

# Topline Beauty College

**An Unaccredited Institution**

## School Catalog

*Jan 1, 2016-Dec 31, 2016*

*Campus Location*

**130 S. Harbor Boulevard**

**Santa Ana, CA 92704**

**Phone: (714) 839-0100**

**Fax: (714) 839-7779**

**Web: [www.toplinebeautycollege.com](http://www.toplinebeautycollege.com)**

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## ***Approval Disclosure Statement***

**Topline Beauty College**, as a private institution and for-profit corporation was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.

The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1600	12	54	Diploma
Cosmetician	600	7	30	Diploma
Manicurist	400	5	20	Diploma
Massage Therapy	600	7	30	Diploma
Holistic Practitioner	1000	10	40	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Cosmetician	12.0409	39-5094	39-5094	Skin Care Specialists
Manicurist	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists
Holistic Practitioner	51.3501	31-9011	31-9011	Massage Therapists

**CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration’s Occupational Information network. For more information for CIP codes please visit web site at [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**SOC Codes:** The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories. For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onetcenter.org/overview.html> regarding occupational title for course of study.

**O NET:** The O NET program is the nation's primary source of occupational information. Central to the project is the O NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O Net please visit the website at <http://www.onetcenter.org/overview.html>

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

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

It is Topline Beauty College’s policy to provide a prospective student a copy of Catalog, a general student brochure and School Performance Fact Sheet.

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

The school catalog, a School Performance Fact Sheet for each educational program, student brochures offered by the college, a link to the bureau’s Internet Web Site and the college’s most recent annual report submitted to the bureau are provided at the college’s website, [www.glamourbeautycollege.com](http://www.glamourbeautycollege.com).

Students may access the bureau’s Internet Web site by using computers at the college’s admission office.

**Course Approval by:**

Board of Barbering and Cosmetology (BBC)

2420 Del Paso Road Suite 100, Sacramento, CA 95834

(Phone) 800-952-5210, (Fax) 916-575-7281, Web site: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

Bureau for Private Postsecondary Education (BPPE)

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

(Phone) 916-431-6959, (Toll Free) 888-370-7589, (Fax) 916-263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

GBC provides its School Catalog to a prospective student or to the general public when requested free of charge.

The School Catalog is available in English, Spanish, Chinese and Vietnamese languages.

The college researches and updates its Catalog at least once a year.

**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. If a student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid funds.**

Topline Beauty College is **not accredited** by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is **not** eligible for Federal Student Aid.

Topline Beauty College does **not** participate in Federal or State Student Aid.

Topline Beauty College does **not** offer any Federal, private or institutional loan program.

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**Tony Do**

**President/Owner**

**Revised on January , 2016**

## *About Topline Beauty College*

Welcome to Topline Beauty College!

Thank you for selecting our school to assist you in obtaining your cosmetology training. You are now entering into a field that will hopefully provide you with the opportunity for a successful future in the beauty industry. At Topline Beauty College, we offer you the basic training to pass the California Board of Barbering & Cosmetology license examination. We place emphasis on how to be successful in the marketplace and in your own operations in order to create the lifestyle you desire. This means hard work, dedication and practice on our part. You will practice shop management, business concepts and the psychology of personal success.

It is a pleasure to have you with us at Topline Beauty College. The degree of your potential success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mr. Tony Do  
President

Topline Beauty College is wholly owned and operated by TOP LINE BEAUTY COLLEGE, INC, which is owned by Tony Do.

### **Mission Statement**

It is our mission to prepare our students to become successful members of the cosmetology, cosmetician, manicuring, massage therapy professions, and successfully pass the State Board Examination.

### **College Objectives**

Our primary objective at Topline Beauty College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals.

### **Statement of Non Discrimination**

Topline Beauty College is firmly committed to providing educational programs to otherwise eligible students regardless of age, race or color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

### **Instructional Facilities**

Topline Beauty College is a spacious (7,000 sq. ft) air-conditioned, one story modern facility with many benefits to our staff and students. We are located at 130 S. Harbor Boulevard, Santa Ana, CA 92704, where all of our educational programs are taught. Our school simulates salon conditions to help our students “learn-by-doing”, with modern equipment and a variety of supplies that help enhance our students’ product knowledge. Mirrored stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and VCR/DVD equipments, visual aids, teaching machine and tape records, which are for the use of students’ education. A student lounge is provided for the students’ use for eating and breaks. Each student uses a locker to keep his/her uniform and private articles. Our students learn how to manage the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. One of our main goals in institutional objective is to help the student become “salon ready”. The college maintains a resource library for the use of our students and instructors.

