the 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:
      - Letter stating that the verification process was completed.
      - Copy of the application data that was verified, and if the student was awarded PELL Grant, a copy of the signed SAR/ISIR.
      - A completed Financial Aid transcript. Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds.
  - **REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used Data items include:

- Total number of persons in the household.
- The number of members of a 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:
  - Social Security benefits.
  - Child support.
  - Untaxed payments to IRA or Keogh or Foreign income
  - 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 or provide other appropriate forms.
  - **TIME PERIOD FOR PROVIDING DOCUMENTATION:** Applicants must provide the required documentation within 60 days from the last day of attendance or August 31<sup>st</sup> 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 in postsecondary institutions.
  - Change in dependency status.
  - Federal PELL Grant applicants whose dependency status changes during the Award Year must file a corrected 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 EFC 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 than \$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.
- **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.

## VA STUDENT BILL OF RIGHTS & CONSIDERATIONS PRIOR TO ENROLLMENT

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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 the 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.

GI BILL® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More Information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

# COURSE OUTLINES

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## COSMETOLOGY COURSE (1,000 HOURS)

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly Mondays for Garden Grove & bi-weekly Fridays for Laguna Hills (subject to change at ABC's discretion)

**DISTANCE EDUCATION:** Students may earn up to 500 hours (50%) of the program.

**EXTERNSHIP:** Students can earn up to 100 hours (10%) of the program.

**DESCRIPTION:** The curriculum for cosmetology shall cover: health, safety, disinfection and sanitation as it relates to understanding chemical safety to prevent injuries, communicable diseases and protect consumers and technicians; chemical hair services to color, straighten and perm hair safely; hairstyling techniques including both wet and dry styles; application and manipulation of skin care products to enhance skin's appearance; hair removal using various techniques to remove superfluous hair from the body, methods for brow and lash beautification; manicure, pedicure and artificial nails procedures.

### OBJECTIVES:

1. Acquire knowledge of laws and rules regulating California's cosmetology establishments' practices.
2. Acquire the knowledge of health and safety, disinfection and sanitation related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory and technical skills relative to cosmetology including the beautification of the hair, the face and the nail.

### CURRICULUM

230 HOURS FOR ORIENTATION, LAWS AND REGULATIONS, HEALTH AND SAFETY, DISINFECTION AND SANITATION, AND ANATOMY AND PHYSIOLOGY; 230 HOURS FOR HAIRSTYLING AND HAIRCUTTING; 230 HOURS FOR CHEMICAL HAIR INCLUDING PERMANENT WAVING AND STRAIGHTENING; AND HAIR COLORING AND BLEACHING, 160 HOURS FOR SKIN CARE SERVICES INCLUDING FACIALS AND MAKE-UP, 50 HOURS FOR HAIR REMOVAL AND LASH AND EYEBROW BEAUTIFICATION, 100 HOURS FOR MANICURE AND PEDICURE.

CATEGORY	SUBJECTS
<b>Health &amp; Safety (230 Hours)</b>	<ul style="list-style-type: none"><li>• Orientation</li><li>• Laws and Regulations</li><li>• Health &amp; Safety Considerations</li><li>• Disinfection &amp; Sanitation</li><li>• Anatomy &amp; Physiology</li></ul>
<b>Hairstyling (230 Hours)</b>	<ul style="list-style-type: none"><li>• Hairstyling</li><li>• Haircutting</li></ul>
<b>Chemical Hair Services (230 Hours)</b>	<ul style="list-style-type: none"><li>• Permanent Waving &amp; Straightening</li><li>• Hair Coloring &amp; Bleaching</li></ul>
<b>Skin Care</b>	<ul style="list-style-type: none"><li>• Facial</li></ul>



<b>(160 Hours)</b>	<ul style="list-style-type: none"> <li>• Make-Up</li> </ul>
<b>Hair Removal, Lash &amp; Brow Beautification (50 Hours)</b>	<ul style="list-style-type: none"> <li>• Hair Removal</li> <li>• Eyelash &amp; Eyebrow Beautification</li> </ul>
<b>Manicure &amp; Pedicure (100 Hours)</b>	<ul style="list-style-type: none"> <li>• Manicure &amp; Pedicure</li> <li>• Artificial Nails</li> </ul>
<b>TOTAL HOURS: 1000</b>	

**INSTRUCTIONAL METHODS:**

The curriculum for students enrolled in a cosmetologist course shall consist of one thousand (1,000) 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. Distance education software used is Milady CIMA online with instructor-led classes on Microsoft Teams. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be incorporated throughout the course of study.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOK FOR COSMETOLOGY COURSE**

