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MISSION AND EDUCATIONAL OBJECTIVES

CALIFORNIA BEAUTY COLLEGE is committed to offering a quality education and positive learning environment to provide all students the knowledge, skills and inspiration for a successful beauty career.

The prime educational program objectives:

- To train knowledgeable, well-educated graduates who will be successful in their new career.
- To graduate future professionals to be an asset and become skilled stylists or nail technicians entering positions and remain employed in any phase of the beauty industry or other related / or unrelated career fields.
- To prepare CBC designers to understand the challenges and gratifying experiences of their salon training as it relates to real world clinical practice.
- To provide the training and skills necessary to pass the Board of Barbering and Cosmetology examinations required for a state license. Sponsor, encourage and make available continuing education to our teachers and staff.
- To periodically evaluate and revise our curriculum to target the growing demands of the industry.

California Beauty College is a private post-secondary institution approved by the following:

APPROVAL
California Beauty College is approved by:
Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Toll-free number (888) 370-7589, (916) 431-6959 or by fax (916) 263-1897.
www.bppe.ca.gov

The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and approval does not imply any endorsement or recommendation by the state or by the bureau.

ACCREDITATION
California Beauty College is accredited by:
National Accrediting Commission of Career Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300, Alexandria, VA. 22302
(703) 600-7600
www.naccas.org

Accreditation means that the school has met national standards and guidelines of educational performance as established by NACCAS policies and while it is not a government agency it is a recognized accrediting agency by the U.S. Department of Education under the provisions of Chapter 33, Title 38, S.S. Code and subsequent legislation.

APPROVAL
California Beauty College is approved to operate by:
Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
(800) 952-5210
www.barcosmo.ca.gov

The State of California Department of Consumer Affairs – Board of Barbering and Cosmetology sets minimum standards for the course of study. Completing the minimum number of class hours, practical operations, and the total program hours regulated by the Board and outlined in the Board’s Rules & Regulations, is required to qualify the future professional for licensing. The Board provides licenses to graduates upon passing their respective examination.

FINANCIAL AID PARTICIPATION
The United States Department of Education (USDE)
400 Maryland Ave., SW
Washington, DC 20202 (703) 600-7600
www.ed.gov/

California Beauty College an accredited institution participates in Federal Financial Aid, Title IV Programs to assist qualifying students with educational expenses. This institution is recognized as an eligible institution to participate in Federal Financial Aid.
REGIONAL OCCUPATIONAL PROGRAM
California Beauty College is a provider of Cosmetology training under contract with the Stanislaus County Career Technical Education Program, Modesto City Schools. This training is provided to qualifying high school students entering the 12th grade at time of enrollment.

PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>CIP CODE*</th>
<th>Clock Hours</th>
<th>Months</th>
<th>Institution Weeks</th>
<th>Award</th>
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</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>12.0401</td>
<td>1600</td>
<td>12</td>
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</tr>
<tr>
<td>Manicuring*</td>
<td>12.0499</td>
<td>400</td>
<td>3.5</td>
<td>12</td>
<td>Diploma</td>
</tr>
</tbody>
</table>

*This program is not eligible to participate in the USDE Title IV financial aid programs

CIP CODES
Classification of Instructional Programs (CIP) is a taxonomic coding scheme for postsecondary instructional programs/fields of study that facilitates the organization, collection, and reporting of program data. The CIP was developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) and is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.

CATALOG DISCLOSURE
This catalog is provided to prospective students prior to enrollment, and is available either in writing or electronically. This catalog includes state and federal required student disclosures and is designed to provide information about program offerings, school rules and regulations, student services, and financial aid information. A thorough review of this catalog and its contents is used to make an informed decision prior to enrollment.

This catalog is updated annually and CBC reserves the right to change, modify or amend information contained in this catalog during this catalog period. Changes will be posted on the student’s information board and a hard copy will be available upon request. Current and prospective students can download an updated catalog from the school’s website.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Toll-free number (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897
www.bppe.ca.gov

National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300, Alexandria, VA. 22302
(703) 600-7600
www.naccas.org

CONSUMER DISCLOSURES
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau’s internet web site www.bppe.ca.gov.

Class sessions will be held in residence, at 1115 15th Street, Modesto CA with a facility occupancy level accommodating approximately 150 students at any one time.

California statue requires that the student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact.

CBC does not provide for study abroad programs.

In keeping with the objective of maintaining current program content, California Beauty College reserves the right to change academic content, program curriculum and administrative school guidelines and policies at any time. Students will be notified of any changes via notices posted on the students’ information board.

GENERAL DISCLOSURE
The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition against it within the preceding five years, or has had a petition bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec1101 ET seq)
STUDENT REVIEW OF INSTITUTIONS APPROVALS POLICY
Upon request, from an applicant, student, and/or parent the institution will provide the Institution’s approvals. The applicant can also access the agencies listed below at their web sites for current information regarding the Institution and its approvals.

- National Accreditation Commission of Cosmetology Arts and Science – www.naccas.org
- Bureau for Private Postsecondary Education – www.bppe.ca.gov
- Board of Barbering and Cosmetology – www.barbercosmo.ca.gov

HISTORY
California Beauty College was founded in 1961 as a year round co-educational private school to provide a quality education and training program in all phases of Cosmetology. CBC has a long and distinguished history in beauty education and is dedicated to the principle of creating a spirited learning environment to give graduates a leading edge in the beauty industry.

LOCATION
California Beauty College campus is located at 1115 15th Street in Modesto California and the location is convenient to city bus routes and freeway. All programs are taught at this site.

FACILITIES
A student salon, reception area, facial room, manicure room, business office, four training center classrooms and student break room occupy the space. The school provides student station work areas and classroom desks. There are manicuring stations, tables, stools, and facial beds for student use, as well as multi-functional facial machines for student use in the facial department. The classrooms are set up with video equipment and TV. CBC simulates a real salon environment to “learn-by-doing” using equipment and a variety of products and supplies that enhance the students’ practical expertise and product knowledge. The atmosphere provides an ideal environment for learning the beauty industry profession. The Institution is wheelchair accessible and has handicapped accessible restrooms. CBC is equipped with and deploys a wireless LAN for students to access their tablets to the internet to complete assignments and reference The Milady E-Reader textbook.

HOUSING
California Beauty College does not offer dormitory student housing or provide assistance to students with housing arrangements and it is not required to provide on-campus dormitory housing. The school is located in close proximity to residential areas and a good resource is to search online property management companies for rental housing assistance. According to RentJungle.com for Modesto, rental properties start at approximately $735 a month on average.

STATEMENT OF NON-DISCRIMINATION
California Beauty College does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, disability, religion, sexual orientation, gender identification, veterans, economic status, disability or national origin nor be subjected to discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation.

STUDENT WITH DISABILITIES
California Beauty College prohibits unlawful discrimination against prospective and current students who require reasonable accommodation and/or academic modifications based on disability relative to the required practices of program curriculum with regards to becoming a licensed professional and able to perform employment requirements. California Beauty College promotes the acceptance of students with physical limitations or disabilities to comply with Section 504 of the Federal Rehabilitation Disabilities Act, and California Disability Laws that prohibit discrimination on the basis of disabilities. The school does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and functions.

An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. Students (their parents or physician) will be fully informed with related beauty industry employment expectations.

CBC will permit the use of service animals on campus. The institution is equipped with handicapped parking spaces and rest rooms. The Director of Education is the on-campus person accountable for implementing the school’s responsibility to assist any student with special accommodations or assistance due to their disability.

STUDENTS WITH DISABILITIES REASONABLE ACCOMMODATION & ACADEMIC MODIFICATIONS
CBC will work with qualified students with disabilities and provide the same educational environment as to create a comprehensive environment to all students who can benefit from the training and participate in the program’s activities and services. Reasonable accommodations and academic adjustments shall include classroom accommodations, facility access, supplementary teaching aids and services. Accommodations and academic modification will promote the success of the student and enable them to fully participate in the educational programs and as possible, eliminate any disability obstacles.
A reasonable accommodation or academic modification request is based on disability and is not considered if:

- it would create an inconsistency and or denial for state licensing
- it would excuse a student from completing program hours
- student could not complete technical instruction training and practical operations as required by the Board of Barbering And Cosmetology
- it placed unfair organizational or financial difficulty on the school

A student voluntarily makes the decision to submit a request for a reasonable accommodation or academic modification and once students are admitted, and prior to the first day of class they are responsible for notifying the school of their disability. In addition, students must provide any necessary evidence and professional documentation of a disability related need for the requested reasonable accommodation or academic modification. The request must disclose and describe the student’s disability in it’s entirety for the request to be considered and/or approved.

Following its review and determination of a request for reasonable accommodation and academic modification the school will provide the student with a written determination. Upon approval of the request, California Beauty College will choose where possible reasonable adjustments and modifications will be made. However, falsely misrepresenting any type of disability for personal elimination of certain class assignment or to be excluded from engaging in any training center or salon practical skill operations will render disciplinary action and possible termination.

A student granted reasonable accommodation or academic modification is expected to notify the school in a timely manner if there are any questions, concerns or problems regarding the decision of the accommodation or modification. A student must inform the school with any changes to their accommodated disability. If the restrictions associated with the disability have changed in a manner that requires the school to conduct a new review of the student’s reasonable accommodation or academic modification as approved a written notification will be given to the student.

A personal and confidential interview is available to discuss academic modifications or other challenges relating to enrolling in a school program. Contact the Financial Aid Office at (209) 524-5184

**ADMISSIONS CRITERIA**

**ADMISSIONS**

All courses offered by CALIFORNIA BEAUTY COLLEGE are under the following requirements for admissions with the exception of non-regular High School ROP students. Entrance is open to career-minded people who would be able to obtain and utilize the skills taught to pass the licensing written and practical examination, and become gainfully employed in the industry.

Applicants accepted for enrollment as regular students must meet all of the requirements specific to admissions.

1. Applicants of any program offered at California Beauty College must have a high school diploma or its equivalent (GED).
2. Applicants must provide a verifiable accredited high school diploma or the recognized equivalent of a General Educational Development (GED) certificate. Official transcripts showing completion and graduation date, or a state issued credential for secondary institution completion if home-schooled shall be considered verifiable documentation.
3. A valid Social Security card and number is required.
4. Acceptable documentation must be provided prior to enrollment.

**California Beauty College does not accept ‘Ability to Benefit’ students.**

As of 07/01/2012, if you do not already hold a high school diploma, an equivalent G.E.D. certificate, a graduation certificate from a home schooled program approved by the state or a foreign equivalent credential (12 years of education), you will not be admitted into a program of study.

Our institution wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The program listed below, to the best of our knowledge, has proven to be successful in helping students pass the G.E.D. exam.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Stanislaus County Office of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>1100 H Street</td>
</tr>
<tr>
<td>City, State and Zip</td>
<td>Modesto CA 95354</td>
</tr>
<tr>
<td>Phone number</td>
<td>(209) 525-4900</td>
</tr>
</tbody>
</table>

**Note:** Check with the financial aid officer at this school, if you have attended a Title IV eligible institution before 07/01/2012, and still do not hold a high school diploma or its equivalent, it may be possible to enroll and be eligible for financial aid.

Prospective students are evaluated throughout the admissions interview by CBC staff. Consideration assessments include but are not limited to punctuality, appointment keeping, professional attitude, compliance and conduct. Applicant’s previous educational experiences and employment record information shall be considered.
Applicant’s displayed readiness and expressed commitment to complete the program of study, and show a genuine interest in working effectively in the industry.

The applicant may be required to sign a release of information or authorization to allow the institution to obtain necessary records and any additional information needed to qualify the applicant for enrollment. Criminal record and credit agency reports may be necessary to complete an enrollment process. California Beauty College determines and maintains a right to approve or deny admission to any applicant based on the above-mentioned guidelines, general conduct and demeanor during the admissions process, background information and general exposé statements. Applicants’ families are encouraged to participate in the enrollment process.

California Beauty College requests that prospective students with any misdemeanor or felony convictions be advised that they may not meet the requirements for licensure. Notification of such information regarding a criminal background allows for the admissions advisor to provide further assistance and counseling with the applicant to avoid a significant investment of time and potential debt on the students behalf if the ability to obtain a license from the California Board of Barbering and Cosmetology is questionable.

If enrolled under a training agreement with a government agency, institution district, and /or other entity, the applicant must meet the admission requirements set out in the training agreement. Regional Occupation Program high school students are not eligible for Title IV Financial Aid.

Non-regular students are only those who are enrolled in the public high school program (Regional Occupational Program) receiving credits toward high school graduation for attending Cosmetology classes and will not complete the course before their graduation from high school. They must be at least 16 years of age and meet the program agreement requirements for admission as non-regular students with the contracting agency. Students must be a senior in high school.

Future students are encouraged to tour the campus with an opportunity to visit classes. Before enrolling, all students receive an interview with a career advisor to discuss enrollment qualifications, personal goals and occupational plans. Before and or on the first day of class, students sign an enrollment agreement and attend orientation.

California Beauty College does not recruit students already attending or admitted to another school offering a similar program of study.

