



Catalog

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www.cosmetica-academy.com

9050 Telegraph Road. # 101, 103-105, 201-203

Downey, CA 90240

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When visiting our website <http://www.cosmetica-academy.com/> you may find information on the following:

1. Access to the School Performance Fact Sheet for each educational program offered by the Institution
2. Student brochure offered by the Institution
3. A link to the Bureau for Private Postsecondary website: www.bppe.ca.gov
4. The Institution's most recent annual report submitted to the Bureau.
5. Our website is in both English and Spanish.

Welcome to Cosmetica Beauty and Barbering Academy

It is a pleasure to introduce you to Cosmetica Beauty and Barbering Academy. We are focused upon career training for a student's successful professional future. We offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. Cosmetica Beauty and Barbering Academy maintains a long-term commitment to its students. The relationship between the Institution and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

Mission Statement and Philosophy

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the Institution is innovative in its curriculum, job-intensive in its focus, and responsive to our students needs. The training provided at Cosmetica Beauty and Barbering Academy prepares graduates to obtain entry-level positions in their chosen field(s): Cosmetology, Barbering, Esthetician, Manicuring. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

Institution Objectives for all Educational Programs

Cosmetology, Barbering, Esthetician, Manicuring

1. HIRE qualified educators and student support staff;
2. DEVELOP courses that reflect the needs of the professional communities served;
3. UPDATE teaching techniques for career theory and skills;
4. UTILIZE appropriate equipment;
5. OFFER programs in career fields with the best employment opportunities;
6. MAINTAIN a close relationship with potential and current employers of graduates;
7. PROVIDE reliable referrals of job placement assistance to our graduates.

Approval Disclosure Statement

Cosmetica Beauty and Barbering Academy is a private institution that is approved to operate by the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 431-6959 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897.

The Bureau's approval to operate means that the Institution and its operation complies with state standards as set forth in the CEC and 5, CCR., and does not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards. Institution approval is subject to continuing review.

Prospective enrollees are encouraged to visit the physical facilities of the Institution and to discuss personal, educational and occupational plans with Institution personnel prior to enrolling or signing enrollment agreements.

We do not offer Financial Aid nor are we Nationally Accredited at this time.

The following programs have been approved are:

<u>Course</u>	<u>Total Clock Hours</u>	<u>Number of Weeks to Completion</u>
Cosmetology	1600	40-92
Barbering	1500	37.50-87
Esthetician	600	15-35
Manicuring	400	17-23

All instruction is provided on campus at 9050 Telegraph Road, Suite 101, 103-105, 201-203 Downey, CA 90240. There are periods of clinical and practical dependent upon the particular program. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Our Institution has not had a petition in bankruptcy, filed against 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). CEC 94909(a)(12).

Cosmetica Beauty and Barbering Academy is owned by Cosmetica Beauty and Barbering Academy, Inc., whose corporate officers are Julie Landeros and Maria Teresa Villarreal. This catalog is made available to a prospective student or the general public at any time when requested. This Catalog is also available in our website: <http://www.cosmetica-academy.com/>

Affirmative Action Statement (Non-Discrimination Policy)

Cosmetica Beauty and Barbering Academy is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, 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.

Family Educational Rights and Privacy Act

The practices and procedures of Cosmetica Beauty and Barbering Academy comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act of 1974 (as amended) and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and review the information contained within the records for these students. Confidentiality of student (and staff) records is strictly protected.

The Institution complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without: a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements. A Cosmetica Beauty and Barbering representative will be present at any time that a file is reviewed.

Instructional Facilities

Cosmetica Beauty and Barbering Academy is located at 9050 Telegraph Rd. #101, 103-105, 201- 203 Downey, CA. The City of Downey is the heart of Los Angeles County, located approximately 15 miles south-east of Downtown Los Angeles, CA. The Institution is readily accessible by the 5/605/710 freeways and is accessible from the many surrounding areas. Classrooms for each program of study at Cosmetica Beauty and Barbering Academy contain equipment and supplies sufficient to meet the needs of the course of the students.

Cosmetica Beauty and Barbering Academy is a well-designed building that assimilates the salon environment for the sole purpose of beauty education; equipped with the most modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

Cosmetica Beauty and Barbering Academy has at least 4,800 square feet of modern facilities devoted to teaching the science and arts of cosmetology. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle videotapes and blackboard demonstrations. Cosmetica Beauty and Barbering Academy has extensive shampoo facilities, chair hair dryers and blow dryer stations in addition to the workstations provided for each student. An administrative office and counseling office as well as a library are maintained on-site. Cosmetica Beauty and Barbering Academy provides restrooms and break room areas. The building is equipped with heating and air conditioning systems, well lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in case of an emergency. The Institution’s premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located less than one half block away from the Institution.

Equipment for Each Program of Study

The instructional classrooms contain equipment designed to assist the student learning to become an integral member for the business world. Equipment includes: Dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straighteners, etc.

Office Hours

Monday through Friday 9:00 am to 6:00 pm

Holidays Observed

Cosmetica Beauty and Barbering Academy observes the following holidays. The Institution is closed and no classes are held. Cosmetica Beauty and Barbering Academy has the right to declare a special holiday for emergency or special reasons. In such an event the students will be notified by school personnel via telephone and/or a notice posted on the front door of the school.

	2019-2020	2020-2021
New Years Day	January 1, 2019	January 1, 2020
Memorial Day	May 27, 2019	May 25, 2020
Independence Day	July 4, 2019	July 3, 2020 Observed
Labor Day	September 2, 2019	September 7, 2020
Thanksgiving Day and the day after	November 28-29, 2019	November 26-27, 2020
Christmas Eve and Christmas Day	December 24-25, 2019	December 24-25, 2020
School Closed	December 23, 2019 – January 3, 2020	December 21, 2020 – January 1, 2021

Pre- Enrollment Information and General Rules

"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."

Applicants are advised to call the Institution for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the Institution may better understand the career goals of the applicant, and the applicant can better understand the programs that the Institution offers.

Although general rules are reviewed during orientation, students are individually responsible for knowledge of all Institution rules and regulations including student conduct, attendance, make-up work, termination, 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.