### **School Calendar**

Classes begin EVERY TUESDAY for all classes.

## **Hours of Operation**

Tuesday through Friday	8:30 a.m. to 9:00 p.m.
Saturday	8:30 a.m. to 5:00 p.m.
Evening Class	5:00 p.m. to 9:00 p.m.

## **Holidays**

Topline Beauty College observes the following holidays during which the school is closed:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas break

A "special" holiday may be declared for emergencies or special reasons.

## **Pre-Enrollment Information and General Rules**

Each prospective student receives a copy of school catalog and School Performance Fact Sheet before enrollment. The School Performance Fact Sheet contains the recent Completion rates, Placement rates, License examination passage rates and salary or wage information. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, refund policy etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

## **Bankruptcy**

Topline Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never 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.).

## **Health Considerations**

Generally, the professional in the beauty 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 believe they can fulfill training demands.

## **Courses of Study**

### **Cosmetology (1,600 Clock Hours)**

The course of study for students enrolled in Cosmetology course shall consist of sixteen hundred (1,600) clock hours of the state mandated instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Cosmetology course of study is designed to prepare students to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons (CIP Code 12.0401, SOC Code 39-5012).

### **Cosmetician (600 Clock Hours)**

The course of study for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of the state mandated instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. **Educational Goals:** The Skin Care course of study is designed to prepare students to cleanse, depilate, massage, and beautify the human body and

to function as licensed estheticians and skin care specialists (CIP code 12.0409, SOC Code 39-5094).

**Manicurist (400 Clock Hours)**

The course of study for students enrolled in Manicuring course shall consist of the four hundred (400) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists (CIP code 12.0410, SOC Code 39-5092).

**Massage Therapy (600 Clock Hours)**

The course of study for students enrolled in a Massage Therapy course shall consist of six hundred (600) clock hours of instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, cranio-sacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics. **Educational Goals:** The Massage Therapy course of study is designed to prepare students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues (CIP Code 51.3501, SOC Code 31-9011).

**Holistic Health Practitioner (1000 Clock Hours)**

The course of study for students enrolled in a Holistic Health Practitioner course shall consist of one thousand (1000) clock hours of instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, cranio-sacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics. **Educational Goals:** The Holistic Health Practitioner course of study is designed to prepare students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues (CIP Code 51.3501, SOC Code 31-9011).



## ***Organizational Chart***

### **President/Director**

Tony Do

### **Admissions Officer**

Nayely Gomez, Tracy Nguyen

### **Registrar**

Nayely Gomez

### **Placement Officer**

Nayely Gomez, Tracy Nguyen

### **Business Officer**

Tony Do

<b>Instructor</b>	<b>Course</b>	<b>Instructor Qualifications</b>
Tony Do	Cosmetology Manicurist	Licensed Instructor from BBC Licensed Cosmetologist from BBC Certified Instructor from BPPVE Have 11 years of experience in teaching the subject.
Glarie Acuna	Cosmetology	Licensed Cosmetologist from BBC Have 8 years of experience in teaching the subject. Has over 10 years of salon experience.
Blanca Cruz	Cosmetology	Licensed Cosmetologist from BBC Have 2 years of experience in teaching the subjects. Has over 3 years of salon experience.
Duong T. Nguyen	Manicurist	Licensed Cosmetologist from BBC Have 7 years of experience in teaching the subject.
Bich T. Nguyen	Cosmetician	Licensed Cosmetologist from BBC Have 10 years of experience in teaching the subject.

## ***Admission Policy***

### **Admission Requirements**

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

**A)** Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test, SLE test (Scholastic Level Exam) Form IV. Topline Beauty College will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability-to-Benefit (ATB) exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

**C)** Student must show English language proficiency. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency.

Cosmetology, Cosmetology Instructor Trainee and Massage Therapy courses are taught in English. Esthetician and Manicuring courses are taught in English and Vietnamese. The college hires instructors who are bilingual in English and Vietnamese. They can help students whose primary language is Vietnamese. The college provides Catalog, School Performance Fact Sheet and Enrollment Agreement in English and Vietnamese also.

