



## CALIFORNIA BEAUTY COLLEGE SCHOOL CATALOG

2022

(Valid: Jan 1, 2022 - Dec 31, 2022)

4328 54<sup>th</sup> STREET

SAN DIEGO, CA 92115

Phone: (619) 257-8777

<https://www.californiabeautycollege.com>

# Table of Contents

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES5**

Mission Statement5  
Vision Statement5  
Educational Objectives5  
Programs of Study5

## **APPROVAL DISCLOSURE6**

Handicapped Students6  
Approval Disclosure6  
Calendar/Holidays6

## **ADMISSIONS7**

Admission Policy7  
Credit Evaluation7  
Articulation7  
Media Resources8  
Re-Entry Policy8  
Media Resources8  
Freshman Class Enrollment8  
Health and Physical Considerations8  
Licensing Pre-Application Examination Requirements8  
Schedule of Charges8  
Language Proficiency Requirement8

## **REGULATORY POLICIES9**

Non-Discrimination9  
Disclosure of Education Records9  
Notification of Rights Under FERPA for Post-Secondary Institutions9  
Student Rights and Responsibilities10  
Grievance Procedure11

## **ACADEMIC POLICIES12**

Progress Policy12  
Satisfactory Academic Progress Policy12  
Evaluation Periods12  
Academic Probation13  
Appeal Procedures13  
Leave of Absence14  
Program Incompleteness14  
Attendance14  
Transfers14  
Grading System14  
Academic Grading14  
Student Clock Hour Policy15  
Time Card Credit15

Transfer of Credits	15
Student's Right to Cancel	15
Additional Transcripts	15
Collection of Tuition	16
Scholarships	16
Refund Policy	18
Withdrawal Policy	18
Return of Title IV	19
Student Tuition Recovery Fund Statement	19
Right to Withhold Transcripts and Grades for Non Payment of Tuition	20
Voter Registration	20
<b>FINANCIAL AID</b>	<b>20</b>
<b>GRADUATION</b>	<b>21</b>
Placement	21
Career Counseling and Personal Attention	21
Housing	21
Extra Instruction Charges	21
Brush Up	21
Credit for Special License and Transfer of Training	21
Class Schedules	22
Orientation Class	22
Textbooks, Equipment, & Supplies	22
<b>COURSE OUTLINES</b>	<b>23</b>
<b>SCHOOL RULES &amp; REGULATIONS</b>	<b>36</b>
<b>STAFF</b>	<b>39</b>

**CALIFORNIA BEAUTY COLLEGE**  
**"Excellence in Education"**

---

Dear Student,

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

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

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

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

Sincerely,

Helen Nguyen  
School Director

## MISSION STATEMENT & EDUCATIONAL OBJECTIVES

---

### MISSION STATEMENT

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

### VISION STATEMENT

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

### EDUCATIONAL OBJECTIVES

Our objective is to provide each enrolled student with a high quality education, in an environment conducive to attaining all the basic skills to pass the state licensing exam and to become employable in the cosmetology field. 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, Manicurist, Make-Up Artist, Esthetician, or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director, or School Owner.

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

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

### PROGRAMS OF STUDY

California Beauty College offers several programs of study. Cosmetology (1600 Clock Hours), Manicuring (400 Clock Hours), Manicuring (600 Clock Hours), Esthetician (600 Clock Hours), and Barbering (1500 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, manicuring, esthetician, and barbering.

Educational Goals: The courses of study are designed to prepare students for the state licensing examination and for profitable employment. Cosmetology: ([SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists](#)); Manicuring: [SOC Code- 39-5092.00 Manicurists and Pedicurists](#); Esthetician: [SOC Code- 39-5094.00 Skin Care Specialists, Estheticians](#)

**HANDICAPPED STUDENTS**

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

**APPROVAL DISCLOSURE**

CALIFORNIA BEAUTY COLLEGE is a private institution and was granted institutional approval from the Bureau for Private Post-Secondary Education PO Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720, pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. The Bureau has approved the following programs: Cosmetology: 1600 Clock Hours, Manicuring: 400 Clock Hours, Manicuring: 600 Clock Hours, Esthetician: 600 Clock Hours, and Barbering: 1500 Clock Hours.

As of the start date of this catalog, this institution does not have a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or 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.).

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., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900 (phone) or (916) 263-1897 (fax).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

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

**Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

**CALENDAR/HOLIDAYS**

The campus is open from 9:00 am to 9:00 pm Tuesdays through Fridays and Saturdays from 9:00 a.m. to 5:30 p.m. It is closed on Sundays, Mondays, Fourth of July, Thanksgiving Day, Christmas Day, and New Year's Day.