Admissions Policies and Requirements

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in a Cosmetica Beauty and Barbering program must:

1. Have a valid State or Government issued I.D.
2. Present a valid Social Security card or an Individual Taxpayer Identification Number (ITIN)
3. Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Should an enrolling student provide a foreign high school diploma, the student is responsible for obtaining an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This document must come from an outside agency. Students lacking the High School Diploma or its equivalent, must be at least 16 years old and must be 17 years old at the time of application for The Board of Barbering and Cosmetology test (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit test prior to admission.

Ability to Benefit Test

Ability To Benefit Test (ATB) approved by the USDE; Combined English Language Skills Assessment CELSA with a minimum passing score of 97. The correct answers on form 1 should be 37 or 34 on form 2 as stated on the US Department of Education CELSA ATB user's guide. An independent third party administrator administers this test and the student pays the \$65.00 cost of the test. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the applicant does not attain a qualifying score, the student may take a different CELSA test. If the applicant does not attain a qualifying score on the second test, the student may re-test after 15 days. Any amount paid will be forfeited if there is a no-show to the test date.

For Spanish speaking students the Language Proficiency Assessment Test-Spanish (LPAT-S) is available with a minimum passing score of 17 in Comprehension and 14 in Mathematics. An independent third party administrator administers this test and the student pays the \$65.00 cost of the test. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the applicant does not attain a qualifying score, the student may re-test after 15 days. Any amount paid will be forfeited if there is a no-show to the test date.

Note: The Board of Barbering and Cosmetology requires that you disclose information regarding misdemeanors and felonies. If this applies to you it is your responsibility to let an Admissions Representative know and provide a copy of the criminal record.

Transfer Students

Note: All transfer students will be required to provide the above listed admissions requirements.

Cosmetica Beauty and Barbering Academy will grant "Transfer of Credits" also known as a "Cross-Over Program" to students that have been licensed in Cosmetology, Barbering, Esthetician, or Manicuring and are seeking to do a crossover to another program.

1. A copy of original license issued by The Board of Barbering and Cosmetology will be required.

Students previously enrolled in an accredited Institution and that have not completed the program may submit their academic records to Cosmetica Beauty and Barbering Academy for review and possible transfer of credit.

1. The official transcript and the official proof of training will be required.

If Cosmetica Beauty and Barbering Academy accepts the transfer credit based upon a review of the required documents, provided those courses are part of the Institution's approved curriculum for that program of study;

- Cosmetica Beauty and Barbering Academy does not charge a fee for the assessment of prior hours or transfer of hours.
- Cosmetica Beauty and Barbering Academy will transfer in a maximum of 75% of the total program hours completed at the previous institution.

Cosmetica Beauty and Barbering Academy does not accept hours or credit earned through achievement tests, challenge examinations, ability-to-benefit students or prior experiential learning. Once its completed there is NO APPEAL to this procedure. This institution has not entered into an articulation or transfer agreement with any other college or university.

Re-entry Students

Cosmetica Beauty and Barbering Academy will charge a registration of \$100.00 to students who have withdrawn and wish to re-enter. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll unless mitigating circumstances apply.

The student file will be reviewed prior to re-entry. If a balance was left pending from the previous enrollment, it will need to be paid in full or payment arrangements will need to be made. Attendance, academic, and/or behavior issues will be reviewed and may lead to a denial for re-entry.

Admission Procedures

As part of the admissions procedures, all applicants are required to:

1. Have an interview with a Representative of the Admissions Department.
2. Complete an application for admission.
3. Take a tour of the facility
4. Receive School Disclosures
5. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans.
6. Complete Admission Requirements
7. Complete all necessary paperwork for admission

Upon completion of the admission procedures, the student will be notified of the Institution's decision regarding admission. The Institution reserves the right to refuse admission to any applicant who does not meet the Institution's established criteria for admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made. In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with an Institution catalog, it is the responsibility of that student to familiarize himself/herself with all the Institution rules and comply with the contents of the catalog. Cosmetica Beauty and Barbering Academy through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously state provisions either written or oral.

"Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution"

"The transferability of credits you earn at Cosmetica Beauty and Barbering Academy is at the complete discretion of an Institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, Esthetician, or Manicure programs is also at the complete discretion of the Institution to which you may seek to transfer. If the diploma 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 Cosmetica Beauty and Barbering Academy to determine if your diploma will transfer".

In addition, a diploma earned at Cosmetica Beauty and Barbering Academy may not serve as a basis for obtaining a higher-level degree at another Institution or university. However, partial credits earned at Cosmetica Beauty and Barbering Academy are transferable to other postsecondary Institutions offering a similar program and may be transferable to community Institutions at their discretion and according to their policy.

Class Schedules

COURSE	FULL TIME (Morning)	PART TIME (Morning)	PART TIME (Evening)
	Monday to Friday	Monday to Friday	Monday to Friday
COSMETOLOGY	9:00 AM - 5:30 PM	9:00 AM - 2:00 PM	5:30 PM - 10:30 PM
BARBERING	9:00 AM - 5:30 PM	9:00 AM - 2:00 PM	5:30 PM - 10:30 PM
ESTHETICIAN		9:00 AM - 2:00 PM	
MANICURING		Tuesday, Wednesday and Thursday 9:00 AM - 5:30 PM	

Class Start Dates

All classes are programmed to start every two weeks on Mondays for Cosmetology, Barbering and Estheticians. For Manicuring the classes are programmed to start every two weeks on Tuesdays. The start dates can vary depending on capacity.

Class Capacity

Classes do not generally exceed a ratio of one (1) instructor to 25 students for theory classes and a ratio of one instructor to 20 students for practical classes.

Instructional Language

All courses are taught in English and Spanish only. There is no level of English language proficiency required.