### **High School Program Completion**

It is possible to complete a certificate program without earning a high school diploma. Many individuals, however, may want to obtain a high school diploma or its equivalent for personal employment reasons.

The following educational agencies may be contacted regarding obtaining the high school diploma, GED test and/or certificate of proficiency:

California State University Fullerton	(714) 278-2487
Coastline Community College	(714) 241-6184
Garden Grove Unified School District (Chapman Adult Education Center)	(714) 663-6520
Huntington Beach Adult/Alternative School	(714) 842-4779
Santa Ana Centennial Education Center	(714) 241-5720

### **Transferability of Credits Earned**

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Topline Beauty College for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:

- 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended.

The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

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

The transferability of credits you earn at Topline Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also

at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Topline Beauty College to determine if your diploma or certificate will transfer.

**The college has not entered into an articulation or transfer agreement with any other college or university.**

### **English as a Second Language**

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa.

Cosmetology instructions are provided in English and Spanish languages.

Cosmetician and Manicurist instructions are provided in English and Vietnamese languages.

Massage Therapy instructions are provided in English and Chinese languages.

A student must prove her/his level of proficiency in either language by providing a high school diploma or its equivalent (i.e. GED, ATB etc.) from a country where the language is an official language.

### **Students Admitted to Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

### **Orientation Class**

Orientation classes for all students are held on every Saturday from 10am to 12pm. Students are not allowed to clock in during orientation. All new, re-enrolling or transferring students must attend orientation prior to the start of all new classes.

### **Freshmen Class Enrollment**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. (See Academic Programs starting on page 35) The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 200 hrs. Cosmetician: 80 hrs. Manicurist: 50 hrs.** Topline Beauty College considers the freshman classes to be the foundation for your future.

### **Textbooks and Supplies**

Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

## Tuition Policy

### Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due on the first day of instruction only if the course is designed to be completed in four months. For the courses longer than four months, partial tuition is due on the first day of each payment period.

Program	STRF Fee*	Registration Fee*	Tuition for a Payment Period				Books & Supplies	Total Cost
			1 <sup>st</sup> PP*	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP		
Cosmetology	\$2.50	\$150	\$1,180.00	\$1,180.00	\$1,180.00	\$1,180.00	\$395.00	\$5,192.50
Cosmetician	\$1.00	\$150	\$900.00	\$900.00	N/A	N/A	\$260.00	\$2,136.00
Manicurist	\$0.50	\$150	\$300.00	\$300.00	N/A	N/A	\$135.00	\$810.50
Massage Therapy	\$2.00	\$150	\$1,800.00	\$1,800.00	N/A	N/A	N/A	\$3,677.00
Holistic Health Practitioner	\$3.00	\$150	\$2,100.00	\$2,100.00	\$1,800.00	N/A	N/A	\$6,078.00

\***Registration Fee:** Non-Refundable

\***PP** is for payment period.

\***Kit/Books:** These charges include all applicable sales tax. Once used, books and supplies are not refundable due to sanitary considerations.

\***STRF Fee:** Student Tuition Recovery Fund Fee is Non-Refundable. This fee is paid by the school on behalf of the student.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### Collection of Tuition

Students are expected to contribute from their own family resources toward the student's cost of attendance. At the student's option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring course.

For students enrolled in Cosmetology, Esthetician, Cosmetology Instructor Trainee and Massage Therapy courses, the college charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time.

Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid (Pell grant) is a gift aid that does not need to be repaid. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless it is absolutely necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### The Method of Payments

The school accepts cash, debit/credit card, money order, check, TRA and Rehab as payment of monies owed to the school.

### Extra Instruction Charges

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the three (3) weeks beyond the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student's scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$3.10 / Hour, Cosmetician: \$3.00 / Hour, Massage Therapy: \$3.00 / Hour, Manicurist: \$1.25 / Hour

**Brush-Up**

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

**The College reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who enrolled before the change.**

**Right to withhold Transcripts and Grades for Non Payment of Tuition**

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

GBC does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.

