

# SALINAS BEAUTY COLLEGE

SALINAS BEAUTY COLLEGE, INC.

## COSMETOLOGY COURSE

Hair, Skin and Nail Education

# STUDENT CATALOG

916 So. Main Street  
Salinas, CA 93901

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Revised 1/16/18

## **Cosmetology Program's Mission And Purpose Statement**

Our Mission Statement is to provide a quality education in cosmetology so our graduates are able to be employed and successful in the field of cosmetology.

## **Cosmetology Program's Goals and Objectives**

Our goals are to train our students to pass the State Exam; instill ethical behavior including professionalism; provide up-to-date training and communication skills; and provide placement assistance. Our objectives are to prepare our graduates with the skills needed to secure and maintain employment in cosmetology.

## **History**

Salinas Beauty College was established to provide quality cosmetology education to the Salinas and Pajaro Valleys in 1938. There has been a great deal of growth in the Valley and the cosmetology profession. We like to feel the college has contributed to both.

The College was acquired by award winning hair stylist Jim Edwards in 1971. Mr. Edwards is past president and co-founder of the local C.C.A. chapter; co-founder, Board member and Executive Director of the California Association for Schools of Cosmetology and Board member of the Professional Beauty Federation of California.

## **Approval Disclosure Statement**

The Salinas Beauty College is a private institution that was granted approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the council. Approved are courses:

Cosmetology (CIP # 12.0401)	1600 hours
Manicuring (CIP # 12.0410)	400 hours

## **Institutional Approvals**

State Agency Approvals  
Board of Barbering and Cosmetology  
Bureau for Private Postsecondary Education

## **Grievance Procedure Policy**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Angelica Ng, Director of Education, Head Instructor, and Financial Aid Officer, or James (Jim) Edwards, School Owner/Administrator of the Salinas Beauty College, Inc..

## **Unanswered questions:**

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

## **Filing a Complaint with the Bureau for Private Post Secondary Education (BPPE)**

“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 website: [www.bppe.ca.gov](http://www.bppe.ca.gov)”

### **Required information pre-enrollment**

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 prior to signing an enrollment agreement. The School Performance Fact Sheet requires your signature and initials, once completed, the form will be retained by the school in your student folder.

California statute requires that a student, who successfully completes a course of study and pays all fees, will be awarded an appropriate diploma or certificate verifying the fact.

### **Statement of Non-Discrimination**

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

### **Americans with Disabilities Act (ADA)**

The school is set up for wheelchairs including one of the restrooms. SBC does not offer special services to students with intellectual disabilities, however we work closely with the local school district (ROP and Adult Ed.) to evaluate such students.

### **Administrative Business Hours**

Tuesday through Saturday from 8:30 am to 5:00 pm.

### **Admissions**

Tuesday through Friday from 8:30 am to 5:00 pm.

### **Institutional Effectiveness**

The SBC has trained more working cosmetologists in Monterey County than any other school. We historically have maintained a high pass rate for licensing exams in California. As per the BPPE Annual Report in 2013: We enrolled 34; Awarded 23 Diplomas; the completion rate was 89% and 68% graduated in 150% of the designated time. In 2013 18 took the licensing exam and 15 passed and 3 failed with a 83% pass rate. Our placement rate 78%; 18 were employed more than 32 hours weekly and 1 was employed less than 32 hours per week. In 2012 we had a 87% exam passage rate.

### **Institution’s General Facilities**

The College on 916 So. Main Street in Salinas, CA. All class sessions are held at this location. There is easy access with the use of public and private transportation and unlimited parking. The College has approximately 3500 square feet downstairs and 1000 square feet on the mezzanine floor. There are 20 student/patron styling and practice stations, facial area, dispensary, 3 theory classrooms, student lounge, and a library. The college staff and equipment can accommodate 85 adult cosmetology students.

### **Health, Compensation and Physical Considerations**

Generally, the professional in the cosmetology field 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, and 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 (their parents or physician) believe they can fulfill training demands. Expecting mothers should consult with their physicians before enrolling.

According to the U.S. Bureau of Labor Statistics the Median hourly rate in the U.S. is \$ 10.94 per hour – the lowest is \$ 7.86 per hour and the highest is \$ 19.97 per hour. An experienced Cosmetologist can earn several thousand dollars per month in California. Compensation is primarily based on performance therefore salary range is determined by the level of productivity of the professional.

### **Scholarships**

The SBC offers \$ 1,000.00 scholarships to graduating high school students. Each high school Career Center has the applications available.

### **Administration**

The College is a corporation and James (Jim) Edwards is president.

### **Staff and Faculty Qualifications**

Faculty members are chosen for their experience and expertise as teachers of cosmetology. Their training includes teaching methods and systems as well as specialized courses in cosmetology and hair styling on both a practical and collegiate level.

James (Jim) Edwards --- Chief Executive Officer, School Administrative Director and Substitute Instructor --- B.S., M.B.A. and a Standard Designated Teaching Credential.

Angelica Ng – Chief Operating Officer/ Chief Academic Officer, Director of Education and Head Instructor -- A.A. degree with experience in all phases of Cosmetology -- oversees all training including bilingual and the State Exam

Veronica Velasquez -- Freshman and Bilingual Instructor -- experience in cosmetology specializing in Hair Styling.

Angelika Ng -- Instructor – specializing in hair extensions and is an official CHI educator. She also speaks Spanish.

### **Organization Chart -- in order of authority**

Director:	Jim Edwards
Director of Education/Head Instructor:	Angelica Ng
Instructors:	Veronica Velasquez and Angelika Ng

### **Membership**

The administration and faculty are active in the professional associations, including:

- Professional Beauty Federation of California (PBFC)
- California Association for Schools of Cosmetology (CASC)
- American Association of Cosmetology Schools (AACS)

**Vaccination Policy**

We don't currently have a vaccination policy, but we encourage healthy lifestyles.