Tuition Policy

Students "In" Institution

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the 1st or 15th of the month, unless other arrangements have been made with the Financial Planning Department. Payments must be made consistently and on time, otherwise late payment penalties will be assessed after the 3rd day. The late fee is \$25.00. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend the Institution until all payments are current. The student will subsequently be withdrawn. If a student exceeds the length of time under the contract terms, extra tuition will be charged. It is the student's responsibility to repay the full amount of any loans plus interest, which were obtained for the course of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default. Defaulting on a payment plan will have serious consequences. Cosmetica Beauty and Barbering Academy has an automatic withdrawal payment option that can be discussed with the Financial Planning Department.

Students "Out" of Institution

The Institution will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The Institution will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The Institution will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. The Institution reserves the right to withhold a graduate student's diploma until that student's account balance is current as per the terms of the agreement signed by the student.

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

Tuition Charges

COURSE	TUITION	REG. FEES NON-REFUNDABLE	BOOKS / SUPPLIES / EQUIPMENT NON-REFUNDABLE	STRF NON-REFUNDABLE	OTHER CHARGES NON- REFUNDABLE	HOURLY RATE	TOTAL CHARGES
COSMETOLOGY	\$8,880.00	\$100.00	\$1,975.00	0.00	0.00	\$5.55	\$10,955.00
BARBERING	\$7,725.00	\$100.00	\$1,100.00	0.00	0.00	\$5.15	\$8,925.00
ESTHETICIAN	\$5,460.00	\$100.00	\$950.00	0.00	0.00	\$9.10	\$6,510.00
MANICURIST	\$2,080.00	\$100.00	\$575.00	0.00	0.00	\$5.20	\$2,755.00
TRANSFER OF CREDIT (CROSS OVER)							
BARBERING TO COSMETOLOGY	\$2,220.00	\$100.00	*\$350.00	0.00	0.00	\$7.40	\$10,955.00
COSMETOLOGY TO BARBERING	\$1,960.00	\$100.00	*\$350.00	0.00	0.00	\$9.80	\$8,925.00
COSMETOLOGY TO ESTHETICIAN	\$2,300.00	\$100.00	*\$325.00	0.00	0.00	\$11.50	\$6,510.00

*For the transfer of credit programs the **books will be on loan only**. A mandatory deposit of \$150.00 is required at the time of enrollment that will be reimbursed at the time of program completion after the books have been returned undamaged. There will be additional fees if books are damaged or lost.

The following is an estimate of charges per payment period based on the program of study.

COURSE	1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period
COSMETOLOGY	\$4,572.50	\$2,497.50	\$1,942.50	\$1,942.50
BARBERING	\$3,517.50	\$2,317.50	\$1,545.00	\$1,545.00
	1st Payment Period		2nd Payment Period	
ESTHETICIAN	\$3,780.00		\$2,730.00	
MANICURING	\$1,715.00		\$1,040.00	

Overtime Charges

Additional training time will be charged for those students who exceed the term of their contract. This is charged as an hourly rate multiplied by the remaining hours required to complete the course.

The calculation is illustrated below.

Example based on Barbering... 100 Hours X \$5.15 = \$515.00

Financial Planning Services

The following programs are available to eligible participants:

CBBAPP Cosmetica Beauty and Barbering Academy Payment Planning

TFC TFC Tuition Financing

Cosmetica Beauty and Barbering Academy is approved to accept the following:

Supplemental Job Displacement Benefits (SJD Vouchers) (Workers Comp)

Financial Assistance under the Workforce Innovation & Opportunity Act (WIOA)

Employment Development Department (TAA)

Department of Rehabilitation

This Institution does not participate in Federal and State Financial Aid Programs.

Financial Planning Student Rights

Students have the right to know:

1. Types of payment plans available at Cosmetica Beauty and Barbering Academy
2. The basis for eligibility and the process of fulfilling these needs.
3. The refund policy of the Institution, including the pro rata refund policy.

This information is available at the Financial Planning Department and contained within this catalog.

Scholarships

Cosmetica Beauty and Barbering Academy awards several scholarships annually and are at the discretion of the Director. Scholarship's will be given at the time of completion, if you do not complete the program satisfactorily you will lose the scholarship and will remain responsible for the full tuition.

English as a Second Language Instruction

The Institution does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa to prospective students from other countries.

Health Care Services

Cosmetica Beauty and Barbering Academy does not provide health care services on the premises. The Institution Personnel are on duty during all hours of operation. Any medical emergency should be reported to the front desk or Institution Personnel immediately. These reports will be transmitted to the on-site administrator, the police, fire or emergency medical services as applicable. In cases of non-emergency, a list of facilities is posted on bulletin boards and is available at the front desk.

Student Services

The Institution assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the Institution, however, students are referred to community professionals for personal, non-academic counseling.

The following support services are made available to all students and staff:

Los Angeles Domestic Violence Hotline (24 Hour) 800-978-3600

National Domestic Violence Hotline (24 Hour) 800-799-7233

Substance Abuse and Mental Health Services Help Line (24 Hour) 800-662-4357

Suicide Prevention Lifeline (24 Hours) 800-273-8255

We do not have dormitory facility under our control. There are apartment and housing available within walking distance of our Institution; the range in rental is from \$600.00 to \$2,000.00 depending on the number in the household. The Institution has no responsibility nor does not find or assist students in finding housing.

Library

The library consists of appropriate texts and reference books to assist in each program of study. Other learning resources are available at the school's library, such as books, videos, computers for internet access for information, and etc.

Students may request any items from the library by checking out those items at the office during hours of operation.

Cosmetica Beauty and Barbering Academy has a check-in / check-out system to access resources from the library. To check out books, resources or for internet use the student must ask an immediate instructor and complete a check out form at the office.

Students With Disabilities

Our Institution does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Institution will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Institution programs, services, or activities.

Sexual Harassment Policy:

Sexual harassment of or by any student shall not be allowed. Sexual harassment is prohibited by Cosmetica Beauty and Barber Academy and may result in disciplinary action to the offending student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any condition. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The School will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

Student Records

Official Institution records are maintained for all students from their original start date. Students are advised and cautioned that Federal and State Laws require the Institution maintain records for a five-year period only. (Transcripts are maintained indefinitely). All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student's written request to any other Institution, or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private Education and the Board of Barbering and Cosmetology may inspect, review and copy the student's records without the student consent.