The college does not sell or discount promissory notes or contracts to third parties.

**Scholarship**

The College does not award any institutional scholarships or incentives.

**Pre-Application for Licensing Exam**

Students will be allowed to pre-apply for the licensing exam provided they have paid their account in full at the appropriate pre-application clock hours and provided they have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.
4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to NACCAS and dispose school records in accordance with state laws.

## Withdrawal and Refund Policy

Topline Beauty College's withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The college's withdrawal and refund policy complies with all federal and state regulatory agencies such as UDSE, BPPE etc.

### Student's Right to Cancel

The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a \$150.00 non-refundable registration fee 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 Registrar 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. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

### Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The college monitors attendance at least once in every fourteen (14) days.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

### 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 \$ 75.00 and STRF fee is non-refundable item. 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 within cancellation period, 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. The college will perform refund calculation within 6 weeks of official withdrawal. 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 determination date. 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.

**Rejected Enrollment:** All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

### Hypothetical Refund Example

The following table outlines the refund due based on percentage of training completed, using **scheduled hours** (including absences), assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost		
\$5,192.50	\$75.00	\$395.00	\$2.50	\$4,720.00		
Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$4,720.00	1600 Hours	\$ 2.95/ Hour	\$4,720.00	600 Hours	\$1,770.00	\$2,950.00

## ***Satisfactory Academic Progress (SAP) Policy***

Topline Beauty College expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Policies" section of this catalog on pages 17-19.

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/ 20 week long Manicurist program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

### **Evaluation Periods**

SAP evaluation periods are based on actual contracted hours at this school.

Students' compliance with the Satisfactory Academic Progress is assessed as follows (all hours are **scheduled hours completed** and based on actual contracted hours at the college):

**Cosmetology:** When a student is scheduled to complete 400, 800, 1200 and 1440 hours

**Cosmetician:** When a student is scheduled to complete 300 and 540 hours

**Manicurist:** When a student is scheduled to complete 200 and 400 hours

**Massage Therapy:** When a student is scheduled to complete 300 and 540 hours

**Holistic Health Practitioner:** When a student is scheduled to complete 350, 700 and 900 hours

### **Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

#### **Academic Grading**

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

#### **Point Grades for Practical Work**

(GPA 4) **4 POINTS = A**  
(GPA 3) **3 POINTS = B**  
(GPA 2) **2 POINTS = C**  
(GPA 1) **1 POINTS = D**  
(GPA 0) **0 POINTS = F**

### **Attendance Status**

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

### **Academic Probation**

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

during a given evaluation period will be placed on satisfactory academic progress probation for one additional evaluation period, if the student appeals the negative progress determination, and if the college determines that SAP can be met by the end of the subsequent evaluation period or the college develops an academic plan for the student, if followed, will ensure that the student is able to meet the college's SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students on SAP probation will be notified by the college that they are no longer eligible to receive additional Title IV financial aid during the probation period. For the students under SAP probation, satisfactory academic progress and financial aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of SAP standards as described on page 15 of the school catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP and eligible to receive further financial aid.

Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

### **Appeal Procedures**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within ten (10) days of college's determination and must describe any circumstances related to the student's academic standing, which the student believes to deserve special consideration, such as but not limited to, an injury or illness of the student, death in the family. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period, such as but not limited to doctor's note, death certificate etc. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. All the results of the appeal procedures will be documented in the student's file. All the copies of student's request and college's decisions will be kept in the student's file.

### **Transfer Hours**

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

### **Re-entering Students**

Students, who are re-entering after a period of withdrawal, re-enter in the same academic progress status as when they left.

### **Leave of Absence**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer's approval of the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course and the period covered by the enrollment agreement (contract) extended by the same number of days taken in the leave of absence. Contract addendum will be prepared to reflect the changes, which should be initialed and signed by both the student and a school officer. Students who fail to return from a LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

### **Course Incompleteness**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Thus course incompletes, repetition and non-credit remedial courses have no effect upon the college's SAP standards.