**Orientation Day Class**

The SBC orientation consists of: explaining the course of study, the state licensing process/requirements, pass rates, placement rates, compensation, physical demands, safety requirements, program costs and payment plans.

Note: It is necessary for prospective enrollees to visit the physical facilities of the school and attend our "Orientation Day" for which students may get acquainted with staff members prior to enrolling or signing enrollment agreements.

Upon attending "Orientation Day" the student may start training at the next starting date of his/her choice within a year. Each class is started in eight week cycles on concurrent Tuesdays (depending on the student population load).

**They are as follows for 2018:**

**Orientation Days**

**Start Dates**

1/2/18	1/9/18 @ 8:30 A.M.
2/20/18 & 02/27/18	3/6/18 @ 8:30 A.M.
4/17/18 & 4/24/18	5/1/18 @ 8:30 A.M.
6/12/18 & 6/19/18	6/26/18 @ 8:30 A.M.
8/7/18 & 8/14/18	8/21/18 @ 8:30 A.M.
10/2/18 & 10/9/18	10/16/18 @ 8:30 A.M.
11/27/18 & 12/4/18	12/11/18 @ 8:30 A.M.

**Note: Students may start in between the regular Start Dates in certain circumstances.**

**School Calendar and Holidays Observed**

The school is closed Sunday and Monday and the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and following Friday and Saturday, Christmas Day, and approximately the last two weeks of every year. A special holiday may be declared for special or emergency reasons. Holy Days of all religious beliefs are respected and allowed. In the event of an unexpected closure due to unusual circumstances each staff member will be responsible for notifying a specified number of the students as to the date of the re-opening or the location of the school where they will be placed.

**Authorization to release information (FERPA) Note: FERPA must be requested as needed for each situation.**

Students have the right to gain access to their records according to the school's Access to Files Policy. Students also have a right to authorize certain individuals/organizations to gain access to certain information in the student files. If he/she is a dependent student, he/she is not authorized to review the financial records provided by the parents. If the student is 18 years of age or older, the parent(s) do not automatically have authorization to review or discuss with school officials any and all information related to my schooling.

**All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): The record of the request and disclosure must identify the parties who requested the information and their legitimate interest in the information.

This record must be maintained in the student's file as long as the educational records themselves are kept.

For instance, if Department officials request student records include it in each student's file, a statement such as the following would be appropriate for a review of the FSA programs conducted by a Department regional office.

These financial aid records were disclosed to representatives of the U.S. Department of Education, School Participation Team, Region \_\_\_\_\_, on \_\_\_\_\_ (Mo/Day/Year) to determine compliance with financial aid requirements, under 34 CFR Part 99.31(a)(4).

When re-disclosure is anticipated, the additional parties to whom the information will be disclosed must be included in the record of the original disclosure. For instance, to continue the example for an FSA program review, the following statement might be added:

The School Eligibility Channel may make further disclosures of this information to the Department's Office of Inspector General, and to the U.S. Department of Justice, under 34 CFR 99.33(b). Schools should check with the program review staff to find out if any re-disclosure is anticipated.

**Data released to other non consent applicable agency, must also be documented:**

**(FERPA) Disclosure and Retention of Student 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 institution's records. However, a staff member must be present during the process.
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School officials with legitimate educational interest;

Other schools to which a student is transferring;

in the course of a program review, the school must document in each student's file that the student's records were disclosed to representatives of the Department. The easiest way for the school to do this is to photocopy a statement to this effect and i

Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.  
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

### **Exception to FERPA's General Consent Requirement**

#### ***Documenting the disclosure of information***

provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. SBC will keep these records for five (5) years from the last day of attendance. After that period, all records are destroyed. The students are not entitled to inspect financial records of their parents. Written consent from the student, and/or parent is required before any educational records may be disclosed to any party, with the exception of accrediting commissions or governmental agencies, so authorized by law.

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the Salinas Beauty College shall maintain at its principal place of business at 916 So. Main Street, Salinas, CA., for a period of 5 years, for each student granted a degree or certificate by the institution, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

### **Conduct Policy**

Each student on applying to the school for enrollment (on Orientation Day), is supplied with the Student Rules of the School. The rules are posted on the bulletin board of the school. The school reserves the right to terminate anyone whose conduct reflects on the reputation of the school or is detrimental to the welfare of other students.

### **Drug Abuse Prevention Program**

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with SBC who is seeking information, counseling, or assistance concerning Drug Abuse

**Please see page 30 Rules and Regulation for our zero tolerance policy.**

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

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

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

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

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

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

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

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

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



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

**Prevention may call or visit one of the following agencies:**

Door to Hope	130 Church St. Salinas	422-6226
Sun Street Center	9 Sun St. Salinas	753-5145
Sunrise House	106 Lincoln Ave. Salinas	758-3302

**Tardiness Policy**

There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student cannot clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.

**Housing Policy**

The Salinas Beauty College does not provide housing accommodations. We do not have any dormitory facilities. There is ample housing located near the institution ranging in price from \$300 to \$1200 per month.

**Admissions Policy**

The Salinas Beauty College has not entered into an articulation or transfer agreement with another school. The School admits as regular students any person 16 years or older; we do not discriminate in our employment, admission, instruction or graduation policies on the basis of sex, age (except the 18 year old minimum age), race, color, religion or ethnic origin, nor does it recruit students who are attending another cosmetology school. The school encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. The school requires that each student enrolling in the cosmetology program must:

Provide a copy of a High School Diploma, GED or passage of the California high school proficiency exam – the school administers Ability to Benefit Tests (ATB) in the event the student does not the other criteria.

Complete an enrollment application.

Copy of his/her social security card

Pass a written and subjective evaluation.

Provide a copy of his/her picture ID

The institution does not provide visa services and does not admit students from other countries. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. All classes are taught in English. SBC has three Spanish speaking instructors and as such, is able to accommodate to some degree the students who speak English as a second language.