GENERAL ADMISSIONS CONSIDERATIONS
Before enrolling in any program prospective students should take into consideration the personal demands and obligations of attending California Beauty College. Preparation, planning and having a thorough understanding of the school’s guidelines and attendance policies will allow students to be successful CBC designers. Choosing the right time to start school is necessary for successful program completion. Students need positive motivation and a strong personal commitment to make the necessary preparations to attend all classes as scheduled and complete the training on-time. Prospective students must consider the class attendance schedule verses a work schedule, dependable child care, back-up day care, transportation costs, physical stamina and the overall demands of becoming a student. Additional planning involves knowing the expected amount of time to complete the program and developing a personal financial budget accordingly. Prospective students giving false or misrepresented information during the admissions process will be denied enrollment. Providing false information within the Financial Aid application and verification processes is a violation of federal law that could bring about criminal charges and termination for a student currently enrolled.

ENGLISH PROFICIENCY / VISA SERVICES
The Cosmetology and Manicuring / Nail Care program offered at California Beauty College does not include or offer visa services to prospective students from other countries or English language services. All programs offered by California Beauty College are taught in the English language. Students must be able to read, write, speak, communicate and understand the English language. The institution does not offer English-as-a Second Language instruction. CBC admits students with a high school diploma or its equivalent who has the level of English proficiency necessary to have the ability to benefit from the programs taught in English. English only course materials, procedure sheets, and text books are available. English proficiency is demonstrated by meeting the admission requirements.

HEALTH CONDITIONS AND PHYSICAL CONSIDERATIONS OF THE PROFESSION
Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with clients. Students and staff must inform the administration regarding any unusual and serious health conditions prior to enrollment or employment. CBC monitors all health concerns and protects the privacy of each student with confidentiality. CBC may require a physician’s release from a student to attend class and from an employee to work. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands.

SCHOLARSHIPS
Scholarships may be offered periodically. Scholarships offered are for a specific period, and shall only be used for tuition allowances. All students who enroll during that period are eligible for the scholarship. Industry provided scholarships are available from beauty product manufacturers and salon sponsors. In addition, check the following American Association of Cosmetology Schools website for the availability of beauty industry scholarships at http://beautyschools.org/aacs/
PROGRAM SCHEDULE
A schedule of classes is determined for the programs of study. However, if there is class size availability classes shall begin the first Tuesday of each month.
Class start dates are scheduled in consideration of overall student enrollment and are subject to change as deemed necessary. CBC reserves the right to make changes in class schedules, course content, and curriculum as necessary due to industry changes or academic scheduling in the interest of improved educational programs. The college reserves the right to postpone or cancel any scheduled class for which there is insufficient enrollment. Staff development and continuing education days are scheduled and sufficient notification of such changes are given.

INSTRUCTIONAL TRAINING MATERIAL AND EQUIPMENT
The Milady’s Standard Textbook of Cosmetology is issued as the Cosmetology textbook and the Milady Standard Nail technology is issued as the Manicuring textbook. Students receive a tablet to be used during class times and complete homework and other assignments using the Milady Course Mate Program. The student is able to access the program and an e-reader textbook through the school’s Wi-Fi network. Each student is provided with a kit that includes the equipment necessary for his/her specific area of training. The kit contains the equipment for successful completion of the course. Cosmetology materials and equipment include, but are not limited to: text books and items such as shears, blow dryer, practice mannequins, flat iron, curling irons, combs and brushes, nail polish, and clippers and trimmers. Learning supplies are styling products, hair sprays, cotton, polish, shampoo, conditioner, gloves, shaving cream, facial products and manicure and pedicure products. Manicuring materials and equipment include, but are not limited to: textbooks, nail files, clippers, nail polishes, acrylic nail kits, nail drill, brushes and nail products. Learning supplies are cotton, emery boards manicure and pedicure products, polish, acrylic liquid and powder, tips, adhesive nail files, block buffers and soaps and disinfecting liquid.
The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.

GRADUATION REQUIREMENTS
Requirements for graduation are completion of the program clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations described in the program Curriculum. To be eligible for graduation, every student enrolled in all programs must have a satisfactory academic grade in technical instruction classes and clinical practical operations. Students are given a written final and mock state board practical examination prior to completing the program.

DIPLOMA / PROOF OF TRAINING
Upon satisfactory completion of the program and Board of Barbering and Cosmetology program technical instruction, practical operations and clock hour requirements a diploma is earned certifying the student’s graduation / completion. A Proof of Training is required by the Board of Barbering and Cosmetology and will be issued to the student. However, students with an outstanding balance of unpaid tuition and fees will not receive the Proof of Training document, diploma or transcripts until the student has satisfied all financial obligations. The Board of Barbering and Cosmetology requires the Proof of Training document to allow a graduate to take the State Board examination. Passing the State Board examination entitles the graduate to issuance of a state license allowing the licensee to seek employment in their field of study. There is a $15 fee for each request for a duplicate diploma.

STATE LICENSURE EXAMINATION
To become a licensed Cosmetologist or Manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. To be eligible for examination given by the state, a student must have completed the selected course at a licensed school of Cosmetology, be seventeen (17) years of age, have completed the 10th grade or equivalent, have a Social Security card and government-issued photographic identification. The State Examinations are given in Glendale and Fairfield on a daily basis. The Board of Barbering and Cosmetology will schedule the practical and written parts of the exam, which will take place on the same day. Background information is requested by the Board of Cosmetology regarding any conviction(s), professional license or registrations that have been denied, suspended, revoked, or placed on probation. To take the examination the State Board must have received the students ‘Proof of Training’ document issued by the school. Contact the Board of Barbering and Cosmetology for additional information at www.barbercosmo.ca.gov

LICENSE EXAMINATION FEES
Course examination costs vary and the fees are scheduled by the Board of Barbering and Cosmetology. The current examination costs are obtainable from the office or the State Board website at www.barbercosmo.ca.gov. Fees are submitted and made payable to the Board of Barbering and Cosmetology at the time of application for examination. Additional examination fees shall include traveling expenses and the fees charged for the examination kit rental.
LICENSING RESTRICTIONS
THE California Board of Barbering and Cosmetology has regulatory guidelines that may deny an applicants license. The following is a list of such oversight (is not inclusive):
1. Been convicted of a crime
2. Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit him or her or another, or substantially injure another.
3. Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made. The content of the code (Section 480-489 division 1.5 of the Business and Professions Code can be viewed at www.loginfo.ca.gov/

TRANSFER OR ARTICULATION AGREEMENTS
This institution is not entered into any transfer or articulation agreement with any other college or university that provides for the transfer of credits earned in the program of instruction.

ASSESSMENT RATES AND INSTITUTIONAL OUTCOMES
To help you make a decision about whether to sign-up for a program of study at CBC our institution provides the following statistical outcomes rates according to the NACCAS 2013 annual report summary of CBC programs.

Combined outcome completion, licensure and placement rates for the school’s 2013 Cosmetology and Manicuring programs:

| Name of Programs    | # of students Scheduled to Graduate | # of students Completed Program | Completion Rate | # of Graduates Taking Exam | # of Graduates Passing Exam | Licensure Rate | # of Graduates Eligible to Work | # of Graduates Working | Placement Rate |
|---------------------|------------------------------------|--------------------------------|----------------|---------------------------|-----------------------------|----------------|---------------------------------|----------------------|----------------|---|
| Cosmetology         | 70                                 | 55                             | 79%            | 43                        | 36                          | 84%            | 55                             | 28                   | 51%            |

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at California Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology or Manicuring 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 California Beauty College to determine if your diploma will transfer.

CREDIT EVALUATION FOR PREVIOUS TRAINING
A transfer student accepted under certain conditions from another California institution will receive credits and clock hours for previous training and will be counted as attempted and completed hours providing the student meets all other admission requirements. The hours will be issued with proper documentation from the previous institution to include an official transcript, Proof of Training, Record of Withdrawal or other documents indicating program hours, technical instruction hours and practical operations. A prospective applicant with less than 900 hours in Cosmetology and 200 hours in Manicuring shall be considered for enrollment. With extenuating circumstance for transfer the school may extend a student exception to the completed hour’s requirement. Student’s contracted program hours will be reduced and previous training hours will be appropriately applied and the student will be advised of the transfer of credit evaluation. Tuition is prorated and other fees and kit and equipment fees are assessed. Satisfactory Academic Progress evaluation periods will be based on the contracted hours. Student placement in the program will assigned after assessment through an observed practical hands-on skills evaluation. Placement is determined with the observance of the student level of ability relevant to the completed hours requested to be transferred. Should a student disagree with the school’s assessment and placement evaluation they can appeal the decision by following the appeals process as described in the Satisfactory Academic Progress Policy of the catalog. There are no charges to the student for the assessment. California Beauty College does not accept credit for experiential credit, challenge examinations and achievement tests. Prior training outside the state of California must be verified by the Board of Barbering and Cosmetology and the information for transferring hours can be found on the Board’s website www.barbercosmo.ca.gov. The Board issues a supplemental letter granting the number of hours, credits and other requirements to complete the program. The contracted course length will be modified according to the transferring hours accepted by the school. California Beauty College will make a decision for enrollment based on the information in the applicant’s supplemental training letter.
A student shall not attend classes until the enrollment process requiring the state’s letter, original Proof of Training Document and Record of Withdrawal from a previous institution and other related and or requested documents have been received. A prior enrollment at this institution or another institution does not guarantee nor require acceptance. A student wishing to transfer between programs at California Beauty College must receive prior approval from the school’s director.

12
RE-ENTRY POLICY
All students who withdraw in good standing and accepted for re-enrollment within a one year period may re-enter the program without the loss of credit for hours and operations earned during the prior enrollment. Students accepted for re-entering into the program of study will be placed under the same satisfactory progress status and school disciplinary policies prevailing at the time of the prior withdrawal. The student’s Satisfactory Progress at re-entry is evaluated on an individual basis. If the student transferred to another institution before returning to California Beauty College, those hours and operations earned at that institution would be evaluated and upon acceptance be credited to the student for the re-enrollment period. California Beauty College reserves the right to reject a student’s enrollment application and prior course hours do not guarantee nor require acceptance to the college. A student withdrawn due to unprofessional conduct or behavior is not eligible for re-entry and is not allowed in the school or on the school premise after such a dismissal. An outstanding tuition balance due to California Beauty College from a previous enrollment must be paid in full prior to being accepted for re-enrollment.

STUDENT HOLIDAYS / VACATION

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring / Summer Break</td>
<td>One week TBA</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thanksgiving Day and the succeeding Friday and Saturday</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>December 25, – January 2,</td>
</tr>
<tr>
<td>Staff Development Days</td>
<td>Three days annually Dates TBA</td>
</tr>
</tbody>
</table>

Holidays, emergency recess times and staff development days are not included in the total course hours. A school closure may occur due to special circumstances or declared closures may take place due to emergency reasons.

FINANCIAL INFORMATION

TUITION AND FEE POLICIES / TERMS OR PAYMENT
All tuition and fees are payable in advance in accordance to cost incurred in each payment period unless other arrangements are made before the first day of class. Students are expected to contribute from their own family resources toward the cost of attendance. The student may pay tuition and fees in full after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. Institutional charges for the entire tuition, enrollment fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Delinquent accounts will be turned over to a collection agency. Students may choose to purchase the equipment and supplies as indicated on the program kit list or the kit cost will become part of the program contract. Individual payment plans are available and vary in accordance to the down payment, and the amount of time within the course of study. Monthly payments are scheduled for a period of no longer than 12 months. Students failing to make scheduled payments, issuing personal checks which are returned by a bank or a failure to respond to notice of payment due may be subject to late fees, dismissal or suspension. A student dismissed for non-payment of tuition will not be re-admitted until such time as the delinquent account is paid in full. CBC reserves the right to withhold the Proof of Training document, diploma and official or unofficial transcripts for any student with an outstanding tuition balance. Withdrawn, graduated or current students with uncollected tuition accounts more than ninety days delinquent will be sent to a collection agency. The student is responsible for all contracted tuition, fees and overtime charges. Outstanding tuition and fee balances and other school charges must be paid in full before receiving a “Proof of Training Document”.

Federal student financial aid is available for qualifying students and is applied towards educational expenses. Financial aid may be in forms of grants with no repayment required upon completion of the course and loans which include a repayment plan. All estimates of available funds from financial aid are first used to cover institutional charges; if available funds remain, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student’s ability to meet those expenses. Students are advised not to enroll with the assumption that federal or other funding will fulfill tuition obligations. The Free Application for Federal Student Aid (www.fafsa.ed.gov) must be completed by students seeking financial aid. Students will meet with the Financial Aid Director prior to enrollment to determine eligibility and provide additional documentation as requested. Financial Aid awards will be disbursed to the student’s account to cover educational costs. Disbursement of excess cost will be refunded to the student (or parent in case of a Plus Loan).