- **Milady’s Standard Cosmetology, ISBN 978128576941**

## BARBERING COURSE (1,000 HOURS)

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays for Garden Grove & bi-weekly Fridays for Laguna Hills (Subject to change at ABC's discretion)

**DISTANCE EDUCATION:** Students can earn up to 500 hours (50%) of the program.

**EXTERNSHIP:** Students can earn up to 100 hours (10%) of the program.

**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.

### OBJECTIVES:

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:

250 HOURS FOR ORIENTATION, LAWS AND REGULATIONS, HEALTH AND SAFETY, DISINFECTION AND SANITATION, ANATOMY AND PHYSIOLOGY, 250 HOURS FOR CHEMICAL HAIR SERVICES, 250 HOURS FOR HAIRSTYLING SERVICES, 250 HOURS FOR SHAVING AND TRIMMING BEARD.

CATEGORY	SUBJECTS
<b>Health &amp; Safety (250 Hours)</b>	<ul style="list-style-type: none"><li>• Orientation</li><li>• Laws &amp; Regulations</li><li>• Health &amp; Safety Considerations</li><li>• Disinfection &amp; Sanitation</li><li>• Anatomy &amp; Physiology</li></ul>
<b>Hairstyling (250 Hours)</b>	<ul style="list-style-type: none"><li>• Hairstyling</li><li>• Haircutting</li></ul>
<b>Chemical Hair Services (250 Hours)</b>	<ul style="list-style-type: none"><li>• Permanent Waving &amp; Straightening</li><li>• Hair Coloring &amp; Bleaching</li></ul>
<b>Shaving &amp; Trimming (250 Hours)</b>	<ul style="list-style-type: none"><li>• Shaving</li><li>• Trimming</li><li>• Facial</li></ul>
<b>TOTAL HOURS: 1000</b>	

**INSTRUCTIONAL METHODS:** The curriculum for students enrolled in a barbering course shall consist of one thousand (1,000) 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

CIMA online with instructor-led classes on Microsoft Teams.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOK FOR BARBERING COURSE:**

- **Milady's Standard Barbering**, ISBN 9781305100558

**MANICURING COURSE (400 HOURS)**

**LOCATION:** Garden Grove

**SESSIONS:** Begin weekly on Mondays (Subject to change at ABC's discretion)

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

**EXTERNSHIP:** Students can earn up to 40 hours (10%) 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 and nail 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.

**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 manicurists

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

<b>CATEGORY</b>	<b>SUBJECTS</b>
<b>Health &amp; Safety (100 Hours)</b>	<ul style="list-style-type: none"><li>• Orientation</li><li>• Laws &amp; Regulations</li><li>• Health &amp; Safety Considerations</li><li>• Disinfection &amp; Sanitation</li><li>• Anatomy &amp; Physiology</li></ul>
<b>Nail Care (300 Hours)</b>	<ul style="list-style-type: none"><li>• Manicures</li><li>• Pedicures</li><li>• Gels</li><li>• Acrylics</li><li>• Tips</li></ul>
<b>TOTAL HOURS: 400</b>	

**INSTRUCTIONAL METHODS:**

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 CIMA online with instructor-led classes on Microsoft Teams.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOKS FOR MANICURING COURSE:**

- Milady's Standard Foundations, ISBN 9781285080475
- Milady's Nails, ISBN 978-1-337-78655-3

**ADVANCED MANICURING COURSE (600 Hours)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays for Garden Grove & bi-weekly Fridays for Laguna Hills (Subject to change at ABC's discretion)

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

**EXTERNSHIP:** Students can earn up to 60 hours (10%) 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 required for licensure. Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin and nail 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.

**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 manicurists.

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

CATEGORY	SUBJECTS
<b>Health &amp; Safety (200 Hours)</b>	<ul style="list-style-type: none"> <li>● Orientation</li> <li>● Laws &amp; Regulations</li> <li>● Health &amp; Safety Considerations</li> <li>● Disinfection &amp; Sanitation</li> <li>● Anatomy &amp; Physiology</li> </ul>
<b>Nail Care (400 Hours)</b>	<ul style="list-style-type: none"> <li>● Manicures</li> <li>● Pedicures</li> <li>● Gels</li> <li>● Acrylics</li> <li>● Tips</li> </ul>
<b>TOTAL HOURS: 600</b>	

**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 CIMA online with instructor-led classes on Microsoft Teams.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOK FOR ADVANCED MANICURING COURSE:**

- Milady's Standard Foundations, ISBN 9781285080475.
- Milady's Nails, ISBN 978-1-337-78655-3

**ESTHETICIAN COURSE (600 HOURS)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays for Garden Grove & Biweekly for Laguna Hills (Subject to change based on ABC's discretion)

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

**EXTERNSHIP:** Students can earn up to 60 hours (10%) 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 learn the proper procedure of plain and electrical facials. Besides, lash lift and eyebrow lamination are included in the course.