### **High School**

We have an enrollment contract with the local high school district for training high school students. They are considered non-regular students because they would not be graduating from the institution before completing high school and, as such, do not have an enrollment contract with the institution.

### **Brush-Up Students**

All Brush Up Students must be evaluated -- the cost is \$ 100.00 and will be arranged by appointment. At that time the Salinas Beauty College will determine the length and depth of the needed coursework and will be placed at the designated level in our regular Cosmetology Course. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned. We do not have a special course for Brush-Up Students.

### **Returnees from the Salinas Beauty College or Transfers from another School**

1. If the student has not been in school for over five (5) years, it is necessary to complete the total course.
2. If the student has not been in school for over a year, but less than five (5) years, if he/she wishes to keep his/her hours, he/she must be evaluated. The student will be expected to pay at the rate of a regular student, less the equipment and books already owned and are updated. No student will be enrolled for less than 400 hours.
3. If the student has been Withdrawn for one reason or another within the past year, unless she is terminated for conduct reasons, he/she shall refer to # 2. In any case, no student will be enrolled for less than 400 hours.
4. If the student has completed 1600 hours within the last year, but **has not** completed the Exit Exams or owes the school money and wishes to sit for the exam, we will **not** send the State Board Exam Application or the Proof of Training. The student may come back, **free of charge**, for one month during which time he/she must sit for the Exit Exams; if he/she passes the exams and all fees have been paid or arrangements have been made for payment, we will forward the Proof of Training and Application to the State Board of Barbering and Cosmetology.

### **5. Credit Evaluations:**

Appropriate credit will be granted for prior training or experience upon review and evaluation of its validity by school officials and the Board of Barbering and Cosmetology.

### **Academic Transcripts**

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours, operations, exams or certificate of completion you earn in our school's educational program is also at the discretion of said institution. You may be required to repeat some or all of your coursework at that institution so you should make certain that your attendance at this institution will meet your educational goals. However, the State Board of Cosmetology accepts the transcripts from our school and uses the Proof of Training document to do so. Student records on graduates and terminations are maintained for a period of five (5) years at the principal business location. Student Transcripts and Certificates of Completion are kept indefinitely.

### **State Licensing Requirements**

Graduates may be licensed as a cosmetologist if they are 17 years of age, have the equivalent of a 10th grade education, and pass the State Exam.

**Note: it is necessary to have a state license in order to obtain employment. Also, social skills are a necessity for success in the beauty industry.**

### **The institution's standards for student achievement**

#### **Attendance Status**

A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 30 instructional weeks attending at least of 24 clock hours per week

A half- time or less than half time enrollment is calculated based on the student work load in a payment period – calculated on a 20 hour week the period should not exceed 45 weeks.

#### **Credit Evaluation**

College officials will grant appropriate credit for prior training or experience upon review and verification of its validity

**Student Status: A full-time student can enroll to complete the course in as little as 44 weeks or as a part-time student in as long as 88 weeks.**

#### **Attendance Policy, Tardy and Make-up Policies**

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. We presently do not charge for absences, but do charge (at our given rate - \$ 8.00 per hour) for an over-extended course of study and all absences must be made up. Note: this charge cannot be paid by Title IV funds.

**Satisfactory Academic Progress (SAP)**

**STANDARDS:** This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the United States Department of Education.

1. Qualitative - Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands-on practical exams.
2. Quantitative - Maintain a cumulative average attendance level (pace rate) of at least two-thirds (2/3 or 67%) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Maximum time frame - Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 150% or 66 weeks.
4. Meeting SAP requirements - Students must meet both of the minimum requirements for pace rate (attendance) **and** GPA from academic grades at any evaluation point to be considered making satisfactory progress until the next evaluation period.

**EVALUATION PERIODS: Student receiving aid from Title IV Aid Programs** must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period of the course. A payment period is at least half of the academic year in instructional weeks or clock hours, semester credits, trimester credits or quarter credits. Both, instructional weeks must have elapsed and credit/clock hours must have been completed in order for the payment period be considered completed.

Sample Chart is based on an academic years defined as 900 clock hours and 26 weeks

Course	1 <sup>st</sup> Payment Period		2 <sup>nd</sup> Payment Period		3 <sup>rd</sup> Payment Period		4 <sup>th</sup> Payment Period	
	Hours	Weeks	Hours	Weeks	Hours	Weeks	Hours	Weeks
Cosmetology	1-450	1-13	451-900	14-26	901-1250	27-36	1251-1600	37-46

If at the end of **a** payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

A term program will conduct SAP evaluations at the end date of each completed term.

**APPEAL PROCEDURES:** The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under ineligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

**REINSTATEMENT:** A student that remains enrolled and is determined as making satisfactory progress at the end of a subsequent payment period under ineligible status, would be reinstated as eligible for Federal funds only for that payment period and for the subsequent payment period.

### **Withdrawing from school – Policies and procedures**

To withdraw from your course of study, you must request it in writing and present it the school financial aid office. This is the only office authorized to accept your request to withdraw from the course of study. Once the request is received, the registrar office will be informed to obtain your most recent academic information, the financial aid office will review your file for

completeness and the fiscal office will review your account balance. Financial aid recipients will go through a Return of Title IV Calculation, to determine eligibility for funds disbursed or that could have been paid, a second calculation that would apply the institutional refund policy would it determine the final status of the student tuition charges account.