Campus will close early at 3 p.m. on Christmas Eve and New Year's Eve. A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

**ADMISSION POLICY**

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

- A) Applicants must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent.
- B) Have evidence of completion of home schooling.
- C) Have the ability-to-benefit from training. Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Program of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education administered by an independent proctor. Students subjected to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently our school is using the CELSA Ability-to-Benefit test. This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available and the independent test agency will explain and provide you with the re-testing procedures. Students admitted under this criterion are not eligible to apply for Title IV funding.
- D) If enrolled under a training agreement through the community college, meet the admissions requirements set by the community college.
- E) Teacher Training applicants must have a valid license in their field of study.

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

**CREDIT EVALUATION**

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

**ARTICULATION**

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

**MEDIA RESOURCES**

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



## **RE-ENTRY POLICY**

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

## **FRESHMAN CLASS-ENROLLMENT**

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

## **HEALTH AND PHYSICAL CONSIDERATIONS**

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

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

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

1. Complete the required pre-application hours:
  - a. Manicuring: 300 hours
  - b. Esthetician: 450 hours
  - c. Cosmetology: 1200 hours
  - d. Barbering: 1,125 hours
2. Complete at least 75% of each practical operation – Nail 600 hours: complete at least 50% of the basic practical points based on the 400 hours requirements
3. Meet the minimum of 85% on attendance and 75% Satisfactory Progress Report. (Note: Saddleback students are required to meet a minimum of 90% attendance.)
4. Pay all remaining balances on student account.
5. Have no more than 3 infractions or written warnings and not be in violation of rules #1 through 4.

## SCHEDULE OF CHARGES

Program of Study	Cost Breakdown**				
	Registration	Tuition	Student Tuition Recovery Fund (STRF)	Uniform, Books, and Supplies	Total(*)
	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>
BARBERING	\$75.00	\$7,000.00	\$3.50	\$915.00	\$7,993.50
COSMETOLOGY	\$75.00	\$8,000.00	\$4.00	\$1,025.00	\$9,104.00
ESTHETICIAN	\$75.00	\$3,000.00	\$1.50	\$365.00	\$3,441.50
MANICURIST - 400	\$75.00	\$1,600.00	\$1.00	\$325.00	\$2,001.00
MANICURIST - 600	\$75.00	\$2,000.00	\$1.00	\$325.00	\$2,401.00

These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program.

\*These charges are the same for the Vietnamese-led courses. See Language Proficiency Requirements below.

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

Effective February 8, 2021, all institutions will be required to collect Student Tuition Recovery Fund (STRF) assessments. The STRF assessment rate has changed from zero (\$0) per one thousand dollars (\$1000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges. **All STRF assessments are NON-REFUNDABLE.**

For additional information regarding this STRF rate change, visit the Bureau for Private Postsecondary Education's Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Note:** Once opened, kits are not returnable or refundable due to sanitary considerations. The above kit prices include 8.0% sales tax. The length of time in a course depends on the number of hours the student contracts for a monthly basis, as specified in the Enrollment Agreement.

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

### LANGUAGE PROFICIENCY REQUIREMENT

CALIFORNIA BEAUTY COLLEGE does not provide English language services. All courses are conducted in either English or Vietnamese. It is required that all applicants demonstrate English or Vietnamese language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak each language proficiently. Though it should be obvious whether a student has sufficient

comprehension of the language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take the following tests:

English: Test of English as a foreign language (TOEFL) exam. In such instances the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.

Vietnamese: Assessment from American Council on the Teaching of Foreign Languages (ACTFL). Prospective students will have to get certified with the ACTFL Oral Proficiency Interview (OPI) which measures their ability to speak in Vietnamese with a Certified ACTFL Tester. An OPI is requested on the Interagency Language Roundtable (ILR) scale ILR. OPI will rate between ILR 0 (No Proficiency) and ILR 5 (Functionally Native). Applicants will need to score at least a ILR of 2 in both speaking and reading to be accepted.

---

### **HYBRID ONLINE COURSE INSTRUCTION**

---

CALIFORNIA BEAUTY COLLEGE provides hybrid online learning for both English and Vietnamese courses in Cosmetology, Barbering, Esthetician, Manicuring 400, Manicuring 600.

Under the hybrid online course instruction, delivery of instruction in which some traditional face-to-face contact hours are replaced with converged learning. There is an attendance expectation and students can choose to attend class face-to-face or using real-time synchronous video conferencing technology. All exam and quizzes are completed face-to-face with mandatory, on-campus attendance.

Students are required to complete a questionnaire to determine whether each student has the skills to succeed in a distance education environment.