TUITION AND FEE SCHEDULE / TEXTBOOKS
Total charges for the entire educational program of a 1600 clock hour Cosmetology course and a 400 clock hour Manicuring course shall include the cost of text books, supplies, equipment and materials.
INSTITUTIONAL CHARGES by PAYMENT PERIODS and ESTIMATED PAYMENTS FOR PROGRAM

(Financial Aid and Non-Financial Aid Tuition Schedule)

COSMETOLOGY PROGRAM

<table>
<thead>
<tr>
<th>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</th>
<th>Period of Attendance</th>
<th>Total estimated charges for entire program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1600 Hours</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$ 15,072.00</td>
<td>$ 15,072.00</td>
</tr>
<tr>
<td>Enrollment Fee (expected charges to pay upon enrollment) (Non-Refundable)</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Kit, Learning Supplies (Non-refundable)</td>
<td>$ 1,168.00</td>
<td>$ 1,168.00</td>
</tr>
<tr>
<td>Text Books, Learning Materials</td>
<td>$ 682.00</td>
<td>$ 682.00</td>
</tr>
<tr>
<td>STRF (Non-Refundable) $0.00 for every $1,000 rounded to the nearest $1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 17,022.00</td>
<td>$ 17,022.00</td>
</tr>
</tbody>
</table>

MANICURING PROGRAM

<table>
<thead>
<tr>
<th>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:</th>
<th>Period of Attendance</th>
<th>Total estimated charges for entire program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>400 Hours</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$ 4,000.00</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>Enrollment Fee (expected charges to pay upon enrollment) (Non-Refundable)</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Kit, Learning Supplies (Non-refundable)</td>
<td>$ 515.00</td>
<td>$ 515.00</td>
</tr>
<tr>
<td>Text Books, Learning Materials</td>
<td>$ 285.00</td>
<td>$ 285.00</td>
</tr>
<tr>
<td>STRF (Non-Refundable) $0.00 for every $1,000 rounded to the nearest $1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 4,900.00</td>
<td>$ 4,900.00</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to change.

TEXTBOOKS

COSMETOLOGY:
- Milady Course Mate – 2012- ISBN#9781133281566/$149.95

MANICURING / NAIL CARE:

The institution is not aware of any information with regards to renting textbooks or purchasing used textbooks. There is not an alternative delivery program to the text books content at this time. In compliance with the Higher Education Opportunity Act (HEOA), postsecondary customers can find valuable information in pricing, previous editions and alternate formats by visiting http://www.cengage.com/highered and searching by ISBN#, author, title or keyword for materials in your areas of interest.

ADDITIONAL TRAINING / OVER CONTRACT CHARGES
Enrollment in any program is the contracted time between the starting date and the ending date as indicated on the enrollment agreement and each program has been scheduled for completion within an allotted time frame. Students are expected to complete the training on time in accordance to the expected completion date on their enrollment agreement.
Students receive monthly progress reports indicating missed hours that may result in over contract extra instruction charges. If a student cannot graduate within the contract period, additional training charges will be assessed. At the school’s discretion the student may continue in the program until completion by paying the additional training tuition costs, and/or adhering to an acceptable payment arrangement made in advance. The school may choose a discontinuance of classes as an option with student notification, until the applicable unpaid tuition balance is satisfied. Over contract training charges will be billed at the contracted hourly rate of tuition, payable in advance, through course completion to meet graduation requirements. In order to continue in his/her classes all students should set an appointment with the office to determine their attendance status and determine if they have over contract extra instruction charges.

All financial obligations including additional training over contract charges are due and payable in advance and at least seven (7) days before graduation by means of cash, money order or cashier’s check. Personal checks are not accepted. Students with outstanding tuition and or overtime tuition charges will not receive a diploma or the Proof of Training document required by the Board of Barbering and Cosmetology to take the licensing examination.

STUDENT TUITION RECOVERY FUND (STRF)
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code. Students should retain copies of the enrollment agreement, financial aid papers, student handbook, state board applications, and tuition receipts or canceled checks to document the total amount of tuition paid. Certain information would be necessary to file a claim for reimbursement from the STRF. Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(888) 370-7589
Web site: www.bppe.ca.gov

PROGRAMS OF STUDY

COSMETOLOGY PROGRAM CURRICULUM
Program description: (C.C.R. Title 16 Division 9  Article 7, 950.2  CIP # 120403)
The Cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicuring as mandated by the California Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and provide the student with the knowledge and skills needed for an entry level position in the beauty field. Passing the State of California administered examination is a requisite in order to obtain a Cosmetology License. The license is a requirement to practice as a Cosmetologist in the state of California.
CBC is dedicated to keeping the Cosmetology program updated and evolving with current trends, styles, and technical and practical changes of the beauty industry. Training methods, materials, and techniques are updated and included in any curriculum changes as needed.

**Instructional methods:** Lesson delivery is sequential learning addressing specific tasks, assigned practical and theory work sheets, demonstration, written and practical evaluations, and student participation. Student salon equipment, supplies, implements, and products are comparable to those used within the industry. The delivery of program education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills.

- Lecture is presented by teachers and guest artists, teaching aids are provided
- Student’s practical operation skills are demonstrated and practiced.
- Demonstrations and presentations are presented for all chemical, texture, skin care and nail care services.

**GRADUATION REQUIREMENTS**
Requirements for graduation are completion of the program clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations described in the program Curriculum.
To be eligible for graduation, every student enrolled in all programs must have a satisfactory academic grade in technical instruction classes and clinical practical operations.
Students are given a written final and mock state board practical examination prior to completing the program.

**DIPLOMA / PROOF OF TRAINING**
Upon satisfactory completion of the program and Board of Barbering and Cosmetology program technical instruction, practical operations and clock hour requirements a diploma is earned certifying the student’s graduation / completion.
A Proof of Training is required by the Board of Barbering and Cosmetology and will be issued to the student. However, students with an outstanding balance of unpaid tuition and fees will not receive the Proof of Training document, diploma or transcripts until the student has satisfied all financial obligations. The Board of Barbering and Cosmetology requires the Proof of Training document to allow a graduate to take the State Board examination. Passing the State Board examination entitles the graduate to issuance of a state license allowing the licensee to seek employment in their field of study. There is a $15 fee for each request for a duplicate diploma.

**EDUCATIONAL GOALS:**

**Performance Objective**
1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis.
4. Develop practical procedure skills to pass the licensing examination.
5. Acquire business management techniques common to Cosmetology.

**Skills to Be Developed**
1. Learn the proper use of implements and products relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the scalp, hair, face, and hands before all services, to determine any physical conditions and disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of make-up and other facial services to include masks, cosmetic packs and the application of false eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicures and pedicures.
6. Learn the application of artificial nails, nail wraps, and nail tips.

**Attitudes and Appreciations to be developed**
1. Be able to appreciate good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty, integrity and gain respect for the unique characteristics and personalities of all individuals.
4. Prepare students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of the student salon practice.
5. Develop respect for open and honest inquiry.

The curriculum for Cosmetology consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

**TECHNICAL INSTRUCTION & PRACTICAL OPERATION**
For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, and 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:
## 200 Hours of Technical Instruction in Health and Safety

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

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Minimum Hours of Technical Instruction</th>
<th>Minimum Practical Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laws and Regulations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td><strong>Health and Safety Considerations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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, includes HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td><strong>Anatomy and Physiology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td><strong>Disinfection and Sanitation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>20</td>
<td>0</td>
</tr>
</tbody>
</table>

## 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Minimum Hours of Technical Instruction</th>
<th>Minimum Practical Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hairstyling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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, flat irons and blow dry styling.</td>
<td>65</td>
<td>240</td>
</tr>
</tbody>
</table>
**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 wavying, chemical straightening including the use of sodium hydroxide and other base solutions.

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

**Hair Coloring and Bleaching**  
The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

<table>
<thead>
<tr>
<th><strong>200 Hours of Technical Instruction and Practical Training in Esthetics</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</td>
</tr>
</tbody>
</table>

**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.

**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.
### 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manicuring and Pedicuring</strong></td>
<td>10</td>
</tr>
<tr>
<td>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</td>
<td>25</td>
</tr>
<tr>
<td><strong>Artificial Nails and Wraps</strong></td>
<td>25</td>
</tr>
<tr>
<td>Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</td>
<td>120</td>
</tr>
<tr>
<td><strong>Business Fundamentals and Professional Ethics</strong></td>
<td>10</td>
</tr>
<tr>
<td>Training provided in professional ethics, communication skills, salesmanship, decorum, record keeping, client service record cards, career awareness, salon management, seeking employment, front desk and other matters related to the cosmetology field.</td>
<td>0</td>
</tr>
</tbody>
</table>

Twenty four (24) hours of extra credit for field trips may be applied. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on Student’s daily record card.

**NOTE:** Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1),7362, 7362.5(b) and 7389, Business and Professions Code.

### INSTRUCTIONAL TRAINING MATERIAL AND EQUIPMENT

The Milady’s Standard Textbook of Cosmetology is issued on or before the seventh class day. A basic laptop is issued upon completion of the Fundamental class. Each student is provided with a kit that includes the equipment necessary for his/her specific area of training. The kit contains the equipment for successful completion of the course. Cosmetology materials and equipment include, but are not limited to: text books and items such as shears, blow dryer, practice mannequins, flat iron, curling irons, combs and brushes, nail polish, and clippers and trimmers. Learning supplies are styling products, hair sprays, cotton, polish, shampoo, conditioner, gloves, shaving cream, facial products and manicure and pedicure products.

The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.

### PROGRAM LENGTH

**COSMETOLOGY (1600 Hours)**

- 40 hours per week – completes in 43 weeks (100% attendance)
- 35 hours per week – completes in 49 weeks (100% attendance)
- 20 hours per week – completes in 80 weeks (ROP non-regular high school Students)

### INSTRUCTIONAL SCHEDULES

Cosmetology and Manicuring / Nail Care classes are scheduled as full time day classes.

1. Tuesday through Friday: 35 Hours per week – 8:30 AM – 4:15 PM
   - 40 Hours per week – 8:30 AM – 5:30 PM
   - Saturday: 8:30AM – 3:00 PM Students have a scheduled 30 minute lunch period.
2. ROP Student schedule is: Summer session: Tuesday through Friday – 8:30AM – 4:15PM  Saturday – 8:30AM – 3:00 PM
   - Regular high school session: Tuesday through Friday – 1:00 PM to 5:30 PM
   - Saturday – 8:30 AM to 3:00 PM
CREDIT PROCEDURE AND CLASS SCHEDULE

Students record their attendance by registering the time, for which they clock IN and OUT for classes. Students receive credit for operations completed after an instructor verifies the assignment. The daily hours and operations earned are recorded on a weekly record card. Record cards are verified daily by teachers and students. Weekly record cards are prepared and required for tracking prior cumulative clock hours, technical instruction and practical operations. Student’s weekly attendance, class hours, practical operations and grades are recorded permanently on the school’s computerized data base.

A sequence of class sessions for Cosmetology and Manicuring / Nail Care students is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM – 9:30AM</td>
<td>Tuesday &amp; Friday</td>
<td>Theory – Technical Instruction</td>
</tr>
<tr>
<td>8:30AM – 10:30AM</td>
<td>Wednesday &amp; Thursday</td>
<td>Textbook technical instruction theory class</td>
</tr>
<tr>
<td>8:30AM – 11:30AM</td>
<td>Saturday</td>
<td>Student salon clinical practice / student exchange services</td>
</tr>
<tr>
<td>9:30AM – 11:30AM</td>
<td>Tuesday &amp; Friday</td>
<td>Practical class &amp; student salon clinical practice</td>
</tr>
<tr>
<td>10:30AM – 11:30AM</td>
<td>Wednesday &amp; Thursday</td>
<td>Practical class &amp; student salon clinical practice</td>
</tr>
<tr>
<td>11:30AM – 12:00PM</td>
<td>Tuesday - Saturday</td>
<td>Lunch as scheduled</td>
</tr>
<tr>
<td>12:00PM – 5:00PM</td>
<td>Tuesday - Friday</td>
<td>Student salon clinical practice student exchange services</td>
</tr>
<tr>
<td>5:00PM – 5:30PM</td>
<td>Tuesday - Friday</td>
<td>Lunch break</td>
</tr>
<tr>
<td>12:00PM – 3:00PM</td>
<td>Saturday</td>
<td>Student salon clinical practice student exchange services</td>
</tr>
<tr>
<td>2:30PM – 3:00PM</td>
<td>Saturday</td>
<td>Student salon clinical practice student exchange services</td>
</tr>
</tbody>
</table>

FUNDAMENTAL CLASS TYPICAL DAILY SCHEDULE

Tuesday - Friday:
8:30 – 9:30 Theory – Technical Instruction
9:30 – 9:40 Break
9:45 – 11:30 Practical Operation Class Demo
12:00 – 12:30 Lunch
12:30 – 4:00 Student Practice
4:00 – 4:15 Clean up and Record Keeping

Saturday:
8:30 – 9:45 Practical Operation review and practice
9:50 – 10:00 Break
10:00 – 11:30 Practical Operation review and practice
11:30 – 12:00 Lunch
12:00 – 2:30 Practical Operation – student exchange
2:30 – 3:00 Clean up and Record Keeping

CLINIC TYPICAL DAILY SCHEDULE

Tuesday & Friday:
8:30 – 9:30 Theory
9:30 – 9:40 Break
9:45 – 11:30 Practical Workshop
11:30 – 12:00 Lunch break
12:00 – 4:00 Practical Workshop & Theory Study
4:00 – 4:15 Clean up and Record Keeping

Wednesday & Thursday:
8:30 – 10:30 Theory
10:30 – 10:40 Break
10:45 – 11:30 Practical Workshop
11:30 – 12:00 Lunch breaks
12:00 – 4:00 Practical Workshop & Theory Study
4:00 – 4:15 Clean up and Record Keeping

Saturday:
8:30 – 11:30 Practical Workshop
11:30 – 12:00 Lunch breaks
12:30 – 2:30 Practical Workshop & Theory Study
2:30 – 3:00 Clean up and Record Keeping

GRADING SYSTEM

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

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<td>3.00</td>
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<td>Average</td>
<td>2.00</td>
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<td>D</td>
<td>Below average</td>
<td>1.00</td>
</tr>
<tr>
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Theory grades are based on test grades and practical assignments. Students falling below the minimum GPA will have an opportunity to make-up and re-take exams, and complete extra assignments. If a student misses an examination, the student will receive a zero and must schedule a time to make-up the exam to replace the zero grade. A student receiving a failing grade is given the opportunity to re-test. Practical skill tests are given periodically and at 300, and 1400 hours. The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor’s directions. The school maintains written evaluation reports.