Record Retention

The Institution maintains current records for a period of no less than five years at their principle places of business within The State of California. Transcripts are maintained indefinitely.

Student Complaint Procedure (Grievance Policy)

Cosmetica Beauty and Barbering Academy is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the Institution and a student, the Institution's complaint resolution policy is as follows:

1. Start with the Instructor by submitting it in writing, if your complaint is not resolved;
2. Consult the Lead Instructor, if your complaint is not resolved;
3. Make an appointment with the school director, if your complaint is not resolved;
4. Refer your complaint to the Complaint Resolution Committee, directed to:

Maria Teresa Villarreal (School Director)
9050 Telegraph Rd. #101,105, 201-203
Downey, CA 90240

"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
2535 Capitol Oaks Drive. Suite 400
Sacramento, CA 95833
Phone No. (916) 431-6959 Toll Free (888) 370-7589 Fax. No. (916) 263-1897

or P.O. BOX 980818
West Sacramento, CA 95798-0818

Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834 Phone No. (916) 575-7570

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833 or PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (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 web site www.bppe.ca.gov"

Attendance Policy

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with twenty-one (21) consecutive days of absences without a notification, in any program of study, and without being on an approved Leave of Absence (LOA), will be withdrawn. In addition, students who fall below 66.67% on attendance will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day (30) period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director for re-admittance. If you do not maintain a 70% attendance rate and require further instruction to satisfy graduation requirements you will accrue over time charges.

Absences

Attendance is taken on a daily basis. Students are advised to call the Institution to inform their instructor of their absence. The call must be made by 9:00am for morning schedule or by 5:30pm for evening schedule. If a school representative is not available, leave a message on the Institution's voice mail.

The only excused absences allowed are: Jury Duty, Military Leave, Immediate Family Death, Incarceration, Medical or Legal Appointments. Any extenuating circumstances will be evaluated on a case-by-case basis. A legitimate note must be submitted to the Administration Office within 7 days of the absence to be considered valid for makeup- hours.

Advanced Notices for Leaving Early and for Absences

Students leaving early or that have an expected absence are advised to complete and sign the advising report to notify the instructor.

Tardiness

Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for a disciplinary action.

Leave of Absence (LOA)

The Institution will consider a written request for a leave of absence, and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to the Institution. The Institution may only approve a leave of absence if:

- 1) The leave is requested in writing, must be signed and dated by the student;
- 2) It is a minimum of 14 days.
- 3) The leave of absence does not exceed 180 days in a 12-month period. Except for the following exceptions as stated by Law:
 - a) Jury duty, military reasons, and circumstances covered under the Family and Medical Leave Act of 1993;

The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. If you fail to return to the Institution on the scheduled return date, you will be subject to the Institution's withdrawal policy, and will be withdrawn from the Institution immediately. This will affect your payment plan, and other scholarships (if any).

Students returning from an authorized LOA will retain all credit, clock hours and work projects completed and will return to the academic progress they held. A student granted an LOA that meets this criterion is not considered to have withdrawn, and no refund calculation is required at that time.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the Academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance the beginning date of the approved LOA will be determined by the academy to be the first date the student was unable to attend the Academy because of the circumstances.

The withdrawal date for the purpose of calculating a refund is always the students last date of attendance; all refunds will be due 45 days from the date of determination. Cosmetica Beauty and Barbering Academy will extend the students contract period by the same number of days (calendar days) taken on the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Personal Service Days

Personal Service Days are a privilege that the students must earn. The student must be in good standing academically, disciplinary and with attendance. Personal Service Days will at the discretion of the instructor. If the student is absent on the day that the personal service takes place it may not be made up.

Make-up Assignments/Tests/Time

Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met:

- a. Make-up assignments or test must be completed within the same month that the absence took place to meet monthly reporting.
- b. Make-up of scheduled class hours (attendance) must be cleared through the office. Make up hours are a privilege and are only available to excused absences (jury duty, military leave, immediate family death, incarceration, medical or legal appointments) that were documented within 7 days of the absence. Students on a make up hour schedule must sign in and out on the roster with the Instructor in charge in order for the hours to be valid. A school representative will manually input make up hours. If the student fails to sign in and out with the Instructor no credit will be given for the day.

Clock Hours Policy

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result of this requirement this Institution can only give clock hour credit to students who record their attendance by using the time clock to clock in and out at the start and end of their class day and lunch period. In certain circumstances the hours may be inputted by a school representative with proper documentation to back up the attendance. Students must remain in the institution premises while clocked in. Leaving the institution premises without clocking out will lead in a disciplinary action. Cosmetica Beauty and Barbering Academy uses The Biometric Fingerprint System for the students to sign in and sign out and to track attendance.

The following is description of the sign in grace period and allowance:

Morning Schedule	Evening Schedule	
9:00am	5:30pm	Class starts time.
9:00am - 9:07am	5:30pm - 5:37pm	7 minute grace period to be considered on time.
9:08am - 9:10am	5:38pm - 5:40pm	Latest time permitted to clock in. 15 minutes will be deducted for the day.
9:11am - 11:00am	5:41pm - 7:30pm	Theory is commenced and no student will be permitted to sign in during this time.
11:00am	7:30pm	Tardy students can sign in and join class.

A 30-minute lunch break shall be taken when a student attends a 6-hour class day or more, in which the student must clock out and in for. If you are attending less than a 6-hour class day you will get a 15-minute break. Students are not permitted to leave the institution during the 15-minute break while still clocked in. Students who decide to leave the institution premises for break time must clock out, not doing so will result in losing the hours for the entire day. Any student that takes more than 15-minutes for break time will have 1-hour deducted for the day.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

For students that forget to sign in or out more than 3 times 1 hour will be deducted for the day.

Time Cards

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. At the completion of the last day of your week, a new 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 next days' time card. The time card must be signed by the student and the instructor on a daily basis. If an error is made on the student time card the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

Time cards reflect the student daily record of hours and operations. Be advised that the Time Cards on paper are used for student records and backup in case of system failure, actual clock in and clock out time is done by The Biometric Fingerprint System.