Zoom is recorded and attendance is taken on Zoom the moment the students log on. Student attendance is measured the same way as if they were in person:

Students will be given up to a 15-minute grace period once classes start. After 15 minutes, students are deducted 30 minutes for every 15 minutes the student is late. A thirty (30) minute lunch break shall be taken when a student attends more than 6 hours a day. If attending 6 hours or less and desire to take a lunch break (30 minutes), then the half hour must be deducted from the daily total. If attending 8 hours or more, 2 (30 minutes) breaks are required. At the completion of the day, the daily hours and operations earned are recorded by the teacher.

A secondary approved school administrator (school director, ect) will confirm all attendance through recorded lectures. Cameras will need to be turned on and students are to be active (meaning they will need to be actively listening) while in class or will forfeit their hours.

Students are required to turn in the week's student lessons, projects, and homework by the end of the week on Friday, when they are required mandatory attendance in class. Students that do not turn in assignments by that Friday will get a 0 for that assignment. Late submissions will be allowed by the teacher with adequate approval.

Teachers have 1 week to provide feedback and corrections. Faculty are required to answer students during school hours as soon as they can, no more than 24 hours. Faculty are also available in person for questions on assignments on Fridays during school hours.

Attendance for lectures are **MANDATORY**. Students are still required to attend class and attendance will be recorded.

---

## REGULATORY POLICIES

---

### NON-DISCRIMINATION

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

### DISCLOSURE OF EDUCATION RECORDS

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

### 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 California Beauty College receives a request for access. A student should submit to the admissions office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Beauty College 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 20202

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program. How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.
- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read and understand all forms you are asked to sign.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).
- Understand your school's refund policy.

- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

## **GRIEVANCE PROCEDURE**

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director. All grievances, regardless of the nature, will be turned over to the Director and reviewed.
4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. A student or any member of the public may file a complaint 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. 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 Post Secondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, Phone (916) 574-8900 or by fax (916) 263-1897.

---

## **ACADEMIC POLICIES**

### **PROGRESS POLICY**

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matters prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

### **SATISFACTORY ACADEMIC PROGRESS POLICY/STANDARDS FOR ACADEMIC ACHIEVEMENT**

This institution expects all its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full time). The student must:

1. Maintain a cumulative academic average of "C" (70%) or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).
3. Complete the course within 150% of course length as defined in the enrollment agreement.

4. Evaluation periods are done at least by midpoint of the academic year or program for all students, whichever comes earlier.
5. Students who meet minimum requirements are considered making satisfactory academic progress until their next scheduled evaluation.
6. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.
7. 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.

### **EVALUATION PERIODS**

Students enrolled in the Barbering, Esthetician, Manicuring, and Cosmetology programs are evaluated two (2) times, at the point at which 50% of the program is completed and the point at which 90% of the program is completed.

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

Students enrolled in the Cosmetology program are evaluated four (4) times during their course of instruction. These evaluations occur at the points at which 25%, 50%, 75%, and 90% of the program is completed. **Example:** For the 1600 clock hour Cosmetology program, a student will be evaluated at the point in which the student reaches 400, 800, 1200, and 1440 clock hours.

Student evaluations are maintained in the student's file and are accessible to the student upon request.

### **ACADEMIC PROBATION**

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

Failure to meet satisfactory academic progress by the next evaluation period will result in the student being placed on Academic Probation. The student must provide a written appeal and demonstrate that they will be able to reach Satisfactory Academic Progress by the end of the probationary period. Students remain eligible to receive aid during the probation period but will be considered to be on academic/attendance probation. Probationary students who fail to meet Satisfactory Academic Progress by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress, will lose any remaining eligibility for student financial aid, and may be terminated at the discretion of the institution. Students who lose financial aid must become cash paying.

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

In the event a student is terminated due to not making satisfactory academic progress, all policies regarding the institution's refund policy will apply. Warning and probationary students who meet Satisfactory Academic Progress by the conclusion of the warning/probationary period will be removed



from academic warning/probation and will retain eligibility for the Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

### **APPEAL PROCEDURES**

Students who wish to appeal the decision that they are not making satisfactory academic progress must submit a written request to the institution's administrator. The letter should be received within (5) days of the determination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration, such as a death of a relative or an injury or illness. The letter should also document why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide a written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory academic progress, and determined as making satisfactory academic progress will be re-entered in the program and financial aid funds will be retroactive for eligible students who have displayed satisfactory academic progress within the evaluation probationary period time frame. All records of the student's appeal will remain documented in the student's file.