Satisfactory Academic Progress is reported to the students at 450, 900, and 1250 clock hours of the scheduled completion of the course hours. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The progress evaluation form reflects the cumulative attendance and academic progress of the student. Monthly progress reports are given to students. Grades are entered into our computer software program.

MANICURING / NAIL CARE PROGRAM CURRICULUM

Course description: (D.O.T. # 331.674-010, CIP # 12.0499) 400[CLOCK HOURS]

The Manicuring course of study consist of 400 clock hours covering all phases of manicuring and pedicuring mandated by the California Board of Barbering and Cosmetology. The course is designed to prepare the student to pass the California Board of Barbering and Cosmetology licensing examination and provide the student with the knowledge and skills needed for an entry level position in the beauty field. Passing the State of California administered examination is a requisite in order to obtain a Manicurist license. The license is a requirement to practice as a Manicurist in the State of California. CBC is dedicated to keeping the Manicuring program updated and evolving with current trends, and technical and practical changes of the beauty industry. Training methods, materials, and techniques are updated and included in any curriculum changes as needed.

Instructional methods: Lesson delivery is sequential learning addressing specific tasks, assigned practical and theory work sheets, demonstration, written and practical evaluations, and student participation. Student salon equipment, supplies, implements, and products are comparable to those used within the industry. The delivery of program education is provided through a set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills.

- Lecture is presented by teachers and guest artists
- Teaching aids are provided
- Students’ practical operation skills are demonstrated and practiced.
- Demonstrations and presentations are presented for all chemical, texture, skin care and nail care services.

GRADUATION REQUIREMENTS

Requirements for graduation are completion of the program clock hours (or contracted clock hours) and the minimum requirements of Technical Instruction and Practical Operations described in the program Curriculum. To be eligible for graduation, every student enrolled in all programs must have a satisfactory academic grade in technical instruction classes and clinical practical operations. Students are given a written final and mock state board practical examination prior to completing the program.

DIPLOMA / PROOF OF TRAINING

Upon satisfactory completion of the program and Board of Barbering and Cosmetology program technical instruction, practical operations and clock hour requirements a diploma is earned certifying the student’s graduation / completion.

A Proof of Training is required by the Board of Barbering and Cosmetology and will be issued to the student.

However, students with an outstanding balance of unpaid tuition and fees will not receive the Proof of Training document, diploma or transcripts until the student has satisfied all financial obligations. The Board of Barbering and Cosmetology requires the Proof of Training document to allow a graduate to take the State Board examination.

Passing the State Board examination entitles the graduate to issuance of a state license allowing the licensee to seek employment in their field of study. There is a $15 fee for each request for a duplicate diploma.

EDUCATIONAL GOALS:

Performance Objective

1. Acquire knowledge of laws and rules regulating established California Manicuring establishment practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of manicuring, pedicuring and nails.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

Skills to Be Developed
1. Learn the proper use of implements and products relative to all Manicuring services.
2. Acquire the knowledge of analyzing the skin of the hands, arms, legs and feet before all services, to determine any physical conditions and disorders.
3. Acquire practical knowledge in manicuring and pedicuring.
4. Develop the knowledge of safety precautions during a manicure, pedicure and artificial nail services.

Attitudes and Appreciations to be developed
1. Able to appreciate and understand good workmanship common to Manicuring.
2. Possess a positive attitude towards the public and co-workers.
3. Appreciate honesty, integrity and gain respect for the unique characteristics and personalities of all individuals.
4. Prepare students to actively participate in a diverse and changing classroom society to understand the challenges and gratifying experiences of the student salon practice.
5. Develop respect for open and honest inquiry.

The curriculum for nail care course consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

TECHNICAL INSTRUCTION & PRACTICAL OPERATION
For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, and 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:

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Minimum Hours of Technical Instruction</th>
<th>Minimum Practical Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laws and Regulations</strong></td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health and Safety Considerations**
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.

<table>
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<tr>
<th>Subject:</th>
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<th>Minimum Practical Operation</th>
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</thead>
<tbody>
<tr>
<td><strong>Health and Safety Considerations</strong></td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Disinfection and Sanitation
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.

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

### 300 Hours of Technical Instruction and Practical Training in Nail Care
The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

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

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

### Business Fundamentals and Professional Ethics
Training provided in professional ethics, communication skills, salesmanship, decorum, record keeping, client service record cards, career awareness, salon management, seeking employment, front desk and other matters related to the manicuring field.

Eight (8) hours of extra credit for field trips may be applied. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on Student’s daily record card.

**Note:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Reference: Sections 7316(c) (2)), 7326(d) (1), 7362, 7365 and 7389, Business and Professions Code.

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**LENGTH OF PROGRAM**

**MANICURING:** 400 Hours 40 hours per week – completes in 10 weeks / 35 hours per week – completes in 12 weeks

**MANICURING / NAIL CARE COURSE INSTRUCTIONAL TRAINING MATERIAL**
The Milady’s Standard Textbook of Nail Technology is issued on or before the seventh class day. Student kits of equipment are issued after satisfactorily completing Fundamental Class. The kit contains the equipment necessary for a successful completion of the course. Manicuring learning materials and equipment include, but are not limited to: nail files, clippers, nail polishes, acrylic nail kits, nail drill, brushes and nail products.

Learning supplies are cotton, emery boards manicure and pedicure products, polish, acrylic liquid and powder, tips, adhesive nail files, block buffers and soaps and disinfecting liquid.

The student is provided sufficient informational material based on class subjects to reinforce their education. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for broken, lost or stolen implements, materials or equipment. Kit lists are available and can be requested from the admissions office during the enrollment process.
INSTRUCTIONAL SCHEDULES
Manicuring / Nail Care classes are scheduled as full time day classes.
  Tuesday through Friday: 35 Hours per week - 8:30 AM – 4:15 PM
  40 Hours per week – 8:30 AM – 5:30 PM
Saturday: 8:30 AM – 3:00 PM   Students have a scheduled 30 minute lunch period.

CREDIT PROCEDURE AND CLASS SCHEDULE
Students record their attendance by registering the time, for which they clock IN and OUT for classes. Students receive credit for operations completed after an instructor verifies the assignment. The daily hours and operations earned are recorded on a weekly record card. Record cards are verified daily by teachers and students. Weekly record cards are prepared and required for tracking prior cumulative clock hours, technical instruction and practical operations. Student’s weekly attendance, class hours, practical operations and grades are recorded permanently on the school’s computerized data base.

A sequence of class sessions for Cosmetology and Manicuring / Nail Care students is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Class Description</th>
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<tbody>
<tr>
<td>8:30AM</td>
<td>Tuesday &amp; Friday</td>
<td>Textbook technical instruction theory class</td>
</tr>
<tr>
<td>8:30AM</td>
<td>Wednesday &amp; Thursday</td>
<td>Textbook technical instruction theory class</td>
</tr>
<tr>
<td>8:30AM</td>
<td>Saturday</td>
<td>Student salon clinical practice / student exchange services</td>
</tr>
<tr>
<td>9:30AM</td>
<td>Tuesday &amp; Friday</td>
<td>Practical class &amp; student salon clinical practice</td>
</tr>
<tr>
<td>10:30AM</td>
<td>Wednesday &amp; Thursday</td>
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</tr>
<tr>
<td>11:30AM</td>
<td>Tuesday - Saturday</td>
<td>Lunch as scheduled</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Tuesday - Friday</td>
<td>Student salon clinical practice student exchange services</td>
</tr>
<tr>
<td>5:00PM</td>
<td>Tuesday - Friday</td>
<td>Complete daily sanitation and record keeping</td>
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<tr>
<td>12:00PM</td>
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<td>Student salon clinical practice student exchange services</td>
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<tr>
<td>2:30PM</td>
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FUNDAMENTAL CLASS TYPICAL DAILY SCHEDULE
Tuesday - Friday:
  8:30 – 9:30 Theory – Technical Instruction
  9:30 – 9:40 Break
  9:45 – 11:30 Practical Operation Class Demo
12:00 – 12:30 Lunch
12:30 – 4:00 Student Practice
  4:00 – 4:15 Clean up and Record Keeping

Saturday:
  8:30 – 9:45 Practical Operation review and practice
  9:50 – 10:00 Break
10:00 – 11:30 Practical Operation review and practice
11:30 – 12:00 Lunch
12:00 – 2:30 Practical Operation – student exchange
  2:30 – 3:00 Clean up and Record Keeping

CLINIC TYPICAL DAILY SCHEDULE
Tuesday & Friday:
  8:30 – 9:30 Theory
  9:30 – 9:40 Break
  9:45 – 11:30 Practical Workshop
11:30 – 12:00 Lunch break
12:00 – 4:00 Practical Workshop & Theory Study
  4:00 – 4:15 Clean up and Record Keeping

Wednesday & Thursday:
  8:30 – 10:30 Theory
  10:30 – 10:40 Break
  10:45 – 11:30 Practical Workshop
11:30 – 12:00 Lunch breaks
12:00 – 4:00 Practical Workshop & Theory Study
  4:00 – 4:15 Clean up and Record Keeping

Saturday:
  8:30 – 11:30 Practical Workshop
11:30 – 12:00 Lunch breaks
12:30 – 2:30 Practical Workshop & Theory Study
  2:30 – 3:00 Clean up and Record Keeping
GRADING SYSTEM
Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a “C” (70%) average to maintain satisfactory academic status.

The grading system detailed below is the system utilized in the school.

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EMPLOYMENT AND PLACEMENT
Employment assistance is available to support all eligible graduates’ efforts to secure employment in the field for which they graduated. However, CBC does not make any promise or representation of any kind to any current or prospective student or graduate that they will obtain or be guaranteed employment or a level of income or wage rate. Staff members are available to advise and assist students or graduates with career plans and job placement assistance at all times and without additional charge. CBC actively assists students in obtaining desirable employment through professional skill training classes to include resume writing, job applications, networking, interviewing and dressing for success all instrumental processes of the hiring process. Leads posted through local media sources are reviewed and maintained for referrals.

Placement staff researches local area salons and day spas for employment opportunities. Job placement assistance is also provided in the form of salon opportunity flyers posted on the job board. As salons call the school and ask for qualified applicants to apply for employment, the flyer is completed and lists the salon name, date, contact person, phone number, and type of employment available. Graduates may consult the job board as they conduct their job search.

A winning formula for a graduate’s success at obtaining employment is to seek advice from the placement coordinator, other staff and faculty and to aggressively search for employment opportunities. Graduates are also entitled to continuous advice, and assistance is offered by the school staff as they enter the beauty industry. CBC does not entice prospective students to enroll by using placement outcome statistics. Success in securing placement within the beauty industry ultimately depends largely on the graduate’s efforts and motivation.

EMPLOYMENT DISCLAIMER
California Beauty College students have widely different career ambitions and goals. Each student is a unique individual and learner. CBC does not guarantee employment to graduates but every effort is taken to assist students in becoming employed in the beauty industry within 6 months of graduation and licensure.

Certain distinctive factors may prohibit employment opportunities for some graduates and include, but are not limited to:

- Conviction of a felony or serious misdemeanor
- Physical well-being or health issues
- Geographic limitations, inability to relocate
- Unacceptable or poor work history
- Personality traits such as anxiousness or work related insecurities
- Poor language skills and communication barriers
- History of substance abuse
- Personal bankruptcy
- Objectionable references

The school has an established and proud history of graduating successful students. Professional and positive circumstances will aid students in a job search whereas negative situations will hinder employment opportunities. Applicants must consider personal ‘employability’ prior to enrolling in a career preparation program.
JOB OPPORTUNITIES
Entry level job opportunities are available for our Cosmetology and Manicuring/Nail Care technicians when training is completed and the graduate becomes a licensed Cosmetologist, or Manicurist. Graduates become employed in salons, day spas, chain salons, brow bars, retail stores, beauty schools, beauty product educators and sales consultants.