**ESTHETICIAN PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand practices, 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 SKINCARE, 200 HOURS IN HEALTH AND SAFETY, AND 50 HOURS IN HAIR REMOVAL

CATEGORY	SUBJECTS
<b>Health &amp; Safety (200 Hours)</b>	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Laws and Regulations</li> <li>• Health &amp; Safety Considerations</li> <li>• Disinfection &amp; Sanitation</li> <li>• Anatomy &amp; Physiology</li> </ul>
<b>Skincare (350 Hours)</b>	<ul style="list-style-type: none"> <li>• Manual, Electrical &amp; Chemical Facials</li> <li>• Make-Up</li> </ul>
<b>Hair Removal, Lash &amp; Brow Beautification (50 Hours)</b>	<ul style="list-style-type: none"> <li>• Hair Removal</li> <li>• Eyelash &amp; Eyebrow Beautification</li> </ul>
<b>TOTAL HOURS: 600</b>	

**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 CIMA online with instructor-led classes on Microsoft Teams.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOKS FOR ESTHETICIAN COURSE:**

- **Milady's Standard Foundations**, ISBN 9781285080475
- **Milady's Standard Esthetician Fundamentals**, ISBN: 978-1-3370-9504-4

**TEACHER TRAINING COURSE (600 HOURS)**

**LOCATION:** Garden Grove and Laguna Hills

**SESSIONS:** Begin weekly on Mondays for Garden Grove & bi-weekly Fridays for Laguna Hills (Subject to change at ABC's discretion)

**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 contribute 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.
3. To provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

CATEGORY	SUBJECTS
<b>Health &amp; Safety (10 Hours)</b>	<ul style="list-style-type: none"> <li>● Orientation</li> <li>● Laws and Regulations</li> <li>● Health &amp; Safety Considerations</li> <li>● Disinfection &amp; Sanitation</li> </ul>
<b>Preparatory Instruction (290 Hours)</b>	<ul style="list-style-type: none"> <li>● Instructional Techniques</li> <li>● Organizational Techniques</li> <li>● Lesson Planning</li> <li>● Techniques of Evaluation</li> </ul>

<b>Supervised Teaching Practicum *** (300 Hours)</b>	<ul style="list-style-type: none"> <li>• Classroom Lecture</li> <li>• Demonstrations</li> <li>• Technical Instruction &amp; Evaluation</li> </ul>
<b>TOTAL HOURS: 600</b>	

\*\*\* 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.

**GRADING PROCEDURES:** Students are graded based on written exams and applied effort on campus. See grading policy for details on page 48.

**REQUIRED TEXTBOOK FOR TEACHER TRAINING COURSE:**

- **Milady's Master Educator**, ISBN 9781133693697

## TUITION & REFUND POLICY

### 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.

TUITION & FEES	TUITION	REG. (NR)	KIT*	E-BOOK BUNDLE	TOTAL	WKS
Cosmetology	\$8,728	\$100	\$1,200	\$398	\$10,426	25-50
Barbering	\$8,708	\$100	\$1,000	\$398	\$10,206	25-50
Esthetician	\$5,302	\$100	\$500	\$398	\$6,300	12-30.
Advanced Manicuring	\$3,792	\$100	\$700	\$398	\$4,990	12-30.
Manicuring	\$1,802	\$100	\$200	\$398	\$2,500	8-20.
Teacher Training	\$4,091	\$100	\$0	\$195 (Book Only)	\$4,386	12-30.

**(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 of comparable/same quality. An instructor will be required to approve the kit.