### **LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to two (2) ninety day (90) periods, not to exceed 180 days. Each LOA must be a minimum of 14 days. The LOA must be requested in writing by the student and must be approved by school official. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the school official approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than two (2) LOA within a 12 month period unless approved by the School Director. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the program extended by the same number of days as the leave of absence. If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal shall be the last day of attendance. All refunds due will be issued to the student or appropriate agencies and paid within 45 days.

### **PROGRAM INCOMPLETENESS**

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



## ATTENDANCE

Students are required to attend school according to their student schedule as indicated by their enrollment agreement. Attendance is verified by clock in time and roll call. A student who is not present at roll call will not receive clock hour credit. Full time enrollment is defined as any student scheduled to attend 24 hours or more per week. Part-time enrollment is defined as 20 or more but less than 24 hours per week. Less than 12 hours per week is considered less than half time enrollment.

## TRANSFERS

Transferred hours will count as both attempted and completed hours.

## GRADING SYSTEM

Students are evaluated on a regular basis on theory and practical work. Academic performance is measured written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical performance is measured by a student's completion of practical operations. Practical operations have a maximum point value of 4 points. Students are graded according to the grading criteria for accuracy in each sub-category. This score is then recorded as they complete each operation on the back of the student's time card. The cumulative score of both academic exams and practical operations make up a students' overall GPA. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

ACADEMIC GRADING		POINT GRADES FOR PRACTICAL WORK	
100%-90%	A.....Superior Performance	(GPA 4)	4 POINTS = A
89%-80%	B.....Above Average	(GPA 3)	3 POINTS = B
79%-70%	C.....Average	(GPA 2)	2 POINTS = C
69%-60%	D.....Unsatisfactory	(GPA 1)	1 POINTS = D
59% -00%	F.....Fail	(GPA 0)	0 POINTS = F

## STUDENT CLOCK HOUR POLICY

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their day and lunch period. Students will be given up to a 15-minute grace period once classes start. After 15 minutes, students are deducted 30 minutes for every 15 minutes the student is late. 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 the half hour must be deducted from the daily total. If attending 8 hours or more, 2 (30 minutes) breaks are required. At the completion of the day, the daily hours and operations earned are recorded. Timecards must be signed by the student and the instructor daily.

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

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

## TIME CARD CREDIT

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

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

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

## **TRANSFER OF CREDITS**

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

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

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

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

1. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
3. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **ADDITIONAL TRANSCRIPTS**

Students requesting additional copies of academic transcripts upon graduation will be charged \$25.00 for each copy. Former students requesting additional copies of academic transcripts will be charged \$100. If records cannot be recovered, there will be a \$25 convenience fee. All students are given 1 set of all academic transcripts upon graduation. Please secure these records in a safe place for future reference.

## **COLLECTION OF TUITION**

During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room, and board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. For those students who are not receiving financial aid, the admissions representative will develop a personalized payment program for each individual, not to exceed advance payment of one term or four months at a time. The balance of tuition in all programs is due by the time 50% of the course is to be completed.

### **SCHOLARSHIPS**

This institution does not award scholarships currently.

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

### **REFUND POLICY**

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

- A. An applicant not accepted for training by the school shall be entitled to a refund of all money paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within seven days (by midnight) of signing the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the seventh assessed day after signing the enrollment agreement without the student starting classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$75. The cost of the kit and supplies are not refundable due to sanitary reasons.
- D. Withdrawals of more than seven days after the start of class may be entitled to a partial refund. Students have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of the registration fee of \$75.
- E. Students who terminate prior to course completion will be charged a \$75 registration fee and refund given based on number of scheduled hours of the course not completed less non-refundable kit and STRF fees. Students who have completed more than 60% of the course hours are not eligible for a refund. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student may:
  - 1. Transfer credits to another school offering similar courses. Transferrable credits are based solely upon the school's policy and should first be verified with the school. The student will be eligible for a refund based on the school's refund policy **OR**
  - 2. Teach-out: Students that are within 90 days of completing their course of study may be able to finish their course before the school closes. These students would not be eligible for a refund.