# *School Rules and Regulations*

## **Diplomas and Certificates**

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

**Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.**

## **Attendance, 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.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

## **Student Clock Hour Policy**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.**

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be maintained in their entirety for 6 years by the school. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

## **Time Card Credit**

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour.** Using the above, the Board would understandably not consider a student capable of performing more than 3 permanent waves per day.

## **Student Conduct**

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

## **Other Rules and Regulations**

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Topline Beauty College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every five hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Topline Beauty College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Topline Beauty College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records may be prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

## **Grounds for Disciplinary Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,

3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

#### **Disciplinary Procedure and Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

#### **Re-Entry**

All students who withdraw may re-enter into the program without the loss of credit hours provided it is within six (6) years from the date of their withdrawal. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college the student will re-enter in the same progress status as she/he left.

## ***Student Services***

### **Job Placement**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The college assists students in placements as often as needed; however, **the college does not guarantee employment to any student.**

### **Student Records**

The college maintains a file for each student who enrolls in the college for a period of 6 years from the student's date of completion or withdrawal. The college maintains students' academic transcripts in definitely using RGM system and college's computers. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into RGM school management system on a daily basis to back up students' information in electronic format. Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student.

All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student consent.

### **Referral Services**

Students are referred to community professionals for personal, non-academic counseling.

### **Housing**

The College does **not** have dormitory facilities under its control. There are apartments or rooms available within 10 mile radius from the college. The cost of renting a room near the college starts from approximately \$500.00 a month. GBC does **not** find or assist a student in finding housing.

### **Career Counseling and Personal Attention**

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

### **Voter Registration**

You may register to vote by completing the online voter registration form at [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then

mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

### **Grievance Policy/Student Complaint Procedure**

Topline Beauty College is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the college's complaint policy is as follows:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President:  
**TONY DO at 130 S. Harbor Boulevard, Santa Ana, CA 92704**

All grievances regardless of the nature will be turned over to the Owner and reviewed.

4. The President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any student who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied has the right to forward the complaint to one of the following agencies as applicable:

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

2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798

Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897

Web site: [www.bppv.ca.gov](http://www.bppv.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

### **Barbering and Cosmetology Bureau**

400 R Street, Suite 4080

Sacramento, CA 94244 (916) 323-9020

Website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## ***Consumer Information***

### **Notice of Student Rights**

- 1. 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 School Director, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- 2.** After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog
- 3.** If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
- 4.** As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement
- 5.** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).
- 6.** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

**Board of Barbering and Cosmetology**  
2420 Del Paso Road Suite 100  
Sacramento, CA 95834  
By Mail:  
**Board of Barbering and Cosmetology**  
PO Box 944226  
Sacramento, CA 94244-2260  
Toll Free: (800) 952-5210  
Fax (916) 575-7281

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Mailing Address:  
**Bureau for Private Postsecondary Education**  
P.O. Box 980818  
West Sacramento, CA 95798-0818

Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **Notification of Right under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office

**U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## **Drug and Alcohol Abuse Policy**

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 85, 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:

**Charter Hospital**  
**6060 Paramount Blvd.**  
**Long Beach, CA 90805**  
**(310) 220-1000**

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.



### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of 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 student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless 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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 this 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.

**Amount of STRF Assessment; § 76120.** (a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).  
. For further information or instructions contact:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**  
**2535 Capital Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897**

## Academic Courses

### Instructors, Textbook and Reference Books

As in all phases of any profession each individual has within his/her training and acquired skills. Every attempt is made by the college to best utilize the special skills of each instructor to provide the best education available. All of the instructors at the college are licensed by BBC and have more than 3 years of experience required by BPPE.

**At the beginning of the first day of a course, each instructor should provide a course outline to every new student.**

Every student should have a required textbook. It is included in the supply which can be purchased at the college. Students have an option to purchase the textbook on their own. In addition to a required textbook, the college maintains a library of text and reference books for faculty and students' use. You need to contact Registrar office to check out and return resources from the library.

The college library has following BBC approved text and reference books.