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

<u>GARDEN GROVE</u>	TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL	THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY	TOTAL REMAINING BALANCE DUE UPON 60% OF COURSE
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		PROGRAM	UPON ENROLLMENT	HOURS
Advanced Manicuring	\$4,990	\$4,990	\$500	\$4,490
Barbering	\$10,206	\$10,206	\$500	\$9,706
Cosmetology	\$10,426	\$10,426	\$500	\$9,926
Esthetician	\$6,300	\$6,300	\$500	\$5,800
Manicuring	\$2,500	\$2,500	\$500	\$2,000
Teacher Training	\$4,386	\$4,386	\$500	\$3,886

## LAGUNA HILLS TUITION

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

TUITION & FEES	TUITION	REG. (NR)	KIT*	E-BOOK BUNDLE	TOTAL	WKS
Cosmetology	\$10,584	\$100	\$1200	\$398	\$ 12,282	25-50
Barbering	\$10,564	\$100	\$1000	\$398	\$ 12,062	25-50
Esthetician	\$8,397	\$100	\$700	\$398	\$9,595	11-30.
Advanced Manicuring	\$4,900	\$100	\$750	\$398	\$6,148	11-30.
Teacher Training	\$4,091	\$100	\$0	\$195 (Book Only)	\$4,386	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.

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

<u>Laguna Hills</u>	TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	TOTAL REMAINING BALANCE DUE UPON 60% OF COURSE HOURS
Advanced Manicuring	\$6,148	\$6,148	\$1,248	\$4,900
Barbering	\$12,062	\$12,062	\$1,498	\$10,564
Cosmetology	\$12,282	\$12,282	\$1,698	\$10,584
Esthetician	\$9,595	\$9,595	\$1,198	\$8,397
Teacher Training	\$4,386	\$4,386	\$295	\$4,091

### STUDENT TUITION RECOVERY FUND (STRF) FEE

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate will increase from \$0.50 per \$1,000 to \$2.50 per \$1000.

### 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.

### **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, the 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

### **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 monies 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 "prorated" 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 the number of scheduled hours of the course did not complete 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:
  - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  - b. Provide completion of the course and/or agreement; or
  - c. Participate in a Teach-Out Agreement; or
  - d. 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:

- a. Provide a pro rata refund; or
  - b. Participate in a Teach-Out Agreement.
- H. If a course is canceled subsequent to enrollment, the school shall at its option:
- a. Provide a full refund of all monies paid; or
  - b. 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:
- a. 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 \$3,780	Book \$120	Kit \$600	Registration Fee \$100	STRF \$2	Refundable Fees/ Course Hours	Course Hours -Hours Earned	Refundable Hours x Hourly Rate
					\$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.

Per CA Education Code 94919 (2016)

- (a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- (b) The institution shall advise each student that a notice of cancellation shall be in writing, 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.
- (c) The institution shall also provide a pro rata refund of nonfederal student tfinancial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.
- (d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

## MINIMUM TUITION ADJUSTMENT SCHEDULE

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

## 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.”*

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.
- 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 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.

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
(916) 431-6959 or (888) 370-7589

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

## **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.

## **ADVANCE BEAUTY COLLEGE CAMPUS RULES & REGULATIONS**

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Students are encouraged to abide by school rules at all times. Violations of these rules and regulations may result in suspension, loss of externship privilege, or expulsion from school as determined by the school administration. ABC reserves the right to not re-enroll any student that has been previously withdrawn from our school and programs.

## **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.
5. All students must maintain proper conduct and present themselves professionally when serving clients. If there are issues, please seek an instructor for resolution.

## **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. To receive credit for on-campus hours, students must be present in class during roll call.
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.
  - a. Students are required to take lunch breaks based on the number of hours they attend per day.  
5:45 hours or less: no meal break (if students choose to take a lunch break, must clock out)  
6 to 9:45 hours: 1 meal break within the first 5 hours  
10 to 11 hours: 2 meal breaks (30min+30min), with only one 30 min break, a maximum of 9:45 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.
9. Students will receive SAP reports when they reach 200 & 400 hours of the Manicuring, at 300 & 600 hours of the Esthetics & Advanced Manicuring; at 450, 900, 1000 hours of the Cosmetology & Barbering.
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 within the first 7 days of enrollment is free, additional requests will be charged \$75.
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 required to wear school issued t-shirts, dark pants (blue or black) and closed toe shoes at all times during school. T shirts may not be altered or covered. Long sleeve undershirts must be black, gray or white. Clothing should not be revealing or hinder your work as a student and must be clean and

neat.