G. If a course is cancelled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the course.

H. Monies due to the applicant or student are refunded within **45** days of official cancellation or withdrawal. The amount the school would be allowed to retain would be calculated based on the number of hours the student was scheduled to complete (according to student schedule), in the following manner:

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

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

Refund Example: Assume that a student, upon enrollment in a 1600 hour course, pays \$6,000 for tuition, \$75 for registration (non-refundable), STRF fee, and \$300 for equipment (non-refundable), as specified in the enrollment agreement. The student withdraws after completing 550 hours, but was scheduled to have complete 600 hours; the pro-rata refund to the student would be based on the calculation stated below:

Course Hourly Rate	Tuition Paid on Hours Received "Earned Tuition"	Hours Paid for but not received	Refund calculation of tuition	Summary of Refund Calculation
Tuition / Course Hours	# Course Hours	# Total Course Hours	# Hours Paid for but not received x	Total Tuition Paid – Earned Tuition, Kit, Registration Fee
	Scheduled x Hourly Cost of Tuition	- # Course Hours Scheduled to Attend	Course Hourly Rate	
\$6000 / 1600	600 x \$3.75	1600 - 600	1000 x \$3.75	\$6400 - \$2250 - \$300
				- \$75
\$3.75 per hour	\$2250	1000 Hours	\$3750	\$3725

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

#### **WITHDRAWAL POLICY**

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

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

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

1. The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

3. The date you fail to attend classes for a 14-day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the

scheduled date of return from LOA or date the student notifies the institution that s/he will not be returning.

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

#### **RETURN OF TITLE IV**

Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the 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 DISCLOSURE (CCR76215)**

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120) The Student Tuition Recovery Fund (STRF) assessment rate has changed from zero (\$0) per one thousand dollars (\$1000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

For additional information regarding this STRF rate change, visit the Bureau for Private Postsecondary Education's Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

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.

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, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, Phone (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

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

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

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

#### **VOTER REGISTRATION**

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

---

#### **FINANCIAL AID**

---

As of January 1, 2021, California Beauty College does not participate in government financial assistance. Please ask the school for updates on this.

### **PLACEMENT SERVICES**

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 for the most current listings. Designated office staff member assist students in placements as often as needed; however, the school does not guarantee placement to any student.

### **CAREER COUNSELING AND PERSONAL ATTENTION**

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

### **HOUSING**

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

### **EXTRA INSTRUCTION CHARGES**

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

### **STUDENT SERVICES**

This institution does not provide orientations, housing assistance, or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his/her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in a student's local community but does not offer personal counseling assistance.

### **BRUSH-UP**

Students requiring preparation for the licensing exam will be billed the following rates:  
\$200 for Manicuring for both Theory and Practical;  
\$400 for Cosmetology or Esthetician for both Theory and Practical

### **CREDIT FOR SPECIAL LICENSE AND TRANSFER OF TRAINING**

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

Cosmetology to Esthetician (Esthetician) – 100 hours  
Cosmetology to Manicuring – 80 hours  
Esthetician to Cosmetology – 1210 hours



## Manicuring to Cosmetology – 1320 hours

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

### **CLASS SCHEDULES**

Day and Evening classes for Cosmetology, Esthetician, Barbering, and Manicuring start weekly, every Monday for both day and evening students. Class sessions are held at the school address: 4328 54<sup>th</sup> Street, San Diego, CA 92115 and online, where applicable.

### **ORIENTATION CLASS**

Orientation classes for students are held each Monday morning at 9:00am until 12:00pm prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to beginning class.

### **TEXTBOOKS, EQUIPMENT & SUPPLIES**

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

## COURSE OUTLINES

### GENERAL COURSE INFORMATION (COSMETOLOGY/MANICURING/ESTHETICIAN/BARBERING)

#### GRADING SYSTEM

Students are evaluated on a regular basis on theory and practical work. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical performance is measured by a student's completion of practical operations. Practical operations have a maximum point value of 4 points. Students are graded according to the grading criteria for accuracy in each sub-category. This score is then recorded as they complete each operation on the back of the student's time card. The cumulative score of both academic exams and practical operations make up a students' overall GPA. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

ACADEMIC GRADING		POINT GRADES FOR PRACTICAL WORK	
100%-90%	A.....Superior Performance	(GPA 4)	4 POINTS = A
89%-80%	B.....Above Average	(GPA 3)	3 POINTS = B
79%-70%	C.....Average	(GPA 2)	2 POINTS = C
69%-60%	D.....Unsatisfactory	(GPA 1)	1 POINT = D
59% -00%	F.....Fail	(GPA 0)	0 POINT = F

#### CLINIC FLOOR GRADING

The clinical floor grading sheet is required to be completed by all students working on the clinical floor and graded by the Instructor for each procedure done on a patron or doll head. Instructors will use specific grading criteria when scoring clinical operations.

Grading Scale: Students will be graded in all areas of their procedures using a scale from 1 through 4.

4 = Excellent

3 = Good

2 = Fair

1 = Poor

0 = Unacceptable

#### GRADUATION REQUIREMENTS:

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

#### LICENSING REQUIREMENTS:

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

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

**FACILITIES**

California Beauty College is located in a spacious (5,000 sq. ft.) air-conditioned, 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 indoor eating area. Students will use a variety of equipment and materials during their course of instruction. The school uses equipment that fully complies with any federal, state, and local laws, regulations and ordinances. This includes the requirements of fire, safety and health regulations.