**Examples: LICENSED COSMETOLOGIST:**
SOC code 39-5012.00
Please review O*Net website for additional information regarding Cosmetology Occupations at [www.onetonline.org](http://www.onetonline.org)

1. General cosmetology knowledge covering all areas of the “Art of Hairstyling.” There are both chemical and non-chemical.
   a. Chemical – Permanent Waving, Chemical Straightening, Hair Coloring, etc.
2. All levels of Management.
3. Education Positions
4. Merchandising Field – Sales, Buyer, Seller, etc
5. Scientific Field – Demonstrator, Research, etc.
6. Writing Field – Promotional Writer, Beauty Editor, etc

Shampooers (39-5093),
Makeup Artists, Theatrical and Performance (39-5092)
Retail Salesperson (41-2031),
Receptionists (43-4171);

**Examples: MANICURIST** (a specialized course of Cosmetology)
SOC Code 39-5092.00
Please review O*Net website for additional information regarding the Manicuring Occupation at [www.onetonline.org](http://www.onetonline.org)

1. Basic knowledge of Nails, Hands, and Feet.
   A. Will need continuing education after licensing.
   B. Job Opportunities:
      1. Manicurist in Salon using licensed skills
      2. Owner of shop/management.
      3. Merchandising Field – Sales, Buyer, Seller, etc
      4. Scientific Field – Sales, Buyer, Seller, etc.
      5. Writing Field – Beauty Editor, Promotional Writer, etc

Shampooers (39-5093),
Makeup Artists, Theatrical and Performance (39-5092)
Retail Salesperson (41-2031),
Receptionists (43-4171);

**PROFESSIONAL VALUES NECESSARY FOR EMPLOYMENT**
Employers establish employment criteria and the following professional values are some of the expectations of a job applicant.

- **Current California Board of Barbering and license**
- **Reference Letters**
- **Customer and Personal Service** – Have knowledge of principles and processes of salon etiquette for providing professional salon services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** – Talking to others to convey information effectively
- **Thinking Creatively** – Developing, designing, or creating new applications, styles, ideas, or products, including being artistic.
- **Updating and Using Relevant Knowledge** – Keeping up-to-date technically and applying new knowledge to your job.
- **Chemistry** – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Cooperation** – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Attention to Detail** – Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** – Job requires being honest and ethical.
- **Self-Control** – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Sales and Marketing** – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **Social perceptiveness** – Being aware of others’ reactions and understanding why they react as they do.
- **Complex problem solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
• Law and Government – Knowledge of Board of barbering and Cosmetology laws, legal codes, local, state and federal government business regulations.
• Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
• Initiative - Job requires a willingness to take on responsibilities and challenges.
• Visualization – The ability to imagine how something will look after it’s moved around or when its parts are moved or rearranged.
• Fluency of ideas – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Source: Department of Labor O*Net Summary Reports for Cosmetologists and Manicurist  http://www.onetonline.org/

COMPENSATION
Within the beauty industry different employment compensation is offered. Independent contracting is a popular method of employment for stylist and nail technicians as it offers flexibility of hours. This is referred to as station renting, and the weekly or monthly rent will vary from salon to salon. After compiling data received from graduate and salon owner surveys, we are informed that income will be generated from commissions, wages and/or independent contracting (renting a station) within a salon. According to the survey information, (often surveys decline to provide the requested information) we can estimate an average compensation. Commissions varied, usually ranging from 40% to 60%. Reported hourly earnings averaged $9.00 to $14.00. Salon location, size, type of services offered and the number of hours worked are factors to potential earnings. Certain salons offer health insurance and other related benefits. Success in this industry is greatly determined by the ability of the stylist or nail tech to develop and maintain a continuous clientele.

STUDENT SERVICES

ORIENTATION
Student orientation is held on or before the first day of class. Orientation is mandatory for all new students and takes place on campus. A tour of the school is conducted and the staff and current CBC designers are recognized. Orientation provides information regarding the instructional program, course content; curriculum, office policies, school facilities, campus security, general school housekeeping and satisfactory progress. Students gain full awareness of their responsibilities by understanding the school policies and additional general rules and regulations. Orientation provides the program outlines and class syllabus.

COUNSELING / ADVISING SERVICES
Advising is given on an individual basis and available to all students. Career advising is provided to the student regarding interviewing, employment opportunities and marketable skill building techniques. Advising is available to students that have academic, personal, or other concerns affecting their progress. Students will discuss concerns with the instructor in charge of the class and if further advising is necessary he/she will direct them to the appropriate person.
Advising is utilized as preventive disciplinary action regarding attendance, academics and undesirable behavior. Advising sessions for all students are held in conjunction with the satisfactory progress evaluation periods; and at other discretionary intervals during training. Students are counseled on progress and satisfactory progress, positive attitudes and professional decorum. Refer to the ‘Student Services Directory’ appendix in this catalog and request an appointment to see the appropriate staff member for advising regarding: financial aid status, proof of enrollment, cumulative course hours, technical instruction hour or practical operation record cards, attendance, tardiness, tuition payments, satisfactory academic progress and/or to receive additional training overtime charges information.

LIBRARY AND OTHER RESOURCES
Library resources are available to include: videos, DVDs, styling books, additional reference books and current magazine publications. Resources are accessible on campus and checked out during school hours by any faculty member. Students have access to the library resources Tuesday thru Saturday 10:30am to 4:00pm. There is a check in and out system for removing the resources from the library cabinet.

TUTORING ASSISTANCE
Instructors and staff are available to meet with students requesting appointments to discuss academic concerns. Special classes and study sessions can be arranged for students experiencing theory and technical instruction difficulties or needing practical skill reinforcement. Instructors will identify and encourage students needing assistance to discuss their program learning difficulties.

GRIEVANCE / COMPLAINT PROCEDURE
The school will make every attempt to resolve any student or other persons complaint that is not frivolous or without merit. In the event, a student or other persons are seeking to resolve problems or has a grievance, which cannot be resolved to his/her satisfaction with the student’s immediate instructor; the student should register the complaint in writing on the designated form.
Provide the institution with any occurrence, and within 7 business days of the date that the act which is the subject of the grievance occurred. Students are strongly encouraged to present all concerns specific to the grievance and give an opinion as to what action would correct the concern. The complaint will be reviewed by management and a response will be sent in writing to the student within 7 business days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of three members. One member selected by the school that had no involvement in the incident and may be a corporate officer.

Two other members will be appointed, one who is not related to the student filing the complaint or to another student in the school and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties.

Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee. However, if the issue still is unresolved and after a thorough conflict resolve of all parties and with an understanding of the responsibilities of all concerned a grievance in writing may be presented to:

Ms. Deanna Mineni, President
1115 15th Street,
Modesto, CA. 95354.

The school will provide a corresponding oral or written response of the grievances within fifteen (15) business days. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. Unresolved complaints that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833
Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppve@dca.ca.gov

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA) POLICY
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student’s parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student.” FERPA policy allows schools to release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

These rights for parents and eligible students include:

1. The right to inspect and review the student's education records within 45 days after the day the California Beauty College receives a request for access. A student should submit to the financial aid office a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected

2. The student has a right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   - If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding request for amendment. For additional information regarding the hearing procedures refer to the Education Records Amendment Disclosure section below.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
- A school official is a person employed by California Beauty College in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee.
- A school official also may include a volunteer or contractor outside of California Beauty College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a third party financial aid servicer.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for California Beauty College.
- Upon request, the school also discloses education records with consent from the student to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Beauty College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-59

The lists below are the disclosures that this institution may make without consent in accordance to regulation. As required by §99.37 of the regulations, notification that directory information is disclosed from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information (PII) from the education records without obtaining prior written consent of the student as follows:

- To other school officials, including teachers, within California Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school’s State-approved education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

PERSONAL IDENTIFIABLE INFORMATION
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that California Beauty College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student’s education records. California Beauty College may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with the school’s procedures. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student or parent’s prior written consent. Outside organizations include, but are not limited to, companies that provide and manufacture industry products and promote hair shows or student competitions. The primary purpose of directory information is to allow California Beauty College to include this type of information from your child’s education records in certain school publications, advertising, and Facebook and school website. Directory Information examples include:

- Student name, address, telephone listing, email,
- Major field of study
- Photograph,
- Certificates - awards received
- Participant in school event
- Graduation activity

If an eligible student (or the parent if the student is under age 18) does not want California Beauty College to disclose directory information without prior written consent, a written notification is required with a request of non-disclosure and/or to “opt out” of any release of director information to third parties. The request must be received by appropriate officials on or by the first day of class or at any future enrollment time.

Send written request to withhold directory information to:

California Beauty College
1115 15th Street
Modesto CA 95354

ANNUAL FERPA NOTIFICATION
A notification to parents and eligible students of their rights under FERPA is disclosed annually by means of special written notice, catalog or general assembly. The FERPA disclosure is found in the catalog and obtained as a download from the schools website www.calbeautycollege.edu and a paper copy of this policy is available through the business office. Method of notification is at the discretion of the school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833 and use the Federal Relay Service. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-59

RELEASE OF INFORMATION REQUEST
California Beauty College requests a student to submit a written request to the Financial Aid Office regarding specific records, and those records shall be made available to the student (parents or legal guardian if the student is under legal age or a dependent). For the purpose of this policy and in accord to all rights under the law a student turning eighteen years of age is considered an ‘eligible student’ (exception a dependent student) and thereafter all right are accorded to the student.

Authorization to release information consent forms is available in the financial aid office. Forms must be signed by the student or a parent/guardian of a minor or tax dependent student for a specific need. A consent form is required for each request of information.
If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

A CBC official will make arrangements for access and notify the student of the time and place where the records may be inspected within 45 days after the day California Beauty College receives a written request for access. A record of all requests of information will be maintained in the students file.

**EDUCATION RECORDS AMENDMENT DISCLOSURE**

The student has the right to request an amendment or changes of their educational records. The request must be in writing clearly identifying any part of the record the student wants changed or amended and describe specific reasons for the request. Should CBC make a decision to deny and not change or amend the student’s record, CBC will notify the student in writing of the decision and inform the student of their right to a hearing regarding the denied request for amendment. After the hearing, and if CBC still decides not to amend the record, the parent or eligible student can place a statement with the record setting forth his or her view about the contested information. Should a student feel their rights under FERPA have been violated, they should contact the school’s Financial Aid Director in writing.

**PRIVACY STATEMENT**

California Beauty College is committed to protecting and safeguarding the privacy of students and staff. Your privacy is a priority and California Beauty College will not share, or otherwise disclose any of our student or staff information at any time. The information you provide to us will be maintained confidentially at all times. Our privacy policy has been designed to protect the physical, procedural and technical privacy of personal information.

**RETENTION OF RECORDS**

California Beauty College provides adequate safeguard of each student’s academic written program records. Records are defined as files, materials and documents that contain student information. Written permission is required from the parent or eligible student before educational records may be disclosed with the exception of accrediting commissions or government agencies authorized by law. All staff members are advised and knowledgeable of the procedure for release of student information. All students are advised on the procedure for Right to Privacy/Release of Information during orientation. There is a $15.00 charge for each requested copy of diploma, document or transcript or other student records. CBC maintains cumulative records on campus and as a safeguard stores records electronically through backup documentation.

Student records are held for a period of not less than five years from the student’s date of completion or withdrawal. Records are at the schools principle location of business within the state of California. After that time, transcripts are retained, scanned and permanently stored digitally on the school’s premises.

Records will include, but not be limited to:

1. High school diploma or equivalency
2. Transcripts of credits earned at other institution that are accepted as transfer credit
3. Personal data information
4. Academic records of grades and attendance
5. Record of enrollment agreement and signed applicable forms
6. Financial aid awards and payments received on the student’s behalf
7. Satisfactory progress reports, advising, and student complaints
8. Completion and or withdrawal documents and if applicable refund documents.

Permanent records for each student granted a certificate include, but not limited to:

1. The program clock hours / units for which a diploma was issued
2. The diploma earned and the date on which the diploma was granted.
3. Official transcripts of grades and cumulative attendance
4. Student financial aid reports

Student records are maintained in accordance with the Bureau for Private Postsecondary Education Act. Student school records are safeguarded and maintained in files located in the business office.

**VACCINATION POLICY**

California Beauty College does not require any vaccination records.

**VOTER REGISTRATION POLICY**

California Beauty School is located in the State of California and the Department of Motor Vehicles in this state has enacted the motor vehicle/voter registration provisions of the National Voter Registration Act. In addition, a non-registered voter may apply and complete the Voter Registration information online at California Secretary of State Website: [http://registertovote.ca.gov/](http://registertovote.ca.gov/)
The application to register to vote is also available at the county clerk’s office
Stanislaus County Elections Office
1021 "I" Street, Suite 101
Modesto, California

ACADEMIC INFORMATION & POLICIES

SATISFACTORY PROGRESS POLICY
Satisfactory progress in attendance and academic work is applied consistently to all students and is a requirement for all students enrolled in this school within an accredited program. Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. Students are provided Satisfactory Progress policies prior to enrollment.