Hours and operations on the time card must be legible at all times. The time cards are the property of the Institution and must remain in the Institution at all times. Removing the time cards from the institution will result in a disciplinary action.

Time Card Credit

The following is a guideline for the instructor to issue credits: Each Theory credit must be initialed in the proper category. Once a category is complete, the instructor will issue credits in pending categories. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress Policy is printed in the schools catalog to assure that all students receive a copy prior to enrollment.

The SAP includes both Quantitative Attendance and Qualitative Academic Performance. Elements that are evaluated on a cumulative basis at designated evaluations periods throughout the course.

Cosmetica Beauty and Barbering Academy expects Students to demonstrate Satisfactory Academic Progress (SAP) towards completing their program by meeting established standards by the Institution.

The student must:

1. Maintain a Cumulative Academic Average of 70% or a letter grade of a C or better on all tests, work projects (operations) and other required course work.
2. Maintain a Cumulative Attendance Average level of 66.67% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 25 hours per week would have to maintain an average weekly attendance of at least 18 hours per week. Students that are attending the course programs who have more than 21 consecutive absences without notification 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 for more than 21 calendar days are encouraged to request a Leave of Absence. Leave of Absence cannot be granted for more than 180 days in a 12-month period. When the student returns from an approved LOA the student will be able to

continue the course of study at the same Academic point and SAP level as achieved at the start of the Leave of Absence. The Leave of Absence extends the students contract period and the maximum time frame by the same number of days taken in the leave of absence.

3. Students must complete the program in the maximum time frame of 150% of the length of the educational program for which the student has indicated in the Enrollment Agreement.

Unsatisfactory Progress

Cosmetica Beauty and Barbering Academy adheres to the following procedure for unsatisfactory progress:

- If a student's grade point average falls below 70% or a letter grade of a C (unsatisfactory) per evaluation, the student is placed on academic probation for a period of thirty (30) days. The student is notified and must meet the specific terms and conditions noted on the probationary slip. During the probation period, a student is considered to be making satisfactory academic progress. At the conclusion of the probation, the student's progress will be evaluated. If the student's Grade Point Average is still below the minimum required, the student may be terminated. The student may appeal to the Director for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director for re-admittance.
- Unsatisfactory progress may result in additional tuition charges assessed to the student. If the student does not complete his or her program on time, the Institution may charge the student for Overtime Charges. In addition, students who fall below 66.67% on attendance will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled at the end of the thirty-day (30) period. If the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director for re-admittance. If you do not maintain a 66.67% attendance rate and require further instruction to satisfy graduation requirements you will accrue over time charges.
- Students cannot exceed the maximum time frame of 150% of the length of educational program for which the student has indicated in the Enrollment Agreement. If student exceeds the maximum time frame the student will be terminated and will be responsible for all charges and re-enrollment fees if he or she is approved for re-admittance.

Evaluation Periods

All Students must be in compliance with the Satisfactory Academic Progress Policy at the end of each period. Students are evaluated at 25%, 50%, 75% and 100% of the course stated on the students Enrollment Agreement. The Evaluations are based on actual hours completed.

If at the end of an evaluation period the student fails to maintain a passing grade point average or has failed to successfully complete the clock hours scheduled, credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame, as published, the student would be placed on a warning SAP status. If at the end of the evaluation period following the period under a warning status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours, percentage that would allow the student to complete the course of study within the maximum time frame, as published, the student will be placed on Probation. The student will also be informed of the steps to take to initiate an appeal process.

Special Note: The percentage of the course scheduled to be completed, is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600-hour course in 6 months, a 400-hour course in 4 months and a 1,600 hours course in 16 months, allowing no absences. Example; a student enrolled in a 40 week, 1,600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and before completing the course. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive corresponding evaluations; at the time the student reaches evaluation period, or at the time of actual completion of the remaining hours, whichever occurs first.

Warning

Warning means a status assigned to a student who fails to make satisfactory academic progress at the end of each Evaluation period. A student on warning may continue attending for one Evaluation period despite a determination that the student is not making satisfactory academic progress.

Academic Probation

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for a maximum of thirty (30) days to raise their attendance/academic to meet the required percentage. In the event such students are allowed to continue with instruction, the student will be reinstated only after he/she has reestablished SAP in accordance with the attendance and grading standards indicated in the institution policy or has been granted to continue in regards of the Appeal process. The students

are notified of the attendance/academic probation in writing and are counseled at the end of the thirty-day (30) period. If the student's attendance/academic is still below the minimum required, the student may be terminated. The student may appeal to the Director for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance/academic, he/she may appeal to the Director for re-admittance. If you do not maintain a 66.67% attendance or a 70% in academics and require further instruction to satisfy graduation requirements you will accrue over time charges. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the Institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

Appeal Procedures

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the Institution's Administrator. The letter should be received within (5) days of the determination of being placed on probation and must describe any circumstances related to the student's academic standing which the student believes he/she deserves special consideration such as death of an immediate family member, an injury or illness of the student, presented with approved medical record or other allowable special circumstances, in any case the student must present a valid document that merits the reason for which he /she is appealing.

The Director shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the decision. Should the student's appeal be denied, he or she may appear before an Institution 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. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the Institution's refund policy will apply. The student will be terminated and will be responsible for all charges including overtime charge and re-enrollment fees if he or she is approved for re-admittance. Students that prevail upon the appeal of a negative progress determination prior to being placed on probation the institution determines that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period process. The student will be placed in a special academic plan that if followed he/she will be able to meet the institution's Satisfactory Academic Progress requirements by specific point within the maximum time frame established.

If at the end of the appeal the student is terminated from the program do to unsatisfactory Academic or Attendance Progress he/she may not appeal the decision.

Course Incompleteness

Course incompleteness, repetitions, and non-credit remedial course are not applicable to this Institution's form of instruction.

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 16 hours per week. Part-time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time.