### **RE-ENTERING:**

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

### **Re-Entry Policy**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to **SBC**, those hours and projects earned at that institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. **SBC** reserves the right to reject students that had withdrawn from **SBC** twice before

### **Class and Practice Hours**

The students record their hours on a fingerprint machine when they arrive, go to lunch, come back from lunch and at the end of the day. The fingerprints are forwarded to RGM to accumulate and maintain them. Students are allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

### **Leave of Absence**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Students should not request a Leave of Absence unless there is an absolute need to be off school for a period of more than 20 days but less than 180 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the first leave). Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Presently the SBC does not utilize federal loans, but when the time comes the following will prevail: As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

**The Leave of Absence will extend the student’s contract period and maximum timeframe by the number of days in the Leave of Absence. Students on an approved leave of absence or re-entering will re-enter making the same satisfactory progress as when he/she left.**

**Grading System**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Grading</b>	<b>Letter</b>	<b>Description</b>	<b>Grade Point</b>
90 - 100%	A	Excellent	4.00
80 - 89%	B	Above Average	3.00
70 - 79%	C	Average	2.00
60 – 69%	D	Below Average	1.00
59% or below	F	Fail	0.00

**The Evaluation Periods** will be 450, 900, 1250 and 1600 hours. Students must maintain a C average for successful progression and graduation. Students finding difficulty in maintaining satisfactory progress will be put on Warning Status.

**Probation**

Students failing to meet minimum progress requirements will be placed on probation with the opportunity to meet requirements for the next evaluation period. At the end of the probation period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet satisfactory progress he/she will be suspended. If when he/she returns and does not make satisfactory progress he/she will be terminated.

**Reestablishment of Status**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

1. Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2. Increasing cumulative attendance to 67%

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

**Withdrawals/Course Incomplete**

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal and if unofficial will have a 14 day time period to Re-enter.

### **Repetition**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

## **Training Levels**

### **Freshman --- Level I**

A minimum of 200 hours is devoted to the basics and fundamentals of cosmetology. Classes for theory and application are conducted daily for eight weeks. Students are shown the skills and the intricacies are explained; then the student practices and is evaluated. In order to progress to the Sophomore level, the student must: complete a minimum of 200 hours, complete the Criteria Card, and pass the 200 hour incremental tests.

### **Sophomore --- Level II**

A minimum of 200 hours is designated for the student to practice on (paying) clients and to begin developing "people skills" along with practical (technical) skills. In order to progress to the Junior level, the student must complete the Criteria Card and pass the 450 hour incremental tests.

### **Junior --- Level III**

There are no hourly requirements to graduate to the Senior level. But another Criteria/Report Card must be completed and the 900 hour incremental tests must be passed before progressing to the Senior level.

### **Senior --- Level IV**

The third and last level is completed at 1600 hours for the cosmetologist. In order for the Senior student to obtain a diploma he/she must complete the Senior Criteria/Report Card and pass the 1350 incremental tests and simulated state exam tests coupled with the practical exams. The Senior students are expected to perform with little supervision, pursue the exam process, and prepare for job placement (including resume writing and interviews).

## **Cosmetology Program 1600 Hours DOT # 332271010 CIP # 12.0401**

This career oriented educational program is designed for men and women who are interested in a professional position in the world of beauty and fashion. The graduating student may work for someone, rent a booth, or go into business for him/herself. Teaching methods blend and balance in-depth study, research, practical training, and experience in the skills and knowledge of beauty and cosmetology.

## **Objective**

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology including: haircutting, hair styling, hair coloring, permanent waving, facials and manicuring.



## **Classroom Procedures**

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Board of Barbering and Cosmetology. Individuals with prior hours recognized by the Board transferring from an accredited school may complete the course at a reduced, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

## **Curriculum for Cosmetology Course as mandated by the California State Board of Cosmetology**

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) Technical instruction means the instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

### **(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

#### **Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):**

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

#### **Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):**

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

#### **Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):**

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

**Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):** The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

### **(2) 200 Hours of Technical Instruction in Health and Safety**

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

**Laws and Regulations (20 Hours of Technical Instruction):**

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

**Health and Safety Considerations (45 Hours of Technical Instruction):**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

**Disinfection and Sanitation (20 Hours of Technical Instruction):**

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Anatomy and Physiology (15 Hours of Technical Instruction):**

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

**(3) 200 Hours of Technical Instruction and Practical Training in Esthetics**

The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

**Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

**Eyebrow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

**(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring**

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

**Manicuring and Pedicuring (10 hours Technical Instruction and 25 Practical Operations):**

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

**Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):**

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

**The California State Board recommends that schools provide training in the area of communication skills, professional ethics, salesmanship, decorum, record keeping, compensation, payroll deductions, state licensing, fundamental business practices and client service records. The Salinas Beauty College follows the recommendation.**

**Manicurist Program    400 Hours    DOT # 331674010    CIP # 12.0410**

This short, intensive course is ideal for the young seeking their first job or the mature person who is re-entering the job market. It is possible to work for someone or open one's own salon with the Manicuring License. Most beauty salons offer manicuring to their patrons, and employment opportunities are readily available for a well-trained person. A diploma will be issued upon successful completion of the Criteria Card and the required hours.

## 1. Technical Instruction and Practical Training

300 Hours

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

Manicures and Pedicures (60 hours of Technical Instruction, 60 Practical Operations and 180 nails)

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.

## 2. Technical Instruction and Practical Training in Health and Safety 100 Hours

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours in technical instruction and practical operation for each matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

The subject of Laws and Regulations shall include, but is not limited to, the following *issues*: *The Barbering and Cosmetology Act and the Board's Rules and Regulations.*

Health and Safety Considerations (25 hours of Technical Instruction)

The subject of Health and Safety shall include, but is not limited to the following techniques and procedures: Chemistry pertaining to the practices of a manicurist, including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDs and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction and 10 Practical Operation)

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980 (Business and Professions Code). Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

Bacteriology, Anatomy and Physiology Technical Instruction 10 Hours

The subjects of Bacteriology, Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

Note: The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

### **TEACHING METHODS**

Courses are taught by: lectures, discussions, demonstrations, audio/visual presentations, guest artists, salon visits, practical and theory testing, lab and clinic work

### **Graduation Requirements and Awards**

When a student has completed the California State required 1600 hours for the cosmetology course, has satisfied the course requirements, passed the exit exams (baby boards) and all fees are paid in full the student may graduate; he/she will receive a diploma and be eligible to take the State Board Examination.