DEFINITION:
1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation periods. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained through hands on practical exams.
2. Maintain a cumulative average attendance level of 67% or above of the scheduled hours of attendance indicated on their enrollment contract at the end of each of the evaluation periods.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the Student has contracted to complete the course within 54 weeks he or she must complete within 81 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation period.

Satisfactory Academic Progress is determined by theory (technical instruction) and practical operation grades. Students receive a monthly progress report and or advising and counseling with regards to satisfactory progress evaluations.

GRADING SYSTEM: Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student.

Students must maintain a “C” (70%) average to maintain satisfactory academic status.

The grading system utilized in the school:

<table>
<thead>
<tr>
<th>Grading</th>
<th>Letter</th>
<th>Description</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
<td>Above average</td>
<td>3.00</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
<td>Below average</td>
<td>1.00</td>
</tr>
<tr>
<td>59% or below</td>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Theory grades are based on test grades and practical assignments. Practical skill tests are given periodically and at 300, and 1400 hours.

The practical examination is performance based and graded on specific guidelines including demonstration of school procedure, assignment set up, and completion of the operation following instructor’s directions. The grades are entered into our computer software program and students are encouraged to retake any examination to improve a failing grade.

A. Theory example: Subject Bacteriology - Test 100 Points possible. Test 80 Points earned = 80% (B)
B. Practical Example: Permanent Wave - 10 steps - 10 Points possible.
Permanent Wave 10 steps completed, 8 Points earned = 80% (B)

Satisfactory Attendance Progress Maximum Time Frame
The student must complete the course within a maximum time frame. The maximum time frame is determined and considered to be 150% of the course length as defined on the program enrollment agreement.

Example in Program clock hours:  
- Cosmetology – 1600 hours, Maximum time frame 2400 hours
- Manicuring – 400 hours, Maximum time frame 600 hours

Students who fail to complete the course within the maximum time frame will not be making satisfactory progress and only students considered to be making satisfactory progress are eligible for Federal Aid. If the student has less than 67% attendance of the scheduled attendance for a payment period, he or she is not making satisfactory progress. A student not in satisfactory progress who reaches the maximum time frame of the program will be withdrawn. Leaves of absence as defined below are not included in this total. The approved leave of absence will adjust the student’s maximum time frame and extend the contract period of enrollment by the same number of Leave of Absence days. Apart from considering the average required attendance; 14 consecutive calendar days of absences will result in termination.
Evaluation Periods: California Beauty College defines its academic year as 900 hours and 26 weeks. Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Policy. Satisfactory progress is evaluated at the end of each payment period and students meeting the minimum requirements for attendance and academic progress at the end of the payment period will be considered to be making satisfactory progress until the end of the next payment period. Each scheduled payment period must be completed in satisfactory progress. Students must meet minimum academic and attendance requirements for at least one evaluation period before the mid-point of the program to be considered meeting satisfactory progress. Students will be notified of any evaluation that impacts eligibility for financial aid. Satisfactory progress evaluation periods are based on the students actual hours completed.

Cosmetology Evaluation Periods = 450 clock hours, 900 clock hours and 1250 clock hours
Manicuring Evaluation Period = 100, 200, 300 clock hours (Not financial aid eligible)

WARNING
Students evaluated at the end of payment period failing to maintain satisfactory academic progress of 70% or failing to successfully complete the required payment period clock hours of at least 67%, as required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, and as published, the student would be placed on financial aid warning. The student will still be considered to be making satisfactory progress and eligible for financial aid funds for one subsequent payment period. After the warning period ends the warning status will be lifted if the student’s progress is at the minimum satisfactory progress academic and attendance standards. If at the end of a payment period under the financial aid warning status, the student does not meet minimum satisfactory progress standards, by the next evaluation period, the student will be placed on probation for one payment period. The student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

PROBATION
If the student does not meet the minimum satisfactory progress standards at the end of the period under a warning status, by the next evaluation period, the student is on financial aid probation. A student on probation is ineligible for Title IV assistance and will be required to self-pay the remaining tuition costs to remain enrolled, and is determined not making satisfactory progress. A student on probation may elect to appeal their loss of financial aid eligibility, and to have it reinstated during the probationary evaluation period. See appeal process. The Student must be in Satisfactory Progress at the end of the probationary period.

Students who fail to meet Satisfactory Progress at the end of the probation payment period will lose eligibility for student financial aid and any remaining Title IV aid will be terminated. Unsuccessful re-establishing of satisfactory progress may result in the student’s termination from the program. Students receiving an adverse appeal decision with no financial aid reinstatement will continue on probation and is responsible for all remaining tuition balance.

APPEALS
Students not meeting Satisfactory Progress may petition the school to appeal the non-satisfactory progress status. The appeal is a written request to the Director of Financial Aid of the institution. The appeal is to be presented within (10) days of the non-satisfactory progress probationary status determination. Must include the reasons why the decision should be reversed, and/or a plan for improvement and/or a request for re-evaluation of the progress status. Must provide supporting documentation and describe any circumstances that the student believes affected his/her performance and deserves special consideration and the measures that the student has taken to resolve the circumstances in a manner that would not interfere with his/her progress according to the Satisfactory Progress policy. Mitigating circumstances under consideration shall include personal and family illness, death in the family, etc. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of the decision. The decision of the Director is final and documentation of the appeal is placed in student’s academic file. Should the student’s appeal prevail, and it is determined by the institution that the student should be able to make satisfactory progress during the subsequent payment period and meet the institution’s SAP standards that the student will be able to make satisfactory progress the payment period originally placed under the ineligible status would be modified to financial aid probation. The student will be eligible for aid for the period under financial aid probation. The student must maintain minimum satisfactory progress of 70% academic progress and 67% attendance progress, and/or follow the improvement plan during the probation period or they will be terminated. This will be monitored weekly.

RE-ESTABLISHING ELIGIBILITY
The student whose financial aid has been terminated for unsatisfactory progress and remains in school as a cash paying student can re-establish financial aid eligibility by completing the hours previously paid for and must have a 70% grade point average and be able to complete the program within the maximum time frame. Students making Satisfactory Progress by the conclusion of a probation period are removed from probation and will have eligibility for Title IV aid.

RE-ENTRY / REINSTATEMENT POLICY
All students who withdraw in good standing and accepted for re-enrollment within a one year period may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment.
Students accepted for re-entering into the program of study will be placed under the same satisfactory progress status and school disciplinary policies prevailing at the time of the prior withdrawal. The student’s Satisfactory Progress at re-entry is evaluated on an individual basis. If the student transferred to another institution before returning to California Beauty College, those hours and operations earned at, that institution would be evaluated and upon acceptance be credited to the student for the re-enrollment period. California Beauty College reserves the right to reject a student’s enrollment application and prior course hours do not guarantee nor require acceptance to the college. A student withdrawn due to unprofessional conduct and or behavior is not eligible for re-entry and is not allowed in the school or on the school premise after such a dismissal. An outstanding tuition balance due to California Beauty College from a previous enrollment must be paid in full prior to being accepted for re-enrollment.

TRANSFER CREDIT EVALUATION FOR PREVIOUS TRAINING
A transfer student accepted under certain conditions from another California institution will receive credits and clock hours for previous training and will be counted as attempted and completed hours and can be issued with proper documentation from the previous institution to include an official transcript, Proof of Training, Record of Withdrawal or other documents indicating program hours, technical instruction hours and practical operations. A prospective applicant with less than 900 hours in Cosmetology and 200 hours in Manicuring shall be considered for enrollment.

Student placement in the program of re-enrollment will be assigned after assessment tests are given by the Director of Education. Tuition is prorated and other fees and kit and equipment fees are assessed. All admission qualifications must be met before acceptance.

Prior training outside the State of California must be verified by the Board of Barbering and Cosmetology and the information for transferring hours can be found on the Board’s website www.barbercosmo.ca.gov. The Board issues a supplemental letter granting the number of hours, credits and other requirements to complete the program. The contracted course length will be modified according to the transferring hours accepted by the school. California Beauty College will make a decision for enrollment based on the information in the applicant’s supplemental training letter.

A student shall not attend classes until the enrollment process requiring the state’s letter, original Proof of Training Document and Record of Withdrawal from a previous institution and other related and or requested documents have been received. A prior enrollment at this institution or another institution does not guarantee nor require acceptance. A student wishing to transfer between programs at California Beauty College must receive prior approval from the school’s director.

COURSE INCOMPLETENESS
Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution’s structure of education. These do not have an effect upon the satisfactory progress standards.

LEAVE OF ABSENCE
Occasionally, students may experience extended medical problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the first leave).

Students will not be assessed additional tuition charges while on their leave of absence.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held at the start of the leave. When returning from a LOA a doctor’s release may be required. A LOA extension must be requested in writing, provide additional documentation and must be submitted prior to the ending of the original LOA. Notification of approval will be given to the student before the end of the original LOA.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

SCHOOL POLICIES
- Absences and tardiness are unexcused and must be reported, and students must check in and out to track and record attendance.
- Satisfactory attendance is the responsibility of the student. Specific policies and regulations can be found in the school student’s Guidelines for Success handbook.
- Technical instruction and practical operation record cards must be checked, signed and maintained on a daily basis.
- All students are to be in class on time and participation in all class activities is required. If absent; each student is responsible to make up assignments or tests.
- Students must comply with all instructions and directions given by authorized staff and teachers relative to client services and school activities.
- Reconciliation of hours: Students may request, by appointment only, an accuracy review of their attendance and record cards within two weeks of any discrepancy. No student is allowed to remove his or her academic file or record card from the office.
- Personal Services: Students will have the opportunity to use the clinical services of another student. Personal service compliance guidelines are found in the student handbook.
- A detailed student guideline for success policy handbook is issued to the student at orientation.
- It is illegal to bring dangerous or unauthorized materials, such as explosives, firearms, weapons of any kind and drugs or alcohol onto school property to include but not limited to parking lot, any classroom or clinic area. The school has a zero tolerance policy, and the disciplinary action is immediate termination.

ATTENDANCE STATUS
Regular students are enrolled as attending full-time within a 35 and/or 40 hours a week class schedule. Full-time students are required to attend a minimum of 24 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as more than 12 but less than 24 clock hours per week. Absence hours are unexcused absences. Detailed policies are outlined in the schools ‘Guidelines for Success’ student handbook.

ATTENDANCE POLICIES
Students register for classes and attend school under a contact of enrollment and there are no excused absences. It is a student’s responsibility to comply with the enrollment agreement and attend all theory and practical classes as assigned. Perfect attendance is mandatory to complete the training as required by the expected program completion date indicated on the enrollment agreement. Saturday attendance is required during the entire program. Students are advised that extending training beyond their contract end date results in continuing education charges until completion of the program hours.

All class absences, tardiness or leave early time is considered unexcused absences. Mitigating circumstances will be considered on an individual student basis due to accident or medical emergency requiring hospitalization, death in the immediate family, and other catastrophic or tragic incident requiring a student to be absent 5 days or more. Written medical or professional documentation is required and absence hours must be made up.

All absences must be reported to the office by 8:30 AM – no exception. Tardiness is unacceptable, unexcused, and not allowed without pre-arrangement and documentation. Tardiness affects CBC Designers expected program end date. It is a disruption to the salon, teacher and class in progress.

Attendance is recorded through an electronic computerized time system that records actual attendance in real time. Students must be in their assigned class on time. Students are considered absent and will not attend school when they are not physically present at the start of the scheduled contracted hours of attendance. Continued and/or excessive absences shall result in disciplinary action or termination. Students are required to make-up lessons, and exams missed due to absenteeism. However, the makeup work by the student will not provide credit for hours or operations if not physically performed within the school premises. Attendance exceptions are determined individually, and with documentation as to the validity of the reason for excessive absences. Students determined to have excessive absences will be subject to termination at the school’s discretion.

Any student absent 14 consecutive days shall be withdrawn. Any student terminated by the school must re-apply if eligible. The school requires all applicable tuition and over-contract charges to be satisfied prior to re-enrolling and attending the first day of class (unless otherwise terms of agreement are reached by all parties). Re-admission into the school is not guaranteed and will be at the school’s discretion.

Schedule changes are at the discretion of the Director and any changes must be submitted in writing (“Attendance Schedule Change form) with documentation as to the validity and reason for requesting a new schedule. It is the policy of this college to monitor and advise students of excessive tardiness or absences and recommend counseling to determine possible corrective actions. Student hours and operations once properly earned are not removed from the student’s record based on disciplinary actions by the school.

EXCESSIVE ABSENTEEISM / PROGRAM RETENTION
Each educational program is to be completed by the student within the time frame and program length as indicated on the enrollment agreement. Excessive absenteeism or a Leave of Absence will disrupt satisfactory attendance and will prohibit graduation of the program within the expected program completion date evidenced on the enrollment agreement. Classes unattended and hours and practical operations not completed due to a Leave of Absence must be successfully completed to graduate. Failure to complete required technical instruction hours and practical operations will result in self-study assignments, additional make-up examinations, assigned practical operations, and completion of extra theory hours all of which must be approved by the Director of Education. The responsibility to complete the minimum curriculum requirements is solely the students. An instructor will not be assigned on an individual basis to students during the additional training hours as needed to complete the program within the expected time frame. Students will not be excused from attending regularly scheduled classes without approval from the Director of Education.