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

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

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

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

### **COSMETOLOGY PERFORMANCE OBJECTIVE:**

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

## **CURRICULUM**

### **SPECIFIED PRACTICAL OPERATIONS:**

100	Disinfection	200	Wet Hair Styling	
40	Thermal Hair Styling	20	Thermal Press and Curl	
80	Permanent Waving	25	Chemical Straightening	
125	Haircutting	50	Hair Bleaching	
100	Hair Coloring	20	Scalp and Hair Treatments	
75	Manual Facials	15	Electrical Facial	
25	Chemicals (Skin peels, masks & scrubs)	35	Make up applications	
50	Eyebrow Arching and Hair Removal 15	50	Water and Oil Manicure	
100	Complete Pedicure	50	Liquid and Powder Brush-on	
50	Artificial Nail Tips	20	Nail Wraps and Repairs	

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Theory Instruction:
1. The Cosmetology Act and the Program's Rules & Regulations	20
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
6. Bacteriology, anatomy, and physiology.	15
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	30
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) A. Thermal Styling B. Press and Curl	30
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11. Haircutting (Shall include hair analysis, and the use of the razor scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) A. Haircoloring B. Bleaching	60
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5
14. Facials A. Manual (Shall include cleansing, scientific manipulations packs, and masks.) B. Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) C. Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	25
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17. Manicuring and Pedicuring A. Water and Oil Manicure, including nail analysis, and hand and arm massage. B. Complete Pedicure, including nail analysis, and foot and ankle massage C. Artificial Nails 1) Liquid and Powder Brush-On 2) Artificial Nail Tips 3) Nail wraps and Repairs	05 05 10 10 05

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

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

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

**REQUIRED TEXTS FOR COSMETOLOGY COURSE:**

- **Milady's Standard Cosmetology**, ISBN 9781439059302
- **Performance Criteria for Cosmetology**, By California Beauty College, Copyright 2009
- **Cosmetology Test Book**, By California Beauty College, Copyright 2009

## MANICURING COURSE (400 HOURS)

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

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

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

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

### CURRICULUM

#### SPECIFIED PRACTICAL OPERATIONS:

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

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of theory instruction:
1. The Cosmetology Act and the Program's Rules and Regulations.	10
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10
3. Health and Safety/Hazardous Substances (Shall include the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.)	20
5. Bacteriology, anatomy, and physiology.	10
6. Water and oil Manicures, including hand and arm massage.	20
7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial nails	
(A) Acrylic: Liquid and Powder Brush-on	15
(B) Nail Tips	10
(C) Nail wraps and repairs	05

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

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

**REQUIRED TEXTS FOR MANICURING COURSE:**

- **Milady's Standard Nail Technology**, ISBN 9781435497689
- **Manicuring Performance Criteria**, By California Beauty College, Copyright 2009
- **Manicuring Test Package**, By California Beauty College, Copyright 2009



## ADVANCED MANICURING COURSE (600 Hours)

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

**COURSE DESCRIPTION:** Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. This course goes beyond the basics of manicuring and adds advanced techniques to prepare students to be salon ready.

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

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

## CURRICULUM

### SPECIFIED PRACTICAL OPERATIONS:

60	Disinfection and Sanitation	40	Water and Oil manicures
40	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
20	Spa Manicure	30	Spa Pedicure
60	Nail Tips	40	Nail Wraps and repairs
20	Gel Enhancements	50	Gel Polish
20	Nail Art		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Hours of Instruction:
1. The Cosmetology Act and the Program's Rules and Regulations.	10
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10
3. Health and Safety/Hazardous Substances (Shall include the chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The 15 required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection	20
5. Bacteriology, anatomy, and physiology.	10
6. Water and oil Manicures, including hand and arm massage.	15
7. Complete Pedicure, including foot and ankle massage.	10
8. Application of Artificial nails	
a) Acrylic Liquid and Powder	20
b) Nail Tips	10
c) Nail Wraps and Repairs	05
d) Gel Enhancements	05
e) Gel Polish	05
f) Nail Art	05

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

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

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

**REQUIRED TEXTS FOR MANICURING COURSE:**

- **Milady's Standard Nail Technology**, ISBN 9781435497689
- **Manicuring Performance Criteria**, By California Beauty College, Copyright 2009
- **Manicuring Test Package**, By California Beauty College, Copyright 2009