Grading System

Students are evaluated per periods at 25%, 50%, 75% and 100% of the course stipulated on the enrollment agreement. The evaluations are measured on a standard percentile basis and the percentage that is equal to a letter grade. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The evaluation is based on actual hours completed and they're evaluated as follows:

1 st	Practical Evaluation =	400 hours	25% of the program
2 nd	Practical Evaluation =	800 hours	50% of the program
3 rd	Practical Evaluation =	1200 hours	75% of the program
4 th	Practical Evaluation =	1600 hours	100% of the program

All evaluations must be completed within 7 school business from when they complete required evaluation hours.

The Grading Scale

Theory Grades:

90-100%	=	A	EXCELLENT
80-89%	=	B	OUTSTANDING
70-79%	=	C	SATISFACTORY
69%↓	=	F	FAIL

Practical Grades:

Practical Operations should be graded as followed:

5 points =	A 80-100%	EXCELLENT
4 points =	B 89-89%	OUTSTANDING
3 points =	C 70-79%	SATISFACTORY
2 points =	F 69%↓	F 69

Satisfactory Progress

The Institutions general grading policy in order to determine satisfactory progress is as follows:

90% - 100%	(A) Excellent
80% - 89%	(B) Good
70% - 79%	(C) Satisfactory
0% - 70%	(F) Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 70%.

Please note: Some programs demand more stringent requirements than others. Consult your instructor for additional information.

The following is a breakdown of the grading system:

Written and Practical Tests	= 50%
Attendance	= 25%
Quizzes	= 15%
Professionalism	= 10%

Attendance will be graded as follows:

0 Absences = A (100%);	1 Absence = A (95%);
2 Absences = B+ (89%);	3 Absences = B- (80%)
4 Absences = C (75%);	5 or more absences will result in an "F" or "0" for the phase

Cosmetology students have 4 periods and 2 phases in their course

Barbering students have 4 periods and 1 phase in their course

Esthetician and Manicuring students have 4 periods and 1 phase in their course

Students will receive a grade report for each phase they pass.

Re-Entry Procedure

Any student who requests re-entry to Cosmetica Beauty and Barbering Academy must first obtain and complete a Re-entry Clearance Form from the Admission's Office which will be processed and reviewed for approval prior to the re-entry. Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the Institution may be considered.

Non-Credit Remedial Courses

The Institution does not offer non-credit remedial courses.

Class Cancellations

Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first week of the scheduled class days, in which case the Institution will refund all monies due if applicable.

Client Policy

After clients have been received at the front desk, the student will introduce himself or herself to the client, walk them to their designated chair, and perform a consultation. When the client has decided on their service(s), the student must circle all the services requested/completed. After completion of the service, the student must walk their client to the front desk for payment of services rendered. The student is responsible for bringing the work slip with them to the cash register with all the services circled or marked. Failure to bring the work slip forward will result in a disciplinary action (regardless of what services was performed). A future appointment should be noted in the appointment book. At this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

Attitude, Dress Code, Grooming

The Beauty Industry is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry, you have to treat each and every customer as if your entire career depended on her/him. While a student in the Institution, in addition to learning basic skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude at all times.

Attitude... The single most important aspect required to succeed in the industry. You can be one of the best skilled cosmetologist, barber, esthetician or manicurists in the industry, but if you don't have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and be consistent with motivating your clients, your employees, and yourself. A good attitude means treating others with respect at all times and always making the customer feel good about herself/himself and your service.

Dress Code While in the Institution, students must follow the Institution's dress code. The dress policy specifies:

For Cosmetology, Barbering, and Manicurist

- Solid black "Cosmetica" tops (no other prints, logos, stripes, or design)
- Black pants (ankle length, no tights/leggings)
- Black closed toed walking shoes (with no heel)

For Estheticians

- All white scrubs

- White closed toed walking shoes (with no heel)

No head covering (hats, beanies, etc. with the exception of religious beliefs). If there is clothing to be worn underneath the uniform, they must be white (for Estheticians) or solid black (For Cosmetology, Barbering, and Manicurist). Free day consists of closed toe shoes, no tank tops, short sleeves must cover upper arms, no over body exposure determined by the instructors at the discretion of instructors. Conservative attire is required. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains or tears). Facial jewelry should be avoided or kept to a minimum while in the Institution. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for their own benefit, other students and the public. If the student arrives at the Institution without the proper attire, they will be asked to go home to change and return to the Institution. The time will be deducted from their timecard.

Grooming As you are entering a salon-like atmosphere of training, good grooming and proper hygiene is always expected. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly and presentable in a professional manner. In order to gain a client's confidence, you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect and comfort of others.

Rules and Regulations

These are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having an Institution's rules and regulations:

1. Out of respect, comfort and safety of others in the Institution, including students, patrons and staff.
2. To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
3. To comply with State, Federal and accrediting expectations.

A complete list of rules and regulations prepared for your benefit will be provided to you. The Institution reserves the right to modify these rules and regulations at any time. All students must comply with the Institution Rules and Regulations as a condition of enrollment.

1. **Personal Calls** - Students are not allowed to use the Institution telephones for personal use, unless granted permission ahead of time. If a student receives a call at Cosmetica Beauty and Barbering Academy, 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 phone use is not permitted during class time.
3. Personal conversations should be kept to a minimum.
4. Personal visitors are not permitted in the classrooms or break area. Visitors must register in the office and receive a "Guest Badge".
5. **Food and Drinks** - No food or drinks are allowed in any classroom, unless so designated.
6. **Breaks** - Students taking a lunch break must clock out and back in, in accordance with State and Institution 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. Any student that does not clock out for their lunch break will have their time attended deducted by 1 hour on that given day.
7. Students are only permitted to leave the institution when clocked out for their 30 minute lunch break and at the end of their scheduled class time. Students are not permitted to leave the institution during the 15 minute break while still clocked in.
8. There is no assigned locker for personal possessions. Cosmetica Beauty and Barbering Academy is not responsible for any personal items or possessions left in the Institution.
9. The Break Room is cleaned out daily and any items left behind get thrown away.
10. Students must keep their workstations clean and in sanitary condition at all times. Rigid adherence to sanitation and disinfection are required at all times.
11. All student kits must be in a sanitized condition at the end of each day, always with proper labeling.
12. 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.
13. 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 the remainder of the day. If a student is not physically able to perform assignments, he/she will not be allowed to attend the Institution.
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. Students are not allowed to sell any type of merchandise to anyone on Institution premises.