RECORD KEEPING – HOURS AND PRACTICAL OPERATIONS
Each student is electronically registered on our data base and uses a computer system to time in and out to class.
The student is responsible for checking in and out and attendance must be recorded each day. If a student fails to check in or out they will not receive hours for time not registered on the computer. Time clock attendance is ‘real time’ and data is recorded and stored in the computer. Practical operations, theory hours and technical instruction work as completed by the student is recorded on the daily record card and collected weekly. An instructor verifies the information, signs the record card and the data is posted to the student’s records in the computer system. California Beauty College software is designed to track and monitor attendance hours, operations, theory, practical test results and financials for each student. Students are given identification numbers when they begin classes and all information regarding that student is posted to their permanent academic record.

**IMAGE STANDARDS POLICY**

The dress policy sets standards that promote a professional, positive and safe learning environment. Adherence to our professional image requirements is an integral part of your education, and must be a consideration of your acceptance to this program. You must agree to abide by the dress code standards and consent to appear in compliance with the dress code policy in its entirety. Students shall dress appropriately and professionally for the scheduled activities of practical assignments in the classrooms and salon. Students shall dress in black attire and follow the specific image standard policy provided to students prior to the first day of class.

**FIELD TRIPS / GUEST LECTURES**

CBC students may receive credit for supervised field trips to industry related programs and events that are scheduled by the school. The purpose of such field trips is to introduce the students to hair shows or educational events to further enhance their opportunity to learn more about products, equipment and styling trends and techniques. Guest lectures and speakers shall be scheduled to reinforce classroom training and provide salon service demonstrations.

**ASSIGNMENTS / REQUIRED OUTSIDE PREPARATION**

Students will be required to spend outside preparation time for homework assignments, reading required chapter material, and studying for chapter tests. Outside study time is always determined in accordance to individual student abilities and difficulty of the project. Students must complete Instructor reading assignments and all course home work must be turned in as assigned.

**TESTS / FINAL EXAMS**

A test is given after each chapter in technical theory instruction as completed. A student has the responsibility to make up any tests promptly. Missed tests will count as zero grade and averaged in with your cumulative grade. If you receive a zero on a test, it can drop your grade point average drastically, and if this happens, it is nearly impossible to re-establish satisfactory progress. If you do not turn in your workbook or homework assignments it will count as a zero grade. All students will be given a Mock Board exam toward the end of training. These are scheduled in advance and you will be notified of the date when it is scheduled for you. This test is given for your benefit to prepare you for the State Exam. You must completed all clinical and theory work, and all designated requirements (tests, assignments, etc.) of the program.

**STATE BOARD PREPARATION CLASS**

Students are scheduled a weekly state board prep class with an opportunity to practice the test assignments throughout their course of study. A mock state board examination is offered to all graduates near completion of the program. No electronics or traditional papers are used during test times.

**CONSTITUTION DAY**

California Beauty College holds educational programs and student centered classes pertaining to the United States Constitution on or near September 17 of each year to commemorate the signing of the Constitution on September 17, 1787. California Beauty College gives student presentations and classes pertaining to the United States Constitution on or near Sept. 17 of each year.

**STUDENT CONDUCT**

**CODE OF CONDUCT**

Professional conduct is the expected environment at California Beauty College. Students must be courteous, respectful and exhibit professionalism at all times. The school has a zero tolerance policy regarding unprofessional behavior. Keep a positive attitude. Use of any type of profanity and any unprofessional behavior amongst students, staff, guests or others is not allowed in school; including break rooms, classrooms, clinic areas and parking lot.

A student in violation of unprofessional behavior shall be dismissed from class, issued a warning notice, dismissed for the remainder of the day, and/or suspended. The student is referred to the Director for further disciplinary action.

**A reported infringement regarding the use of any profanity or unprofessional behavior will result in a warning notice, and suspension for the remainder of the day.** Violations include, but are not limited to, dishonesty, cheating, unprofessional behavior, use of any profanity, insubordination, thievery, lack of interest and concern, dissatisfaction with the school, unsatisfactory work, careless disrespectful attitude, refusal to accept a clinic service, staff or student harassment, and poor attendance.
The school has a zero tolerance policy and will not accept verbal or physical harassment amongst students, staff and or student salon guests. The school does not recognize a ‘not at fault explanation,’ and all parties concerned are terminated.

The school is committed to providing a training environment that is free of harassment. Any accounts of recognized and/or validated harassment or unprofessional conduct of any kind including verbal harassment, derogatory comments, jokes and teasing between students, guests, and others shall be cause for immediate withdrawal for all students implicated.

THE ASSURANCE POLICY: STOP, THINK - AND THEN ENGAGE ACTION AND CONVERSATION.

Inclusive school policies are issued each student during orientation. CBC reserves the right to change these policies at any time without notice; however such changes will be posted for review. By accepting enrollment each student agrees to abide by the ‘Student Guidelines for Success’ policies and procedures.

Without limitation and/or written designated policy any students displaying unprofessional behavior, causing discord or that may be in direct violation or wrongdoing of any school policies or rules and regulations shall receive immediate termination.

ANTI-BULLYING POLICY
California Beauty College is committed to a safe and civil educational environment for all students, employees, salon guests and outside educators, free from harassment, intimidation or bullying.

The institution has an obligation to promote mutual respect, tolerance, and acceptance. CBC will not tolerate bullying, harassment or intimidating behavior that infringes on the safety of any student or employee. California Beauty College expects students and/or staff to immediately report incidents or bullying to the Director of Education. Staff witnessing such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly reported and investigated. This policy applies to students and/or staff on school grounds and during a school sponsored campus activity. Student and/or parents if requested shall be provided with a copy of this policy and it is in the school’s Guidelines for Success student handbook in its entirety.

CONFlict RESOLUTION
California Beauty College believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the institution provides conflict resolution education and problem solving techniques into the curriculum and campus programs. These are important step in promoting respect and acceptance, and developing new ways of communicating, understanding, and accepting differing values and cultures within the school’s environment. The policy in its entirety is available in the Students Guidelines for Success Handbook”.

COPYRigHTED MATERIALS / TECHNOLOGY SYSTEMS POLICY AND SANCTIONS
Unauthorized distribution of copyrighted material including peer-to-peer file sharing and downloading of copyrighted materials by students and staff using the school’s information technology system may face termination from the institution. In addition, students and staff are subject to civil and criminal liabilities and penalties of federal copyright laws as follows. This is not all-inclusive, and students and staff need to be aware of the severe sanction because of violating these policies. CBC does not allow students or staff members to use any of the institutional equipment to copy, download or distribute any copyrighted material.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Removing or copying schools copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, U.S. Codes, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information visit the U.S. Copyright Office at www.copyright.gov.

Computer Student Tablet Usage – The computers and student notebooks/tablets are provided for educational training activities only; and any bookmarking, viewing, downloading or sending pornographic or any obscene or inappropriate material at any time is not allowed. CBC is aware that the internet is a part of the daily routine for academics and personal information searches. All users are responsible to conform to the copyright laws concerning the downloading of music, movies, games and other copyright protected computer software. Consequences may become criminal and legal actions can ensue.

In all cases the downloading and file sharing can lead to the possibility of a virus attacking a computer and potential access to personal information creating an identity theft opportunity. All school systems are password protected. Any student or staff using school equipment will consent to monitoring and agree to abide by the usage policy for school computers or other equipment. Removing, and copying school policies and procedures, practical operation procedure handouts, chapter tests, practical tests and other CBC materials are prohibited.
Network Usage: The network is to be used in accordance with the mission of California Beauty College as a tool to enhance education and is not available for unrestricted use for other purposes. The following policies address the proper use of the school’s network and these policies are subject to change.

- Unauthorized networking equipment (such as routers and wireless access points, etc.) is prohibited from use on the network. Network services and wiring may not be modified or extended beyond their intended use. This policy applies to all institutional network infrastructure and services.
- Users may not manually assign an IP address to any network device. Doing so may disrupt connectivity for other users.
- Users of the network may not provide access to resources on the local network to anyone outside of California Beauty College for any purpose unless accomplished by means approved by the Campus Director.
- Computer names, computer descriptions, and messages broadcast across the network should not be defamatory, lewd, or obscene.
- Federal law prohibits the transmission (sharing) of copyrighted materials without express written permission from the copyright holder. Copyrighted works (including but not limited to original writings, software, movies, and music) may not be shared on the local network without written permission of the copyright holder. Per Title 17 and Title 18 of US Code, penalties may include up to $150,000 in civil liability and up to five years in prison for a first offense.
- CBC prohibits the installation of peer-to-peer software such as but not limited to AOL Messenger, Yahoo Messenger and MSN Messenger on any computing device connected to the institution’s network. CBC reserves the right to restrict access to any service detrimental to the school’s technology resources. Attempts to bypass these restrictions will be considered a violation of this policy.
- California Beauty College does not allow network users to run any unauthorized directory services on any networks.
- Defective, malfunctioning, compromised equipment on the network will be disabled without prior notification.
- Unauthorized registration of a domain to a California Beauty College IP address is prohibited.
- Unauthorized hardware and/or software used to detect and/or exploit network vulnerabilities are forbidden on California Beauty College networks.
- Forgery or other misrepresentation of one’s identity via electronic or any other form of communication is prohibited regardless of intent.
- Violation of these policies will result in penalties up to and including termination.

Insitutional Sanctions for Computer and Technology Systems
Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, completing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (student or staff member) to civil and criminal liabilities. The first violation and disciplinary action will be to loose the privilege of using personal or school equipment. A second violation may constitute a staff member to be terminated and a student to be expelled from school. The decision will be considered by the school’s director. The institution will keep a log summarizing any violations reported and the ensuing disciplinary action.

Disclaimer
From time to time this Copyright and Technology Systems usage policy and related guidelines may be revised as a result of the institutions biennial review. The latest official copy of this policy is available from the business office. Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Student and staff do not have permission to download or share any unauthorized files. If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as California Beauty College disciplinary action.

Social Media Guidelines
Standard social media sites including but not limited to Facebook, Myspace, Twitter, YouTube and other video and file sharing web sites cannot be accessed by means of any of the school’s computers without the approval of the Director of Education. CBC is aware that the internet and social media contact is a daily personal routine for students and staff. However, in order to protect the school California Beauty College does not permit or allow staff or students to post insults, profanity, ethnic slurs, distasteful pictures and acts of cyber bullying on any of its social media websites or when engaged in online discussions or blogging. The school at its discretion will remove any offensive posts and reserves the right to take legal and/or disciplinary actions up to and including termination to any persons not in compliance with these guidelines.
Students and staff are personally accountable to themselves and others for the shared information that is published on their personal social media sites. Future employers will often check Facebook and other sites to view your status and information, be accountable.

TERMINATION / PROBATION
Termination / probation from any course of study for any student is at the resolve of the School Director, resulting from non-compliance of school policies, (as stated in the ‘Guidelines for Success Handbook’) unprofessional conduct, absences, tardiness, and failure to meet Satisfactory Academic Progress. The withdrawn student’s tuition obligation will be in accordance with the School’s refund policy.

REFUND POLICY

STUDENT RIGHT TO CANCEL
1. You have the right to cancel your enrollment agreement for a program of instruction and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: California Beauty College, 1115 15th Street, Modesto, CA 95354 and this can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration and administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

PROCEDURES UPON WITHDRAWING FROM SCHOOL

Withdrawal from program: A student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation (described above) the student will receive a pro rata refund if the student has completed 60 percent of less of the scheduled days in the current payment period in the program through the last day of attendance.

The refund will be less a registration and administration fee not to exceed $100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. Official withdrawal date is on the student’s notification or school’s determination. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence.

Withdrawal date: For the purpose of determining the amount of the refund the date of the student’s withdrawal shall be deemed the last date of recorded attendance. Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the payment period or enrollment period. Failure to return on schedule from an approved leave of absence (LOA) – the withdrawal date will be the last day attended prior to the start of the LOA and the institutional determination of withdrawal date will be the scheduled date of return from the approved LOA.

A student fails to attend class for 14 consecutive days – the date of withdrawal shall be deemed to be the last date where physical attendance was recorded and the institutional determination of withdrawal date will be the 14th absence day whereby the institution contacts the student to make a determination of the absences, and if the student would be returning to school or not. The institution will use the determination of the withdrawal date as the start of the 45 day period in which the institution would make restitution of funds as calculated by the Return of Title IV or institutional refund policy in accordance to state and ferderal requirements. For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.
Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to 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 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.

**Withdrawal Calculations:** Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is **YES**, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

**RETURN OF TITLE IV FUNDS**

Special note to students receiving Title IV: Unsubsidized/Subsidized Direct Loans/Federal Direct PLUS Loans, Pell/SEOG grants or other aid.

After the cancellation period, students who withdraw or are withdrawn are subject to federal regulations that require the Return of Title IV calculation be performed to determine if any portion of a student’s financial aid is “unearned”. In many cases, the Return of Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. A calculation is performed for all federal aid recipients who withdraw from school during the first 60% of the payment period or enrollment period for which monies were awarded.