Milady's Standard Cosmetology 2012, Salon Fundamentals Cosmetology 2011, Cosmetology Fundamentals, A Designer's Approach to Career Success 2009, Milady's Standard Professional Barbering 2011, Milady's Standard Textbook of Professional Barber-Styling 1999, Milady's Standard Professional Barbering 2006, Milady's Standard Esthetics Fundamentals 2009, Salon Fundamentals, A Resource for Your Skin Care Career 2007, Modern Esthetics, A Scientific Source for Estheticians 1992, Milady's Standard Nail Technology 2011, Milady's Standard Nail Technology 2007, Salon Fundamentals, A Resource for Your Nail Career 2007, Cosmetology Performance Criteria, Barbering and Cosmetology Act and Regulations, Understanding Toxic Substances

### Curriculum for Cosmetology Course (1,600 Clock Hours)

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

Total Theory Hours:	485
Total Practical Hours:	1,135
Total Hours:	1,600

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

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

### Subject of Technical Instruction:

		Minimum Hours
1.	The Cosmetology Act and the Bureau's Rules & Regulations	30
2.	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	30
3.	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	70
4.	Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	15
5.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	30
6.	Bacteriology, anatomy and physiology.	25
7.	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	25
8.	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	20
9.	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
10.	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
11.	Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears,	

	for wet and dry cutting.)	20
12.	Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)	
	(A) Hair coloring (B) Bleaching	60
13.	Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
14.	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	05
	(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or 6cc.)	15
	(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	10
15.	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16.	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
17.	Manicuring and Pedicuring	
	(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
	(B) Complete Pedicure, including nail analysis, and foot and ankle massage.	05
	(C) Artificial Nails	
	1. Liquid and Powder Brush-on	10
	2. Artificial Nail Tips	10
	3. Nail Wraps and Repairs	05
18.	Salon Management & Business Ethics	25

### **Cosmetology Performance Objective**

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

### **Skills to be Developed**

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

### **Attitudes and Appreciations to be Developed**

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

### **Grading Procedure**

Student's academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

<b>Grading Scale</b>		<b>Grading Period</b>	<b>Minimum Average Grade</b>
100% - 90%	A	Excellent Performance	450 hrs
89% - 80%	B	Above Average Performance	900 hrs
79% - 70%	C	Satisfactory Performance	1250 hrs
69% - 50%	D	Unsatisfactory Performance	1600 hrs
49% - or below	F	Fail	

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
400	267
800	534
1,200	800
1,600	1,067
2,000	1,334
2,400	1,600

**Requirements for Satisfactory Completion of Course**

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better.

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

## Curriculum for Cosmetician Course (600 Clock Hours)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Total Theory Hours:	315
Total Practical Hours:	285
Total Hours:	600

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

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

### Subject of Technical Instruction:

	Minimum Hours
1. The Cosmetology Act and the Bureau's Rules and Regulations.	20
2. Chemistry pertaining to the practices of an Esthetician. Includes the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.	20
3. Health and Safety/Hazardous Substances, includes training in chemicals and health establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including <i>HIV/AIDS</i> and Hepatitis B.	80
4. Electricity includes the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	20
5. Disinfection and Sanitation Includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.	30
6. Bacteriology, anatomy, physiology, skin analysis and conditions	30
7. Facials:	
A. Manual – Includes skin analysis, cleansing, scientific manipulations, packs, and masks.	20
B. Electrical Includes the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.	30
C. Chemical Includes chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.	20
8. Eyebrow Arching and Hair Removal Includes the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.	
(A) Tweezers	05
(B) Wax and depilatories	20
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20
10. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.	

### Esthetician Performance Objective

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

### Potential Occupation after Completion

Facialist, Licensed Esthetician, Esthetician, Skin Technician,

### Skills to be Developed

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to

all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

**Attitudes and Appreciations to be Developed**

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

**Grading Procedure**

Student’s academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

<b>Grading Scale</b>			<b>Grading Period</b>	<b>Minimum Average Grade</b>
100% - 90%	A	Excellent Performance	300 hrs	70
89% - 80%	B	Above Average Performance	600 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 50%	D	Unsatisfactory Performance		
49% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

**Requirements for Satisfactory Completion of Course**

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of “C” (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers.