2. All work must be checked by an instructor or credit (hours) will not be given.
3. Students must be prepared with the required equipment and books for the day's lessons.
4. Students are responsible for the return of college materials or equipment loaned to them.
5. Students must keep their workstation clean and sanitary at all times.
6. Students are responsible for their own personal property. ABC is not responsible for any lost or stolen items.
7. 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.
8. No headphones, laptops or the likes are allowed on the clinic floor.
9. 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.
10. No visitors or children are permitted in the classroom or student areas, unless receiving services.
11. Students must have a ticket for each client service. Tickets must have the correct student's 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.
12. Students must take all appointments assigned to them otherwise, the student may be dismissed from school 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 must park and secure their bicycles at the bike rack.
19. Please park in the parking spots furthest away from neighboring businesses to the school.

**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.

## **STUDENT RIGHTS & RESPONSIBILITIES**

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### **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 applications for each available financial aid program. How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress or not.
- What special facilities and services are available to the handicapped.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling. • Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read and understand all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part time student).
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**GRIEVANCE PROCEDURE**

It is the policy of this institution to handle grievances 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

**ATTENDANCE POLICY**

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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.



## LEAVE OF ABSENCE (LOA) POLICY

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 15 days.

Do not request a Leave of Absence unless you absolutely need one. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. 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. The addendum to the enrollment agreement must be signed by all parties. 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. The student will be withdrawn if they take an unapproved LOA, does not return by the expiration of an approved LOA. All refunds due will be issued to the student or appropriate agencies and paid within 45 days.

- The LOA request must be communicated in writing with student signature prior to the 1st day of leave, unless unforeseen circumstances prevent the student from doing so. 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 which includes the reason for the LOA, 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 will return to school after the LOA.

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 institution will establish a start date of the approved LOA as the first date the student was unable to attend.

### ■ 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

## 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.

1. *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:
  - a. 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.
  - b. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
  - c. The date you fail to attend classes for a 14-day period and fail to inform the school that you are not withdrawing.
  - d. 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.
  - e. 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.
  - f. If a student has been withdrawn after not successfully passing their SAP probation because they have exceeded the maximum timeframe, 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.

A student who decides to leave 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

## **TIME CLOCK POLICY AND PROCEDURE**

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### **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 System to scan in and out at the start and end of their day and lunch period. Students 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.*

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 10 hours or more, 2 (30 minutes) meal breaks are required.

## ONLINE

Instructor-led online learning is Monday through Sunday: 9:00am–9:00pm. Work done outside of these hours will be removed, including holidays and/or during Leaves of Absence. No overlapping of on campus and online hours is allowed (On-Campus, Cengage/CIMA, & Microsoft Teams). Overlapped hours will be removed. This is considered double-dipping and is a violation of school policy.

You will receive invitations via email to set up your user profiles for Clockify, CIMA and Microsoft Teams. Students must use Clockify in the <Timesheet> section of Microsoft Teams to Clock In & Out. Students must notify the instructor online via Microsoft Teams using the <Post> tab when clocking in & out and what work is being done. Do not let the Clockify clock run past midnight, or you will lose all your hours for the day. Online hours with no supporting activities or work will be removed. For online hours to count, students must be evaluated by chapter test or practical evaluation by an on-campus instructor at least once a week or they will lose their online hours for that week. Maximum Hours online is 50% of the program hours.

### **Cengage.com / miladycima.com**

1. Do not use the Cengage/CIMA App, because it will not count towards your hours. You must log in using the website at CIMA: [www.miladycima.com](http://www.miladycima.com)
  - a. When logging into CIMA, use the “*Log In with my User ID*” link at the bottom of the login page.
2. Clock in & out with Clockify using the MS Teams <Timesheet> tab.
3. For hours to count, the student must be engaged in the digital textbooks; turn pages, do activities, quizzes, and chapter tests.
4. The time you see displayed, is not what you will receive. Audited hours will remove all periods of time of inactivity and/or dead time or any hours earned during weeks a student does not come on-campus.
5. Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times, will not count against you, however Cengage/CIMA may not count the time for multiple attempts.
6. When you are done for the day, properly log out of CIMA, inform the instructor in the Post in Teams, and stop the Clockify clock.

## GRADING POLICY

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### GRADING SYSTEM

Each program consists of both a theoretical and hands-on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below.

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

Practical operations completed by the student are recorded on the student's digital applied effort sheet. 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.

## **STUDENT DIGITAL RECORD OF APPLIED EFFORT FOR ON CAMPUS WORK**

Student records of applied efforts are an important factor to the student's success at ABC. The digital record of applied effort reflects the students' daily record of technical instruction and practical operations in hours. It is the student's responsibility to make sure that they are getting the correct credits on their student digital record of applied effort. An instructor must document the time spent for all activities on the student record of applied effort or credit will not be given.