### **US Constitution Day**

The Salinas Beauty College complies with the Federal Requirements for Title IV funding by requiring all students to receive information on the US Constitution every September 17<sup>th</sup>. If the 17<sup>th</sup> does not fall on a school day, the information will be given on the school day preceding the 17<sup>th</sup> of September.

### **Placement (Employment Assistance)**

SBC does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board license examination are recorded as passed or failed. (The State Board of Cosmetology has a quarterly report that indicates the students who pass or fail the exam.) Students who fail the exam are encouraged to return to SBC for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are

referred to interview and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

In the event the student does not have a job upon completion of the course -- we provide assistance. The school has classes on "How to Get and Keep a Job". The class includes resume writing and the "PROCESS" of "Getting a Job". A list of all the Salons in Monterey County (along with the present managers' and owners' names) that have reflected an employee need is provided for the students.

### **Uniform Policy**

Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.

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

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance. Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$ 250.00 is a non-refundable item. The STRF fee is also non refundable. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Our program is measured in clock hours, and as such, unofficial withdrawals will be monitored and determined by our institution at the times it normally monitors attendance, but a minimum of once a month (30 days).

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 earlier of the date of expiration, of the leave of absence or the date the student notifies the institution that the student will not be returning.

When situations of mitigating circumstances are in evidence, the school has a policy wherein the refund to the student may exceed the refund guideline.

### **Return of Title IV Funds Policy**

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG 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. If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

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

The transferability of credits you earn at the Salinas Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or transferable hours you earn in Cosmetology is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or transferable hours 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 the Salinas Beauty College to determine if your diploma or transferable hours will transfer.

### **STUDENT TUITION RECOVER FUND (STRF)**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This statement shall also describe the purpose and operation of the Student Tuition Recovery Fund and the requirements for filing a claim against the Student Tuition Recovery Fund.

### **You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you.**

1. 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 either by cash, guaranteed loans, or personal loans, and
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies;

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

### **STRF Fees are Non-Refundable**

It is important that enrollee's keep a copy of any enrollment agreement, financial aid papers, contract, or application to document enrollment' tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. Questions regarding the STRF may be directed to the:

**Note: The STRF fees are no longer required as of January 1, 2015.**

#### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(888) 370-7589

#### **California Board of Barbering & Cosmetology**

2420 Del Paso Road, Suite 100  
Sacramento, CA 95834  
Phone (916) 575-7101 Fax (916) 575-7281



## Cosmetology Tuition and Fee Schedule

### Tuition and Fees

Registration Fee (Non-Refundable)	\$ 250.00
Tuition = \$ 8.00 per hour X 1600 hours	\$ 12,800.00
Basic Equipment (Including books & kit)	\$ 685.00
<b>Total Cost of Program</b>	<b><u>\$ 13,735.00</u></b>

**The schedule of Total Charges for a period of attendance and the estimated total charges for the entire program are the same.**

## Books and Cosmetology Equipment

### Basic Equipment/Kit **Total = \$ 275.00**

1 Case	2 Brushes
1 Shampoo Cape	1 Tint Comb
1 Box Double-Prong Clips	1 Hair Shaper
5 Duckbill Clips	5 Styling Combs
1 Regular Scissors	5 Rattail Combs
1 Pair Thinning Shears	Perm Rods (6 doz)
2 Pair Rubber Gloves	1 Dye Brush
1 Tint Bottle	1 Vent Brush
1 Round Styling Brush	1 Comb-Out Cape
1 Water Applicator	1 Hair Color Bowl
1 Basic Acrylic Nail Kit	1 Basic Manicure Kit
1 Manicure Bowl	2 Mannequins with 1 Holder
Rollers (6 doz)	1 Black Lab Coat

### The Professional level kit package includes: **Total = \$ 945.00**

Blow Dryer	Curling Iron ¾"	Electrical Clippers	Electrical Trimmer
Feather Razor	Curling Iron ½"	CHI Pressing Iron	Professional Scissor Package

### Book Package **Total = \$ 410.00**

1 Theory Manual (Milady) ISBN: 1-4180-4936-0	\$ 123.00	1 Work Book (Milady) ISBN: 1-4180-4941-7	\$ 53.00
1 Exam Review ISBN: 1-4180-4943-3	\$ 36.00	1 Milady CD Rohm ISBN: 1-4180-4945-X	\$ 102.00
1 The Beauty Business Book -- Jim Edwards 1995	\$ 67.00		
1 AceN the Test Jim Edwards 2005	\$ 30.00		

(Note: The Beauty Business Book and AceN the Test were self published and copyrighted with the Library of Congress.)

**Note: With Professional level of equipment the cost is: \$ 14,680.00**

## Manicuring Tuition and Fee Schedule

Tuition @ \$ 8.00 per hour	\$ 3,200.00
Registration Fee (Non-Refundable)	250.00
Books and Equipment	1,925.00
<b>Total Cost</b>	<b><u>\$ 5,375.00</u></b>

## Books and Equipment

Book Package	\$ 300.00
Universal Supplies	250.00
Basic Manicure and Polish Supplies	550.00
Nail Tip Application and Blending Supplies	400.00
Sculpture Nail Supplies	400.00
Blood Exposure Procedure Supplies	25.00
<b>Total cost Books and Equipment</b>	<b><u>\$ 1,925.00</u></b>

The institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not 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.).

### **Tuition and Fees Policies**

Institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed.

### **Method of Payment**

The SBC presently does not utilize Title IV funds, nor contract with local school districts. We do, however, provide financial incentives up to \$ 3,000 for completing the course within 10 months. And, students may make monthly payments that are doable for them. In the event a student has paid all fees prior to 1200 hours the course there are price discounts.