16. Physical altercations, aggressive arguments, aggressive behavior, threats, theft or intentional abuse of another person is grounds for immediate expulsion.
17. Please notify the office immediately in writing of any changes of address or phone number.
18. 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.
19. Drug Abuse Policy – Cosmetica Beauty and Barbering Academy has a zero tolerance policy on drugs found on the campus. Anyone found abusing drugs on campus will be subject to immediate expulsion. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal.
20. Smoking - Cosmetica Beauty and Barbering Academy maintains a smoke-free environment.
21. Any student discontinuing, transferring or completing training is requested to check with the Institution so that appropriate records may be prepared.

Grounds for Disciplinary Action

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the Institution and/or its students,
4. Frequent tardiness or leaving early,
5. Not complying with the rules mentioned above.
6. Additional situations not mentioned above may arise and will be handled at the discretion of the institution.

Disciplinary Procedures & 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 a verbal warning, 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 rules and regulations.

Appeals Policy

Should a disciplinary action such as suspension or termination be taken, the Institution will notify the student in writing. The student has ten (10) business days to appeal the decision of the Institution regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The Institution will form a committee who will review and take the necessary steps to resolve the appeal. The Institution has ten (10) business days to respond.

Cancellation, Withdrawal, Refund Policy

Student's Right To Cancel: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid, less the amount of the registration fee, through attendance at the first class session (**first day of class**), or the seventh day after enrollment (**seven days from the date when the enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the financial office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: 100% Total Refund within the 1st to 7th day of the above cancellation period, less the amount of the registration fee. 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 elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of \$100.00 **is a 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 withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Hypothetical Refund below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. **You do not cancel the contract by just not attending classes or telephoning the school, you must cancel in writing.**

Hypothetical refund example according to the state pro rata policy. Assume that a student enrolls in the Cosmetology course, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$100.00 for Registration fees, and \$500.00, (documented cost to the Institution) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning the equipment (due to sanitary reasons) he/she received. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below.

Tuition	\$6,800.00
Registration fee (not refundable)	100.00
Cost of equipment (non refundable)	500.00
Total Amount Paid	\$7,400.00

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.00
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.00
Refund due	\$4,250.00

Determination of withdrawal from Institution: The student would be determined to have withdrawn from Institution on the earliest of:

<p>The date you notify in writing to the financial office of your intent to withdraw. Only the financial officer would be authorized to accept a notification of your intent to withdraw.</p>
<p>The date the Institution terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.</p>
<p>The date you fail to attend classes for 21 consecutive days and fail to inform the Institution that you are not withdrawing.</p>
<p>For California Schools: If you are absent for 21 consecutive days and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.</p>
<p>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.</p>

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction and the course has begun, the Institution shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at Institutions in the neighborhood.

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

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at Institutions in the neighborhood.

Return Policy for Kits: When a student purchases a cosmetology, barbering, manicuring, or esthetician kit, the sale is final. There are no refunds on kit and textbooks.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing 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.

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid program available at the institution.

Student Tuition Recovery Fund (STRF): 5, CCR § 76215 (a)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

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

Graduation Requirements

Graduation for all programs of study is accomplished by satisfactory completion of all course requirements, maintaining satisfactory attendance and the required grade point average, and having paid off all financial obligations. Students in all programs should check with their Instructor, Registrar, Financial Planning Department, and the Placement/Career Services Department to be certain that they have satisfied all specific criteria for graduation.

Pre-Application

The Pre-Application allows the student to submit their exam application in advance, in order to be able to receive their professional license sooner. Pre-applications to the Board of Barbering and Cosmetology are applications that are sent out at 1200 hours for Cosmetology, 1125 hours for Barbering, 450 hours for Estheticians and 240 hours for the Manicuring course. Some transfer students, depending on the hours transferred may not be eligible to pre-apply.

It is considered a privilege, not a right, to the student to pre-apply. It is not beneficial to the student or the Institution to send a student that is not prepared for the examination. Therefore, in order for a student to be granted permission to pre-apply to the Board, a student must be making Satisfactory Progress, must have theory and practical credits up to date, and must have monthly payments up to date. Failure to comply with this policy will result in the forfeiture of the privilege to pre-apply.

Diploma Granted

Upon graduation, a student will receive a diploma in his/her field of study. No Diploma will be issued, unless the student has completed the required clock hours, theory hours and practical operations, and has a Grade average of 70% or a “C” and has met all payment obligations.

Job Placement/Career Services Department

All graduates have equal access to the Career Services Department. The Institution maintains job placement assistance and will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The Job Placement personnel fax the graduates' resumes to employers and follow up on interviews and prepare extensive case notes for each of the interviews arranged. The Institution hosts employer open houses so that employers may visit the Institution. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Career Services Department in the job search activities, and will demonstrate a good faith effort in securing a position in their field of study. No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

Curriculum For Cosmetology Course (1,600 Hours)

CIP CODE 12.0401

SOC CODE 39.5012

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 all 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:

Cosmetology 1600 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
200 Hours of Technical Instruction in Health and Safety		
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	
200 Hours of Technical Instruction and Practical Training in Esthetics		
Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however,		

machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30

100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120 Nails

Additional Training Will Be Given In The Following Subject Matter:

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

Cosmetology Performance Objective

1. Acquire knowledge of laws and rules regulating California's cosmological 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 pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

Attitude 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.

Requirements For Satisfactory Completion Of Course:

Shall have completed Theory and Operations required by Bureau 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 70%.

Curriculum for Esthetician Course (600 Hours)

CIP CODE 12.0409

SOC CODE 39.5094

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:

Esthetician 600 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
350 Hours of Technical Instruction and Practical Training in Facials		
<p>Manual, Electrical and Chemical Facials:</p> <p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p>Preparation:</p> <p>The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.</p>	15	
200 Hours of Technical Instruction in Health and Safety		
<p>Laws and Regulations:</p> <p>The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations:</p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B.</p> <p>Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	
<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up		
<p>Eyebrow Beautification:</p> <p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	50
<p>Make-up:</p> <p>The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>	20	40

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.