In order to complete the course of study, the student must complete the minimum hours of operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of hours needed for completion.

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

1. Students will receive hours for each operation performed and theory/demo lessons attended on the day these activities occurred in increments of 15 minutes or more, rounding to the nearest quarter hour.
2. In order to receive credit for theory hours, students must attend the on-campus lecture or demo for that day.
3. To receive practical hours, students must perform a manual operation.

## **HYBRID DISTANCE EDUCATION**

Advance Beauty College currently offers hybrid distance education through Milady CIMA/Cengage & Microsoft Teams. Students are allowed to complete up to 50% of their program hours via distance education. The online program is asynchronous. Theory exams grades and activity hours will be automatically calculated by Milady and student hours will be managed by Milady CIMA/Cengage & Clockify. Students are required to attend on-campus class at least once every week for the hours scheduled that day and take a chapter test or be evaluated for their practical proficiency by an instructor. No overlapping of hours (On-Campus, CIMA/Cengage, & Teams) is allowed. Overlapped hours will be removed. This is considered double-dipping and is a violation of school policy.

1. Students can only earn Theory hours online. All practical operations must be done on-campus.
2. The interaction with the instructor will be validated by communicating with the instructor in the Class Post or in Teams Chats.
3. Students are required to attend on-campus at least once every week or 10% of each of the online hours accrued and be evaluated for their practical or theory proficiency.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam of 70% to include any applicable competencies required by the State licensure agency prior to graduation from the program.
5. All transcripts listing academic attainment received will identify the distance education component.
6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed

and dated copy of this disclosure can be found in the student file.

## **CLASS SCHEDULES**

Day and Evening classes for Cosmetology, Barbering, Esthetician, Manicuring, Teacher Training courses start weekly or biweekly depending on the course & campus 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 program.

## **TEXTBOOKS, EQUIPMENT & SUPPLIES**

Student kits contain the equipment necessary for the course and are 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 pre-checked 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 school is not responsible for a student's equipment, either lost or stolen.

## **MEDIA RESOURCES**

The school maintains a library of supplemental resources for student use on Microsoft Teams. Students may access the digital library at any time as long as they are a current student with login access. Students are encouraged to use the resource library to reinforce their academic learning.

### **How to access Online Library:**

1. On a web browser, go to [www.teams.microsoft.com](http://www.teams.microsoft.com) or download the Microsoft Teams App
2. Login with student's email and password
3. Select ABC Library
4. Select the Program Channel you are enrolled in: Advanced Manicuring, Barbering, Cosmetology, Esthetics, or Manicuring
5. Open the Files Tab and you will find your resource materials for your program.

## **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.

## **FRESHMAN EVALUATION**

A student will be required to complete a minimum number of operations in their respective programs and pass the performance grading criteria in order to progress out of the freshman status prior to moving to the clinic floor to service clients.

## **CLINIC FLOOR GRADING**

Practical operations completed by the student are recorded on the student's record of applied effort for each operation. Practical operations are evaluated at midterm and final 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" and overall passing score of 70% or higher.

## **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 operations. Therefore, students should be prepared with the necessary equipment needed to complete the service. For safety purposes, students should not leave a client during a service, for example, 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 is necessary to consult with the floor instructor before the service begins or before adding services as needed.
4. The work ticket will be presented at the back bar for products.
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.

## **EXTERNSHIPS REQUIREMENTS**

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

- Students receiving Veterans Assistance are not eligible for the Externship Program.
- Student participation in the externship program is voluntary.
- Students must complete their freshman evaluation with a score of 70% or higher prior to starting an externship.
- Student payment plans must remain current and in good standing, financial aid paperwork completed, and all accounting issues must be resolved.
- Students must always wear a photo identification badge at all times during their externship as required by California State Board of Barbering and Cosmetology.
- Students must demonstrate positive conduct throughout their externship.
- It is the students' responsibility to be aware of theory and operational hours needed to graduate.
- ABC management staff may prevent or terminate a student's participation in the externship program for not making academic progress, lack of professionalism and poor conduct.
- Students are required to remain in good standing with the Salons.
- Participation in the externship program can either be paid or unpaid at the discretion of the salons.
- In accordance with NACCAS regulations, externship program hours may not exceed 25 hours per week and may not exceed 10% of the total course and/or program hours: 100 hours for Barbering and Cosmetology Programs, 60 hours for Advance Manicuring and Esthetician Programs, and 40 hours for Manicuring Program

Please refer to the Advance Beauty College Externship Program Policy & Procedures Manual for more information about the externship program.