## ESTHETICIAN COURSE (600 HOURS)

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

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

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

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

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

### CURRICULUM:

#### SPECIFIED PRACTICAL OPERATIONS:

50Disinfection and Sanitation	50Facials (Manual)
60Facials (Electrical)	50Chemicals (Chemical skin peels, packs, masks, and scrubs)
50Wax and Depilatories	60Make-up & Eyelash Application
65 Hair Removal and Eyebrow Arching/Tweezers	

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Theory Hours of Instruction:
1. The Cosmetology Act and the Program's Rules and Regulations.	10
2. Chemistry pertaining to the practices of a Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	20
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10
5. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-	10

out the entire training period and must be performed before use of all instruments and equipment.)	
6. Bacteriology, anatomy, physiology, skin analysis and conditions.	15
7. Facials	
a) Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.	20
b) Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	30
c) Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	20
8. Eyebrow Arching and hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	
a) Tweezers	05
b) Wax and depilatories	20
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20
10. Training will also include classes in salon management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.	10
11. Preparation – Shall include client consultations, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	15

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

**REQUIRED TEXTS FOR ESTHETICIAN COURSE:**

- **Milady's Standard Esthetics**, ISBN 9781428318922

## BARBERING COURSE (1,500 HOURS)

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

**COURSE DESCRIPTION:** Learn the proper use of implements relative to all Barbering services, acquire the knowledge of mechanical skills suitable for the field of barbering, learning the procedures and terminology used in performing all barbering services.

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

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

**BARBERING PERFORMANCE OBJECTIVE:** To acquire the knowledge of the laws and rules regulating California barber establishment practices. To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails. To acquire knowledge of the general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed. To acquire business management techniques which are common to the Barber profession.

### CURRICULUM:

#### SPECIFIED PRACTICAL OPERATIONS:

375	Hairstyling	200	Hair Cutting
150	Permanent Waving and Chemical Straightening	200	Shaving Preparation and Performance
200	Haircoloring and bleaching		

SUBJECT OF TECHNICAL INSTRUCTION:	Min. Theory Hours of Instruction:
1. Hairstyling -Hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling.	65
2. Permanent Waving and Chemical Straightening - Hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	40
3. Hair Coloring and Bleaching - Use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers.	60
4. Hair Cutting - Use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	
5. Preparation and Performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages.	100
6. The Barbering and Cosmetology Act and the Board's Rules and Regulations	20
7. Health and Safety/Hazardous Substances - Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.	45
8. Disinfection & Sanitation - Shall include, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20
9. Anatomy & Physiology - Human Anatomy, Human Physiology.	15
10. Additional Training Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service record, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. May also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.	10

**INSTRUCTIONAL METHODS USED:** The curriculum for students enrolled in an Barbering course shall consist of one thousand five hundred clock hours of technical instruction and practical operations covering all practices of an Barber, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, pre-examination. Practical operation shall mean the actual performance by the student of a complete service on another person.

**REQUIRED TEXTS FOR ESTHETICIAN COURSE:**

- **Milady's Standard Barbering, 6th Edition**, ISBN: 9781305100558

## SCHOOL RULES & REGULATIONS

Effective January 1, 2020

**Any violation of the first six rules will result in the penalty specified.**

1. No fraudulent signatures on timecards or any official school documents. The first offense will result in a one week suspension and loss of pre-app eligibility. The second offense will result in expulsion from school.
2. No foul language, yelling, and fighting at school staff or other students. The first offense will result in a one week suspension and loss of pre-app eligibility. The second offense will result in expulsion from school.
3. No clocking in or out for other students. Both the student clocking in and the student being clocked in will be held accountable. The first offense will result in a written warning and loss of pre-app eligibility. A second offense will result in a one week suspension from school and a third offense will result in expulsion from school.
4. No drugs or alcohol at any time on school grounds. Students that are clearly under the influence will not be admitted to class and a one week suspension will result. A second offense will result in expulsion from school.
5. No weapons on school grounds at any time. A first offense will result in expulsion from school.
6. No stealing. If caught, will result in expulsion.