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.

Attitude And Appreciations To Be Developed:

Be able to appreciate good workmanship common to Esthetician, 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:

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. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements:

Applicants must be 17 years of age or older and have completed the 10th grade, A Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 70%.

Curriculum for Manicurist Course (400 Hours)

CIP CODE 12.0410

SOC CODE 39.5092

The curriculum for students enrolled in a manicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist. 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:

Manicuring 400 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
300 Hours of Technical Instruction and Practical Training in Nail Care		
<p>Manicures and Pedicures:</p> <p>The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicure including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60 and 180 Nails
100 Hours of Technical Instruction and Practical Training in Health and Safety		
<p>Laws and Regulations:</p> <p>The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations:</p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B</p>	25	
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p>Bacteriology, Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	

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.

Manicurist Performance Objective:

Acquire knowledge of laws and rules regulating California Cosmological 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.

Requirements For Satisfactory Completion Of Course:

Shall have satisfactorily completed Theory and Operations required by Bureau 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:

Applicants 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 Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 70%.

Curriculum for Barbering Course (1500 Hours)

CIP CODE 12.0402

SOC CODE 39.5011

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

Barbering 1500 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
1100 Hours of Technical Instruction and Practical Training in Hair Dressing		
<p>Hairstyling:</p> <p>The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p>Permanent Waving and Chemical Straightening:</p> <p>The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p>Hair Coloring and Bleaching:</p> <p>The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p>Hair Cutting:</p> <p>The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
200 Hours of Technical Instruction and Practical Training in Shaving		
<p>Shaving Preparation and Performance:</p> <p>The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40
200 Hours of Technical Instruction in Health and Safety		
<p>Laws and Regulations:</p> <p>The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	
<p>Health and Safety Considerations:</p> <p>Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	
<p>Disinfection and Sanitation:</p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p>Anatomy and Physiology:</p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	

(a) The Board recommends that Institutions provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

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 the Barbering and Cosmological field.

Barbering Performance Objective:

Acquire knowledge of laws and rules regulating California Barbering and Cosmological 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 barbering procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all barbering implements.

Attitudes And Appreciations To Be Developed:

Be able to appreciate good workmanship common to barbering, 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:

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 Barbering 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:

Applicants must be 17 years of age or older and have completed the 10th grade, a Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the California Barbering Licensing Exam with an overall average of 70%.

Career Opportunities In The Field Of Beauty Culture

Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. The following list shows just some of the many positions available:

Cosmetology

Hair Stylist Hair Colorist Manicurist Make-Up Artist Facial Expert
Wig and Hairpiece Specialist
Skin-Hair-Scalp Specialist
Beautician On an Ocean Liner
Instructor Educator

Barbering

Hair Stylist Hair Colorist
Wig and Hairpiece Specialist Hair-Scalp Specialist
Barber On an Ocean Liner
Instructor Educator

Esthetician

Facial Specialist
Make-Up Technician for T.V./Modeling Agency
Make-Up Specialist Chemical Peel Specialist
Hair Removal Specialist
Facials for Doctors In The Field Of Reconstructive And Plastic Surgery
Instructor Educator

Manicuring

Manicurist Pedicurist
Nail Art Specialist
Instructor Educator

Also various other career opportunities that would apply to each of the fields listed above:

Salon Manager	Beauty Consultant
Salon Owner	Traveling or Platform Artist
Institution Administrator	Manufacture Field Representative
Institution Director	Demonstration – Lecturer
State Board Member	Beauty Products Buyer
Beauty Products Research	Beauty Products Sales

Organizational Chart

COSMETICA BEAUTY AND BARBERING ACADEMY

OWNER/DIRECTOR/CAO MRS. MARIA TERESA VILLARREAL		
Financial and Accounting Julie Landeros	Administrator/COO/CEO Julie Landeros	Admissions/Placement Maria D. Hernandez
Instructors		Instructors
Luz Elvira Hernandez		Laurentina Rodriguez
Blanca Lourdes Garcia		Mary Carmen Moreno
Victor Samaniego		Felipe Mendez
Evelyn Hernandez		

Administrative And Educational Faculty Qualification List

Name		Responsibilities
María Teresa Villarreal	CAO	CAO, Primarily responsible for the administration of academic affairs including faculty supervision, development of educational programs and curriculum and the implementation of the mission, purpose and school's objectives
Julie Landeros	CEO/COO	As a CEO, she is primarily responsible for the overall administration of the institution. As a COO, responsible for the business operation that includes finances management, personnel and contracting for goods, services or property.
Maria D. Hernandez	ADMISSIONS/ PLACEMENT	
Luz Elvira Hernández	INSTRUCTOR 20 years of experience	Cosmetology, Esthetician, Manicurist
Laurentina Rodriguez	INSTRUCTOR 25 years of experience	Cosmetology, Esthetician, Manicurist
Mary Carmen Moreno	INSTRUCTOR 11 years of experience	Esthetician
Victor Garcia	INSTRUCTOR 6 years of experience	Barbering
Evelyn Hernandez	INSTRUCTOR 11 years of experience	Cosmetology, Esthetician, Manicurist
Felipe Mendez	INSTRUCTOR 3 years of experience	Barbering

Directions to Our Institution:

Coming from Los Angeles on FWY 5 (going south) take the Lakewood Blvd. exit. When you exit make a left onto Lakewood Blvd., then on Telegraph Road make a right, drive for about 300 feet and the building is on your right hand side

Coming from Orange County on FWY 5 (going North) Take the Lakewood Blvd. exit. When you exit make a slight right onto Lakewood Blvd., then on Telegraph Road, make a right, drive for about 300 feet and the building is on your right hand side.

On the 605 FWY going North or South take the (West) Telegraph Road/ Slauson Ave. exit. When exit make a right onto Telegraph Road, going towards Pico Rivera, then drive for about 1 mile and the building is on your left hand side.