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

## Curriculum for Manicurist Course (400 Clock Hours)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include:

Total Theory Hours:	125
Total Practical Hours:	275
Total Hours:	400

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

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

### Subject of Technical Instruction:

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

### Additional training will be given in the following subject matter

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

### Manicuring Performance Objective

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

### Skills to be Developed

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

### Attitudes and Appreciations to be Developed

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

### Grading Procedure

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade

- 2, Practical Operations scores count 40% toward the grade
- 3, Professionalism count 20% toward the grade

<b>Grading Scale</b>			<b>Grading Period</b>	<b>Minimum Average Grade</b>
100% - 90%	A	Excellent Performance	200 hrs	70
89% - 80%	B	Above Average Performance	400 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 50%	D	Unsatisfactory Performance		
49% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

**Potential Occupation after Completion**

Manicurist, Nail technician, Pedicurist

**Requirements for Satisfactory Completion of Course**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of “C” (70%) or better.

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.



## Curriculum for Massage Therapy Course (600 Clock Hours)

The curriculum for students enrolled in a massage therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

### Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):

5	Disinfection & Sanitation	25	Introduction to System of Massage
25	Basic Swedish Massage	20	Face and Scalp Massage
20	Basic Tradition	75	Shiatsu Application
10	Aromatherapy	10	Business Practice/Massage Business
100	Sports System Massage	25	American Techniques
		35	Front/Back/Side Channels

### SUBJECT OF TECHNICAL INSTRUCTION:

### MINIMUM HOURS

1.	Health Safety/Hazards/HIV Aids	15
2.	Disinfection/Sanitization	10
3.	Histology/Anatomy/Physiology	10
4.	Ethics/Nutrition/Principle/Techniques	15
5.	Muscles/Nerves	10
6.	American Techniques	10
7.	Basic Swedish Massage	10
8.	Basic Shiatsu	20
9.	Aromatherapy	5
10.	Front/Back/Side Channels (Acupressure)	20
11.	Introduction Other System Massage	10
12.	Sports Massage	55
13.	Introduction Holistic Therapy	15
14.	Business Practice/Massage Business	25

### Additional training will be given in the following subjects matters

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

### Massage Therapy Performance Objective

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

### Potential Occupations after Completion

Massage Therapy Specialist, product representative and company demonstrator.

### Skills to be Developed

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

### Attitudes and Appreciations to be Developed

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

### Grading Procedure

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade

2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

<b>Grading Scale</b>			<b>Grading Period</b>	<b>Minimum Average Grade</b>
100% - 90%	A	Excellent Performance	300 hrs	70
89% - 80%	B	Above Average Performance	600 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 50%	D	Unsatisfactory Performance		
49% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

**Requirements for Satisfactory Completion of Course**

Student shall have satisfactorily completed Theory and Operations with an average grade of “C” (70%) or better.

**Graduation Requirements**

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

**Licensing requirements**

There are No Licensing Requirements in the state of California. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.

## Curriculum for Holistic Health Practitioner Course (1000 HOURS)

The curriculum for students enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

### **Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):**

80	Laws & Classification of Massage Movement	50	Application of Massage Techniques
60	Procedure Complete Body Massage	40	Face and Scalp Massage
100	Shiatsu Application & Sport Massage	110	Health Care & Acupressure
40	Business Practices		

### **SUBJECT OF TECHNICAL INSTRUCTION:**

### **MINIMUM HOURS OF THEORY INSTRUCTION**

1.	Historical overview of Massage	20
2.	Disinfection/Sanitization	40
3.	Laws, Rules, Regulation & Limitation	30
4.	Human Anatomy, Physiology, Kinesiology	160
5.	Effects, Benefits, indication of massage	40
6.	Classification of Massage Movement	20
7.	Application Massage Technique	20
8.	Procedure complete Body Massage	20
9.	Face and Scalp Massage, Health Care	20
10.	Shiatsu application and Hydrotherapy	40
11.	Pathology, Kinesiology/ Ethics	120
12.	Sport Massage and Acupressure	80
13.	Business Practice	20

### **Additional training will be given in the following subjects matters:**

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

### **Holistic Health Practitioner performance objective:**

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

### **Potential Occupations after Completion:**

Massage Specialist, Practitioner in Holistic Massage and product representative and company demonstrator.

### **Skills to be developed:**

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

### **Attitudes and appreciation's to be developed:**

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

### **Requirements for satisfactory completion of course:**

Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

### **Graduation requirements**

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

**Licensing requirements:**

.There is No Licensing Requirements in the state of California. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.