### **Extra Instructional Charges**

If a student exceeds the Completion Date on his/her Enrollment Contract or if additional instruction is needed, it will be necessary to pay for the remaining or additional hours at the current \$ 8.00 per hour rate. In the event the student decides to drop the course he/she will not be able to keep the completed hours until all monies are paid, and all remaining fees (after a Refund Calculation is initiated) are owed.

Note: In the event the student drops from the course the following will be owed by the student:

- Tuition is prorated up to 60%
- Registration fee is non refundable
- Books and Supplies are non refundable

**NOTE: THE SALINAS BEAUTY COLLEGE DOES NOT UTILIZE THE FEDERAL LOANS AND GRANTS. THE FOLLOWING INFORMATION IS FOR INFORMATION ONLY.**

### **FINANCIAL AID INFORMATION**

#### **Basic Financial Aid Consumer Information**

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog and/or on its website.  
California State Institutional Performance Fact Sheet

Federal Disclosures  
Right- to- know Act.  
How are our students doing?  
Gainful Employment  
Admissions Disclosure  
Crime statistics report and procedures – Clery Act  
Constitution & Citizenship Day (Sept 17<sup>th</sup>)  
Drug and alcohol abuse policy  
FERPA  
Textbook disclosure  
GED Classes availability  
Copyright protection policy  
Voting Information

### **Financial Aid Mechanism**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.**

Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school. **Note: Because we have ROP funds at this time the Salinas Beauty College does not encourage federal loans.**

**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.**

### **Compliance Statement**

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

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

The college **does not** participate in the following USDE Title IV programs.

**Federal PELL Grant Program (FPELL) \$ 5,767.00 maximum annual limit (Does not require repayment)**

### **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

Be admitted as a regular student;  
Be enrolled or accepted for enrollment in an eligible program;  
Be a citizen or an eligible non-citizen;  
Not owe a refund on a FPELL Grant or FSEOG at any school;  
Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;  
Have financial need;  
Be making satisfactory progress (as defined by the school's policy) in the course of study;  
Be registered for selective service (if a male between the age of 18-25);  
Have signed a statement of educational purpose;  
Have signed a statement of updated information;  
Have a High School Diploma, (or its equivalent) a GED  
Agree to use any federal student aid received solely for educational purposes.

### **Application For Aid, Procedures And Forms**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. We strongly recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilizing their USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to the loan records.

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

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2013-2014, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

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

**Maximum Annual Award:** \$ 5,767.00

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

### **Determining Need**

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

### Cost Of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	\$ 12,800.00
	Registration Fee	250.00
	Books and supplies	685.00

Living cost allowance (monthly figures):

	Student Living with parents	Student living off campus
Room and board	\$4,599	\$11,493
Transportation	1,134	1,278
Personal/misc. (The cost of uniforms is included in the personal allowance or included in the school Books and supplies)	3,132	2,781

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

1. Family contributions
2. Other resources (ROP)
3. Federal PELL Grant

### Definitions related to financial aid:

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

**ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

**COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

**CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance

**DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and

parents' income and assets data. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.

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

**EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder ( T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

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

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

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

Were you born before January 1, 1991?

As of today, are you married? (Separated but not divorced)

As of July 1, 2014 will you be graduate or professional student?

Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?

Are you a veteran of the U.S. Armed Forces?

Do have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?

Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013?

At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

As determined by a court in your state are you or were you an emancipated minor?

As determined by a court in your state of legal residence, are you or were you in legal guardianship?

At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?

At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?

At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**PARENT(S):** For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

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

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

### **Recoveries**

If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

### **Refunds**

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

### **Transfer Student**

A student, who attended a Post-secondary institution before the enrollment at Salinas Beauty College, is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history are received by SBC.

### **Verification Process:**

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

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

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

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process. If the institution, chooses to make interim payments, that has to be clearly stated in their policies. RGM suggest not to do interim payments and complete the verification process before disbursements be made.

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

#### **Verification exclusions**

- **Death of the student.** You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries.  
You cannot originate or disburse his Direct Subsidized Loan or consider any interim disbursement you made of Pell, Perkins, or FSEOG funds or provisional FWS employment to be an overpayment.  
See *Chapter 2 of Volume 5*.
- **Not an aid recipient.** The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.
- **The applicant is eligible to receive only unsubsidized student financial assistance.**
- **Applicant verified by another school.** The student completed verification for the current award year at another school before transferring.  
Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- **Post enrollment.** The student was selected for verification **after** ceasing to be enrolled at your school and all (including late) disbursements were made.  
Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the parents of a dependent student if any of the following apply:
  - **Both of the parents are mentally incapacitated.**
  - **They are residing in a country other than the United States and can't be contacted by normal means.**
  - **They can't be located because the student does not have and cannot get their contact information.**



Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an independent student if any of the following apply:

- **The spouse has died.**
- **He is mentally incapacitated.**
- **He is residing in a country other than the United States and can't be contacted by normal means.**
- **He can't be located because the student does not have and cannot get his contact information.**

#### **REQUIRED VERIFICATION ITEMS:**

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid
- High school completion status
- Identity/statement of educational purpose

#### *Verification tracking groups*

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

**Standard Verification Group.** Tracking flag **V1**. Students in this group must verify the following if they are tax filers:

- adjusted gross income
- U.S. income tax paid
- untaxed portions of IRA distributions
- untaxed portions of pensions
- IRA deductions and payments
- tax-exempt interest income
- education credits
- household size
- number in college
- Supplemental Nutrition Assistance Program (SNAP) benefits
- child support paid

**Students who are not tax filers must verify the following:**

- income earned from work

- household size
- number in college
- SNAP benefits
- child support paid

Tracking flag **V2** Reserved for future use by the Department.