## **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. A designated office staff member will assist students with 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 demonstrations and/or discuss career goals, customer service, industry trends, etc. with the students. Students may request additional counseling sessions at any time.

## **GRADUATION REQUIREMENTS**

When a student has completed the required theory and practical operation hours in the Cosmetology, Barbering, Manicuring, Advanced Manicuring, Esthetician, or Teacher Training Programs with a 70% grade or better, they are awarded a certificate upon graduation. Students are assisted in completing the necessary documents to file for the appropriate State of CA Board of Barbering and Cosmetology Licensure 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 (12th 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; and
- Pass the licensing exam with an overall average of 70% or better.

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

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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 will be terminated from the program. Students will be permitted to reenroll in a program on a cash-pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy.
4. Students on an approved Leave of Absence will have their contract period and maximum timeframe extended by the same number of days as the leave of absence.
5. Evaluation periods are done at least by the midpoint of the academic year or program, whichever comes earlier, for all students. All evaluations must be completed within seven (7) school business days following the established evaluation points.
6. Students who meet minimum requirements are considered to be 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

These SAP Evaluation Periods are based on the US Department of Education's definition of an academic year of 900 hours or 26 weeks and follow the payment schedule for Title IV federal financial aid.

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 hours* 5 weeks	400 hours* 5 weeks
<b>Advanced Manicuring (600 hours)</b>	300 hours* 7 weeks	600 hours* 8 weeks
<b>Esthetician (600 hours)</b>	300 hours* 7 weeks	600 hours* 8 weeks
<b>Teacher Training (600 hours)</b>	300 hours* 7 weeks	600 hours* 8 weeks

\*The evaluation periods are based on scheduled hours.

Students enrolled in the Cosmetology, and Barbering programs are evaluated three (3) four or (4) times during their course of instruction, depending on their enrollment hours. These evaluations occur as follows:

<b>Program (length)</b>	<b>SAP 1</b>	<b>SAP 2</b>	<b>SAP 3</b>	<b>SAP 4</b>
<b>Cosmetology (1600 hours)</b> <b>(this table applies to students enrolled prior to 4/4/2022)</b>	450 hours* 10 weeks	900 hours* 10 weeks	1250 hours* 10 weeks	1600 hours* 10 weeks
<b>Barbering (1500 hours)</b>	450 hours*	900 hours*	1200 hours*	1500 hours*



(this table applies to students enrolled prior to 4/4/2022)	10 weeks	10 weeks	10 weeks	10 weeks
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Program (length)	SAP 1	SAP 2	SAP 3
Cosmetology (1000 hours)	450 hours* 10 weeks	900 hours* 10 weeks	1000 hours* 5 weeks
Barbering (1000 hours)	450 hours* 10 weeks	900 hours* 10 weeks	1000 hours* 5 weeks

\*The evaluation periods are based on scheduled hours.

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

## 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.
  - a. *Practical grades*:
    - i. At least two comprehensive practical skills evaluations will be conducted using the practical grading criteria.
    - ii. Practical skills are evaluated according to procedures and performance standards adopted by the school.
    - iii. At least 70% in each applicable category for a passing score.
    - iv. To calculate the overall competency evaluation score, an average of the percentage for all categories is used.
    - v. Written examinations after each unit of study.
    - vi. At least 70% in each applicable category for a passing score.
    - vii. To calculate the overall competency evaluation score, an average of the percentage for all categories is used.

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*. Students must make up any failed or missed tests and incomplete assignments.

## 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.

## 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 during the initial payment period in which the student failed to meet minimum attendance and/or academic standards.

- *The student may continue to receive Title IV aid for one payment period.*
- *The student does not need to file an appeal.*
- *Veterans Affairs will be notified (only applies to students utilizing their VA Benefits).*

Should a student fail to meet the minimum standards for SAP for the subsequent evaluation period, the student must follow the academic probation guidelines as outlined below in order to remain eligible for enrollment and financial aid.

## 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 time frame 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. This written request 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.