**Three written warnings, regarding any of the following rules, will result in a one week suspension from school and loss of pre-app eligibility. Students are responsible for making up any loss time resulting from suspension.**

7. Students must use the time clock to punch "IN" when entering and "OUT" when leaving. Failure to clock in or out will result in loss of hours.
8. Time cards must be clearly legible and must be turned into the office weekly. Students are not permitted to cross out any time punches. If a time card is lost, the student is responsible to make up the loss of time.
9. All work must be checked by an instructor or credit will not be received.
10. Students are required to be in class for roll call promptly. If you are more than 7 minutes late for theory class, you will only get credit for the next class.
11. Clocking in is rounded according to the following schedule:  
Theory Class (example):  
9:00-9:07 = 9:00  
9:08-10:30 = 10:30  
  
Practical Class (example):  
11:01-11:15 = 11:15  
11:16-11:30 = 11:30  
11:31-11:45 = 11:45
12. Clocking out is rounded to the nearest previous quarter hour. For example:

5:00-5:14 = 5:00

5:45-5:59 = 5:45

13. Students are responsible to make up any lost time due to absences. Students have until the next scheduled SAP or their scheduled end date to make up any work. Students with 14 or more consecutive days of absence will be withdrawn.
14. Students will take lunch between 11:30 am and 1:30 pm and dinner between 5:00 pm and 6:00 pm. Lunch is 30 minutes.
15. Students are required to take lunches based on the number of hours they attend per day.
  - 6 hours continuous or less: no break
  - More than 6 hours to 8 hours: 1 break time
  - More than 8 hours to 11 hours : 2 breaks time

Note:

  - If a student attends school for 6 hours or more, forgot or took the wrong break time; maximum hours he/she can get is 6 hours.  
More than 8 hours to 11 hours, and only do 1 break time; maximum hour he/she can get is 8 hours.
16. Students are not permitted to leave school grounds while clocked in, with the exceptions of break time. Breaks are a maximum of 15 minutes for every four hours of instruction.
17. Student will have to study the exact hours/week as in the enrollment. Please report to the office staff if there are changes in hours. (First change is free; from the second change, the fee is \$25/ each change).
18. All students are required to wear school issued t-shirts, lab coats or aprons at all times while in school. Coats and clothing should be clean and neat. Closed toe shoes are required. Failure to comply will result in students being clocked out.
19. Students must be prepared for the day's lessons. Failure to do so will result in the student being clocked out.
20. Students are responsible for the return of college materials or equipment loaned to them.
21. Students must keep their work station clean and sanitary at all times.
22. Students are responsible for their own personal property. CALIFORNIA BEAUTY COLLEGE is not responsible for any lost or stolen items.
23. No food or drinks (except water) are permitted on the clinic floor or in classrooms with the exception of lunch or dinner.
24. No headphones, TVs, radios, mp3 players, computer, laptop or the likes are allowed during theory or when students are working on clients.
25. Cell phones must be on vibrate or silent mode while at school.
26. No visitors are permitted in the classroom or student areas, unless receiving services.



27. Students must have a client ticket for each service. Students are not allowed to give services or materials other than what is called for on the service ticket.
28. All students must maintain proper conduct when serving the public. If difficulty arises, please see the supervising instructor. Students must take all appointments assigned to them. Failure to take a patron will result in the student being clocked out for the day.
29. Students must comply with all instructions, directions, orders, etc. given by CALIFORNIA BEAUTY COLLEGE staff members relative to school activities. If not, resulting in clocking out of class for the day.
30. Students receiving any services outside of their class must clock out while receiving the service. (Cosmetology Freshman & clinic floor are 2 different classes)
31. Smoking is allowed only in designated areas outside of the school building. Smoking is prohibited within 20 feet of any school entrance.
32. 7 days to cancel: Students has Tuesday-Monday (11:59 pm) to try a class. If for any reason the student wishes to cancel class, the students must let the office know (by coming into the office or by the phone) to receive a 100% refund (EXCEPT equipment, book, and uniform). The refund will be made by check only to the name of the person enrolled.
33. Pre-Application Examination Requirements:  
Complete Pre-app required hours: Manicuring-300 hours; Advanced Manicuring – 450 hours; Esthetician - 450 hours; Cosmetology: 1200 hours; Barbering: 1,125
  - Have to complete at least 75% of each practical operation.
  - Meet the requirement of 85% on attendance and 75% Satisfactory Progress Report.
  - Pay the remaining balance on student's account prior to application.
  - Have no more than 3 infractions/written warnings or be in violation of School Rules 1-6

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

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

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

## **STAFF**

### **ADMINISTRATION**

Hien Nguyen – School Director

Lena Trinh – School Administrator

### **FACULTY**

Hien Nguyen, Esthetician/Manicure Educator – Licensed Cosmetologist since 2014 (LIC # KK571464)

Lee Kieu, Manicure Educator – Licensed Cosmetologist since 2015 (LIC # KK580346)

Linda Jarvis, Cosmetology/Barber Educator - Licensed Cosmetologist since 1998 (LIC # KK360979)

Kent Quoc Nguyen, Manicure Educator – Licensed Cosmetologist since 2009 (LIC # KK502480)