**Child Support Paid Verification Group.** Tracking flag **V3**. Students must verify child support paid by them or their spouse, their parents, or both.

**Custom Verification Group.** Tracking flag **V4**. Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

**Aggregate Verification Group.** Tracking flag **V5**. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

**Household Resources Group.** Tracking flag **V6**. Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2014–2015 FAFSA:

- payments to tax-deferred pension and retirement savings plans (Questions 45a and 94a)
- child support received (Questions 45c and 94c)
- housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g)
- veterans' non-education benefits (Questions 45h and 94h)
- other untaxed income (Questions 45i and 94i)
- money received or paid on the applicant's behalf (Question 45j)
- resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency

### **DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION**

You must require students selected for verification—whether by your school or by the Department—to submit to you the documentation by the date specified by your school (for Campus-Based and DL) or the Department (for Pell).

A Pell applicant selected for verification must complete the process by the deadline published in the Federal Register. As of this writing the notice for 2014–2015 has not been published, but the deadline is expected to be September 28, 2015, or 120 days after the last day of the student's enrollment, whichever is earlier. Campus-Based and Stafford Loan applicants must complete verification by the same deadline or by an earlier one established by your aid office.

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

### **Federal Disclosure – Student Right to Know**

**Salinas Beauty College Year Ending  
2013**

**Student Right to  
Know**

**Federal  
Disclosure**

Student Right-To-Know-Rates	Men	Women	Total	Rate		
1a Initial Cohort	2	32	34	---		
1c Allowable Exclusions	0	0	0	---		
1e Final Cohort	2	34	34	---		
2a Completers	2	17	19	89%		
3a Transfer-out Students	0	0	0	0		
4 Completion or Graduation Rate	2	17	19	89.00%		
5 Transfer-Out Rate	0	0	---	0.00%		
6 Retention rate (Based on IPEDS Fall Enrollment Report-Part E)	---	---	---	89.00%		
7 Placement rate (disclose any placement rate calculated)	---	---	---	---		
Line 2a above breaks down into this:						
	Full-time undergraduate Data:					
Ethnicity	Pell Recipients		Subsidized loan recipients without Pell		Neither of the aid programs	
	Male	Female	Male	Female	Male	Female
Non Resident Alien	0	0	0	0	0	0
Hispanic/Latinos	2	26	0	0	0	3
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0

Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	1	0	0	0	2
Two or More Races	0	0	0	0	0	0
Race and Ethnicity Unknown	0	0	0	0	0	0

**State Exam Costs**

There are costs for taking the California State Exam. Aside from state fees and kit costs there are costs for room and food. We calculate the total to be around \$ 400.00.

**Schedule**

**The school is open Tuesday through Saturday from 8:00 AM to 5:00 PM  
Freshman Typical Daily Program**

Tuesday:

- 8:30- 9:00 Work Shop
- 9:00-10:30 Theory
- 10:45- 12:00 Scalp Treatment
- 12:30- 3:00 Manicuring
- 3:00- 4:00 Theory
- 4:00 - 4:30 Clean-up and Record Keeping

Wednesday:

- 8:30- 9:00 Work Shop
- 9:00- 10:30 Theory
- 10:30- 12:00 Hair Shaping practice
- 12:00- 12:30 Lunch
- 12:30- 3:00 Curl construction practice
- 3:00- 4:00 Theory
- 4:00 - 4:30 Clean-Up and Record Keeping

Thursday:

- 8:30- 9:00 Work Shop
- 9:00- 10:30 Theory
- 10:30- 12:00 Facial practice
- 12:00- 12:30 Lunch
- 12:30- 3:00 Hair Cutting practice
- 3:00- 4:00 Theory
- 4:00 - 4:30 Clean-Up and Record Keeping

Friday:

8:30-12:00	Curl Construction practice
12:00-12:30	Lunch
12:30- 4:00	Cold Waving theory & practice
4:00 - 4:30	Clean-Up and Record Keeping

Saturday:

8:30-12:00	Free & Card Work
12:00-12:30	Lunch
12:30- 4:00	Free & Card Work
4:00 - 4:30	Clean-Up and Record Keeping

### **Sophomore/Junior/Senior Typical Daily Program:**

Tuesday through Thursday:

8:30 - 9:30	Work Shop
9:00- 10:30	Theory
10:30 -11:30	Practical Clinic Workshop
11:30 - 1:00	Staggered 1/2 hour Lunch
1:00 - 4:00	Practical Clinic Workshop
4:00 – 4:30	Clean-Up and Record Keeping

Students are given breaks at class intervals.

Students are allowed to have services performed on them or provide them for friends and family on Tuesdays and Wednesdays from 11:00 to 4:30 at discounted student prices. Freshmen students may perform free services on Saturdays. Extenuating circumstances such as the Prom, a Wedding or other Major event may allow for other times IF approved (in writing) in ADVANCE. At no time will the students be allowed to give or receive services during class time.

### **Career Counseling**

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This process supplements the daily counseling carried out by the instructors.

### **English-as-a-Second Language of Instruction**

We do not offer English-as-a-Second Language. We do have bilingual instructors.

### **Cosmetology Potential**

Cosmetology: The cosmetologist may work in a salon as a: Hair Stylist, Manicurist, Cosmetician (Esthetician), Perm Technician, Hair Color Technician, Scalp and Hair Specialist, Make-Up Artist, Shop Manager, Salon Owner or Concessionaire, or Salon Supervisor.