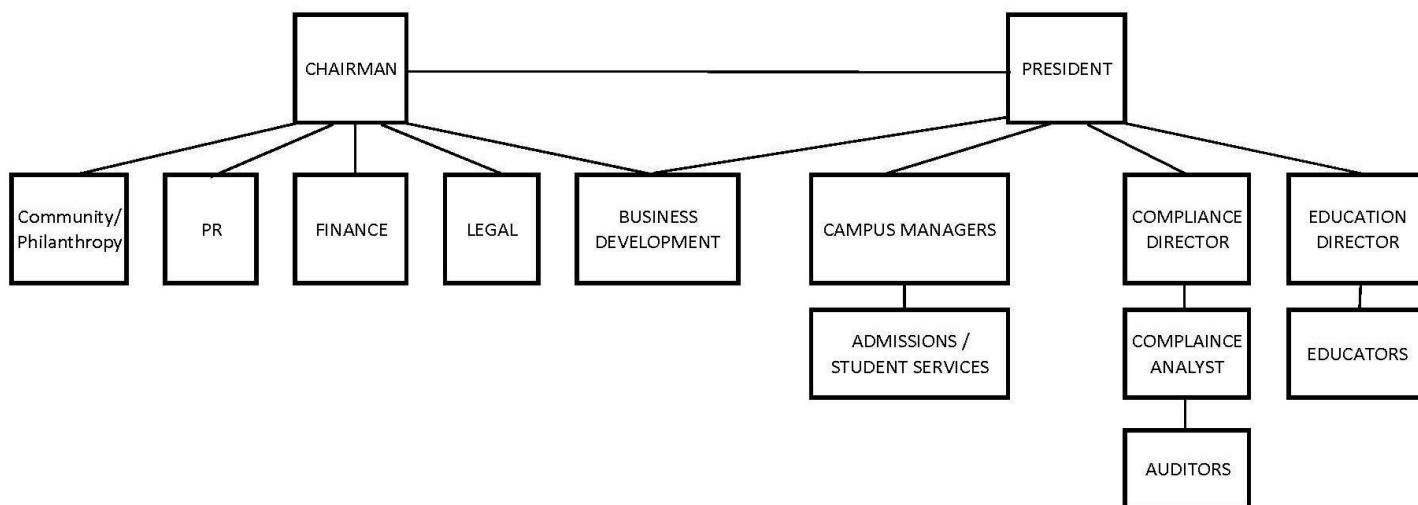
The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may

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.

## CAMPUS LOCATIONS, STAFF & FACULTY

**ADVANCE BEAUTY COLLEGE ORGANIZATIONAL CHART**



### GARDEN GROVE CAMPUS

ABC – Garden Grove is located in a (8,000 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 STAFF

Name	Title
Linh Nguyen	President

Christine Nguyen	Director of Finance
Suzette Christian	Director of Business Development
Nikki Vo	Admissions Advisor
Tracy Pham	Director of Operations
Alan Gaxiola	Director of Compliance & Education
Lupe Solis	Campus Manager
Trinh (Julia) Nguyen	Financial Aid Administrator
Kristine Bliss	Compliance Analyst
Athena Nguyen	Admissions Advisor
Dang Vo	Student Services Coordinator
Quyen Luu	Student Services Coordinator
Tiffany Trieu Goldman	Student Services Coordinator
Henry Nguyen	I.T. Administrator
Edwin Le	Marketing Coordinator

## **FACULTY**

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

<b>NAME</b>	<b>LICENSE HELD</b>
Shayla Cao	Barbering/Cosmetology
Laura Gonzalez	Barbering/Cosmetology
Suong Nguyen	Barbering/Cosmetology
Kathy Pham	Barbering/Cosmetology
Quynh Pham	Esthetician/Manicuring
Rosalyn Mai	Cosmetology
Nancy Hanh Nguyen	Esthetician/Manicuring
Nancy Holberg	Esthetician
Hang Tran	Manicuring/Esthetician

## **LAGUNA HILLS CAMPUS**

ABC – Laguna Hills is a spacious (8,597 sq. ft.) newly renovated, air-conditioned, facility with many benefits for our staff and students. Located at 25332 McIntyre Street, Laguna Hills, CA 92653, 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 25332 McIntyre Street, Laguna Hills, CA 92653. All courses are taught at this location.

**LAGUNA HILLS STAFF**

<b>Name</b>	<b>Title</b>
Linh Nguyen	President
Christine Nguyen	Director of Finance
Suzette Christian	Director of Business Development
Tracy Pham	Director of Operations
Alan Gaxiola	Director of Compliance & Education
Henry Nguyen	I.T. Administrator
Kristine Bliss	Compliance Analyst
Krysta Ortiz	Receptionist
Chloe Okura	Student Services Coordinator
Edwin Le	Marketing & Student Coordinator

**FACULTY**

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

<b>NAME</b>	<b>LICENSE HELD</b>
Laura Gonzalez	Cosmetology / Barbering
Caroline Castro	Esthetics