### **Student Rules**

1. Regular hours are from 8:00 A.M. to 5:00 P.M., Tuesday through Saturday.
2. All students shall report to school in a uniform and dressed appropriately. Uniform is either a black or white lab coat; or a black apron over black &/or white street clothes. Any student arriving at the College without the proper uniform is subject to being placed on probation and eventual suspension or termination.
3. Students shall come to school looking professional. Class time shall not be spent combing one's hair or applying make-up.
4. Students are to take lunch between 11:30 and 1:00. Students may wait on another student for lunch if approved by an instructor. Eating, drinking, or gum chewing is allowed only in the lunch area and students must clean up after themselves when finished having lunch. All-day students must check out for lunch 30 minutes each day. If a student fails to check out for lunch, 30 minutes will be deducted from his/her time ticket. State law prohibits any student from attending over six hours without a lunch period.
5. No one is allowed behind the reception desk, in the office, or in the supply areas unless authorized.
6. No personal phone calls are permitted during class time. The receptionist may take a message for students in an emergency. Students should advise friends and family of the school policy. **Cell phones must be turned off or put on vibrate during class.**
7. Students must clean their stations after each service. Hair must be swept immediately after haircuts are completed. The students are responsible for the cleanliness of their work areas and assigned clean-up areas. Unkempt work areas or non-participation in "clean up" can result in the student receiving a "Student Compliance Slip" which can result in Suspension and/or Termination.
8. All appointments must be made by the receptionist and no appointments are to be made by the student, unless O.K.'d by the Clinic Instructor. Additional materials for services must be paid for and approved by an instructor. Also, a service work slip must be visible during all services. Except for extenuating circumstances, students must take all appointments assigned to them.
9. Students are allowed to have services performed on them on Tuesdays, Wednesdays, Thursdays and Saturdays from 1:00 to 4:30 with the Clinic/salon Instructor's permission. **An exception would be if Evaluations and/or Testing are given during those time frames. At no time will the students be allowed to give or receive services during class time.** An Approval ticket (filled out with the student's name, the service and price and with and instructor's initial) is mandatory and all fees paid in advance with no exception. **Note: No chemical products may be used in the school that hasn't been dispensed from our Instructors.** There is no charge for services that require no chemicals, such as hair cuts and styling. The charge for all chemical services such as perms and/or colors is ½ of the posted price list at the Reception Desk.
10. **Each student is responsible for clocking in and out daily. If a student does not clock in he/she is considered absent.**
11. Students must not leave the school during the regular hours without permission from an instructor and must check out on the time clock.
12. Students must maintain the attendance schedule they committed to when enrolling. In the event there is a problem, it should be discussed with the Education Director or Director; otherwise the student may be suspended or terminated until such a time the schedule can be attained.
13. Each student has the privilege to discuss (with the school Director or Education Director) any school or personal problems that may affect his/her program.
14. All students are required to perform fifteen (15) minutes of clean-up duty daily. **Any student who consistently refuses to do clean-up will be dropped from the program.**

15. There is a 15 minute grace period allowed for students late to a scheduled theory class. If the class is the first thing in the morning (9:00 a.m.) the student cannot clock in or come to class after the 15 minute period, but may stay in the school (if quiet) and clock in after class.
16. **It is mandatory that all students attend theory classes at 9:00 including part-time students.**
17. Students are required to take clients in the clinic/salon.
18. Excused absences are acceptable and the time may be made-up, however continued absences of any type will indicate the student will not be available for work when finished with the course; and as such continuation of the course will be discussed.

### **CONDUCT POLICY RELATING TO DISMISSAL**

- a. Continued tardiness interrupting theory classes as well as continued tardiness with clinic clients.
- b. Rudeness of students to fellow classmates, faculty, and the public.
- c. Taking Drugs or Drinking while attending school
- d. Continued inappropriate dress (no uniform)
- e. Obscene language
- f. Unclean appearance
- g. Fighting or physical/mental abuse
- h. Absentees in excess of the minimum 1/2 time attendance requirement and/or interfering with satisfactory progress.
- i. See Time Ticket Policy
- j. Sexual harassment &/or abuse
- k. Destroying or stealing school or other students' property
- l. Continued refusal of taking clients

**Note: If student is taking drugs while in school (c), or physically fighting and/or abusive (mentally or physically) (g), or involved in sexual harassment and/or abuse (j) the student will be immediately terminated.**

Otherwise, we use a three step process to dismissal a student. They are a warning and probation, suspension, and finally the student is terminated.

**The school reserves the right to change the rules at any time without notice and posting such changes on the bulletin board.**

### **Copyright protection policy**

Making copies or misusing copyrighted materials is not accepted at HBS. Students may face jail, or fines up to 250,000 or both under the civil or criminal court system. It is strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. The U.S Copyright Office provides a summary of the penalties for violation of Federal copyright laws. To view these penalties go to their website at <http://copyright.gov/help/fag/>.

### **CAMPUS SECURITY ACT DISCLOSURE STATEMENT -Clery Act-**

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.

(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

(i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

(ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

(iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a. Do not leave personal property in classrooms.
- b. Report any suspicious persons to your institutional official.
- c. Always try to walk in groups outside the school premises.
- d. If you are waiting for a ride, wait within sight of other people.
- e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal



business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

### **Recent History of Crime in and around Salinas and the School**

Salinas has the 12<sup>th</sup> highest crime rate in the United States. We have the 4<sup>th</sup> highest homicide rate in California. Following is the latest data available: Murder = 1.65 the National Average; Forcible Rape = 1.04 times the National Average; Robbery = 1.21 times the National Average; Aggravated Assault = 1.33 times the National Average; and all Violent Crime = 1.34 times the National Average.

Salinas is a known gang town and most of the criminal activities are on the East and North side of the city, whereas the school is located on the South side. About five years ago there was activity that led us to believe there might be danger for our students so we contacted the local police and they started patrolling the area randomly – as such we hadn't seen or heard of any criminal activity in the area until June 2011 when a student's car was robbed and last year (2012) there were two armed robberies a few blocks away. There hasn't been any crime in our near vicinity, there was however, a break-in next door by (it looked like) young kids in January 2014.

*The information discussed in this catalog is in effect from: July 1, 2016 to June 30, 2017 and is updated annually.*

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