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student’s withdrawal.

This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period.

The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the financial aid programs. Once a student has completed over 60% of the payment period, all of the federal aid that was awarded for that period is considered to be fully earned.

**Sample Return of title IV Unearned Funds Calculation**

<table>
<thead>
<tr>
<th>Payment Period Length</th>
<th>Title IV Federal Aid Awarded for Payment Period</th>
<th>Student’s Scheduled Hours of Attendance as of Withdrawal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 Clock Hours</td>
<td>$5,000.00</td>
<td>112.50 Clock Hours</td>
</tr>
</tbody>
</table>

**This is only an example of Return of title IV calculation:**

$5,000 of federal financial aid was awarded to a student for a 450 hour period of training. 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 **calculation** is to determine the percentage completion amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

**Example:** The student withdrew from school after only 112.50 scheduled hours of attendance. Accordingly, this student was enrolled for 25% (112.50/450) of the 450 hour payment period. An additional **calculation** would take place to determine the amount earned by the institution during the period of enrollment. This formula determines the percentage of time the student completed of the payment period or enrollment period in a course at the time of the student’s withdrawal.

This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period.

**Example:** Completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. Only 25% of the federal aid is considered earned by the student.

The remaining 75% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case $3,750.00 (75%) of the original aid awarded must be returned and only the $1,250.00 (25%) of earned federal aid may be applied to the student’s educational costs. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the over payment is called unearned funds and must be returned.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations requires the school to return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Perkins Loans
4. Federal Direct PLUS Loans received on behalf of the student
5. Federal Pell Grant
6. Other grants or loan assistance authorized by Title IV of the HEA.
If the Return of Title IV calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student.

A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student’s tuition account would be adjusted accordingly.

Therefore, if the tuition was paid in full, and if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs.

Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the date of determination of withdrawal from school. If there is a balance due to the institution after all Title IV funds have been returned, the balance will be due immediately. A cash payment agreement for this balance may be approved by the institution.

Post Withdrawal Disbursement:
If the calculation shows that the students received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses.

If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

INSTITUTIONAL REFUND POLICY

Refund Policy: this is a calculation mandated by the State of California. 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 scheduled hours in the program through the last day of attendance. The refund will be less an application/administration fee not to exceed $100.00. Because of sanitary requirements equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student not returned in sanitary condition within 30 days are non-refundable. Once a student completes more than 60% of the enrollment period in the entire course (including absences), there will be no refund to the student. The formula takes into consideration the percentage of program completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school of it there is an amount due from the institution as a refund to the Title IV Aid program. If applicable, those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the school’s determination of withdrawal date.

If you obtain kit and equipment as specified in the agreement as a separate charge and return it in clean sanitary and unused condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the kit and equipment in good condition within the 45-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. 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. 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.

HYPOTHETICAL EXAMPLE

The following example outlines the refund due to a student based on the percentage of training completed, using scheduled hours.

Cosmetology program – 1600 clock hours

California pro-rata refund calculation example:

| Enrollment Agreement program tuition: | $15,072.00 |
| Enrollment Agreement program Kit cost: | $ 1,500.00 |
| Enrollment Agreement application fee: | $ 100.00 |
| Total Enrollment Agreement: | $16,672.00 |
Assume the student’s total enrollment agreement is $16,672.00. Student withdraws at 400 scheduled program hours and the equipment, (due to sanitary reasons) and the application fee are non-refundable. The hours attended by the student (400) is divided into 1600 (course hours) equaling 25% of hours completed. Per the pro-rata refund the student would owe $3,768.00 [25% of the tuition cost ($15,072) less the application fee ($100.00) and the kit/book cost of ($1,500.00)].

If the student had not yet paid the school, the total due of $3,768.00 then the student would owe the school the amount due before the school would be obligated to provide the student with a Proof of Training of the hours completed. Once a student completes more than 60% of the enrollment period in the entire course (including absences), there will be no refund as the tuition is considered earned and the student will receive no refund.

Accrediting Commission Formula
This institution is required to follow the California State refund formula in calculating refunds. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

FEDERAL FINANCIAL AID ASSISTANCE

IMPORTANT NOTICE TO STUDENTS RECEIVING FEDERAL AID
The United States Department (USDE) publishes new Federal Regulations and guidelines that would determine the individual student’s eligibility for funds from the Federal Pell Grants, and Federal Direct Loan Programs being received at this institution. If the student completes the course of study, or if the student graduates from the course as scheduled, new Federal Regulations will have no effect on the student’s eligibility for those funds. In setting the new guidelines, the USDE has emphasized the importance of attending school in order to be eligible for aid. The more absences incurred by the student the more possibilities that the Federal Aid eligibility may be lost. Losing federal funds will result in the student’s liability for unpaid tuition. Balances owed to the school due to loss of federal funds will be collectable by the institution with the assistance of a collection agency whenever necessary.

Therefore, be advised that as of Oct. 7, 2000, if you withdraw from school, the chances assessable for the payment period in course, and the financial aid received within that same payment period will be taken into consideration when calculating the percentage of aid earned based on the percentage of the payment period attended by the student. Funds return to USDE as unearned federal aid will decrease the tuition payments originally made to the school and will increase the tuition balance owed by the student. The key solution so that no one is affected by these regulatory changes is to attend school as scheduled and complete the program of study.

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

FINANCIAL AID - GENERAL INFORMATION
California Beauty College participates in Federal Financial Aid and it is available to those who qualify. California Beauty College offers financial aid programs to make it possible for qualified students needing financial assistance to fund their education. The application this institution uses to determine student eligibility is the Free Application for Federal Student Aid (FAFSA) and it must be completed in its entirety with required signatures. The Director of Financial Aid is the school contact person to assist current and prospective students with Financial Aid information and assistance. If you wish to apply for financial aid or you have questions, and need sections of the instructions or clarification of this catalog, contact the school’s financial aid office. Upon submitting the application to the U.S. Department of Education, you have officially applied for federal student aid and signed a statement of certification that you will use the financial aid assistance funds for educational purposes only. If you drop or you are withdrawn before completing the program, a portion of the funds received may need to be returned. If you drop or withdraw from the program due to dissatisfaction with or non-receipt of the educational services being offered by this institution you (the borrower) are not excused from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.
A second FAFSA application shall be completed for each July that a student would be enrolled. Documentation to substantiate the data entered on the form may be required by the financial aid office. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the individual student and family circumstances.

FINANCIAL AID MECHANISM
Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants typically do not have to be repaid.
Loans must be repaid and usually have low interest rates. A student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

STUDENT’S RIGHTS AND RESPONSIBILITIES

The Student has the right to ask the school:

- The name of the school’s accrediting, approval and licensing organizations.
- About the programs, clinic practice, class structure, other physical facilities, and its faculty.
- What the cost of attendance is and the policy on refunds to students who withdraw.
- What financial assistance is available: including information on all federal, state, local, private, and institutional financial aid programs.
- Ask specific questions regarding: loan amounts, interest rate, total amount of loan to repay, length of time you have to repay, and when the loan payments begin.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need. How much of the financial need, as determined by the school, has been met.
- To explain each type and amount of assistance indicated in the financial aid package.
- To reconsider the aid package, if a student believes a mistake has been made, or if the enrollment or financial circumstances have changed.
- How the school determines whether a student is making satisfactory progress and what happens if they are not.
- What special facilities and services are available to the handicapped?

It is the Student’s responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it within a timely manner. Errors can delay or prevent receiving aid.
- Register with Selective Service if you are a male between the ages of 18 and 25 years old.
- Must not be in a default status with previous institutional student loans.
- Know and comply with all deadlines for applying and re-applying for aid for each award year.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Maintain satisfactory academic progress
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Understand the school’s refund policy and repay all or a part of aid received as determined by the policy should you withdraw or you’re terminated.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy, and termination procedures as specified in the contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.
- Read, understand, and agree to comply with California Beauty College’s policies, satisfactory academic progress, rules, and regulations.

FEDERAL STUDENT AID ELIGIBILITY

Most students are eligible to receive financial aid from the federal government to help pay for college or career school. Your age, race, or field of study won’t affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid.

To receive federal student aid, you’ll need to…

- Demonstrate Financial need (for most Programs)
- Be a U.S. citizen or and eligible non citizen
- Have a valid Social Security number have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25)
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
• Maintain satisfactory progress in college or career school
• Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that
  o you are not in default on a federal student loan and do not owe money on a federal student grant and
  o you will use federal student aid only for educational purposes
• Show you’re qualified to obtain a college or career school education by
  o Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate
  o Completing a high school education in a home school setting approved under state law (or—if state law does not
    require a homeschooled student to obtain a completion credential—completing a high school education in a home
    school setting that qualifies as an exemption from compulsory attendance requirements under state law)

In addition you must…
• Be a U.S. CITIZEN or U.S. NATIONAL   you are a U.S. citizen if you were born in the United States or certain U.S.
  territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through
  naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
• Have a GREEN CARD   you are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident
• Have an ARRIVAL-DEPARTURE RECORD   Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  -Refugee
  -Asylum Granted
  -Cuban-Haitian Entrant (Status Pending)
  -Conditional Entrant (valid only if issued before April 1, 1980)
  -Parolee
• Have BATTERED IMMIGRANT STATUS   You are designated as a “battered immigrant-qualified alien” if you are a
  Victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the
  Violence against Women Act.
• Have a T-VISA   you are eligible if you have a T-visa or a parent with a T-1 visa.

GLOSSARY

Federal Student Aid
Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans and work-study are types of federal student aid. You must com...

General Educational Development (GED) Certificate
A certificate that students receive if they’ve passed a specific, approved high school equivalency test   Students with a GED certificate are eligible to receive federal student aid

Home School
A school in which children are educated at home either by parents, legal guardians, or tutors, rather than traditional public or private school

Regular Student
A student who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized education credential offered by that institution

FAFSA
Free Application for Federal Student Aid

Default
Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default

Federal Student Loan
A loan funded by the federal government to help pay for your education. A federal student loan is borrowed money you must repay with interest

Grant
Financial aid, often based on financial need that does not need to be repaid (unless, for example, you withdraw from school and owe a refund)

U.S. DEPARTMENT OF EDUCATION TITLE IV FINANCIAL AID PROGRAMS
The college is approved for, and participates in the following U.S. Department of Education Title IV Federal Student Financial Aid Programs intended to defray the costs of tuition and fees and attending classes for those students eligible for financial aid considerations.
FEDERAL PELL GRANT PROGRAM
Undergraduate and vocational students enrolled or accepted for enrollment in participating schools may apply for a Pell Grant. Pell Grants are awarded usually only to students who have not earned a bachelor’s or a professional degree. Funds received under this program are not subject to repayment from the student. **Deadline:** FAFSA applications must be received by July 1, of the award year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by June 30, of the award year from which aid is requested, or your last day of enrollment, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, (if applicable) **Renewal Process:** A PELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year. **Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account.

FEDERAL DIRECT LOAN PROGRAM
Federal Direct Subsidized Loan/ Federal Direct Subsidized Loans
Funds received from either of the loan programs are subjected to repayment from the student to include the full amount plus interest, less the amount of any refund, and if he student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations. Flexible repayment options are available to borrowers and federal direct loans are available to students irrespective of income.

FEDERAL DIRECT SUBSIDIZED LOAN
Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both Subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student’s eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. **Maximum annual award:** First Level $3,500, Second Level $4,500, third Level $5,500 (Max aggregate $23,000). The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

FEDERAL DIRECT UNSUBSIDIZED LOAN
These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

1. Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

2. The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**Maximum Annual award:**
- Dependent student: with parent loan  First level $2,000, second level $2,000, third Level $2,000 (Max aggregate $8,000)
- Dependent student: not with parent loan or independent students: First level $6,000, second level $6,000, third Level $7,000 (Max aggregate $14,000)

DIRECT PARENT LOAN (PLUS)
PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program. The interest rates for these loans are fixed and are (established annually by the US Department of Education) and repayment begins immediately after the loan is fully disbursed.

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 an 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.
Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the United States Department of Education and its contractors. Interest liability on late payments is very expensive. Lack of payment is very damaging to credit history and future borrowing power.

Federal regulations require a 30 day waiting period before loan disbursement are made for first time student borrowers. Graduated or withdrawn student borrowers are required to complete an exit interview with a financial aid advisor.

For more specific information on each program please refer to the student guides available at:

Direct Loan Basics for Students
PDF Explains subsidized and unsubsidized Direct Stafford loans for students.
http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/studentbasics.pdf

Direct Loan Basics for Parents
PDF Explains Direct PLUS loans for parents.
http://www2.ed.gov/offices/OSFAP/DirectLoan/pubs/parentbasics.pdf


FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
Filling out the FAFSA® can be a straightforward and easy process. Start filling out the FAFSA at www.fafsa.gov. Click on the “Start a New FAFSA” button of the home page, and just follow the directions on the screen.

While completing the FAFSA, you must list the school to receive your information. The school you list will use your FAFSA information to determine the types and amounts of aid you may receive. California Beauty College school code: 013828
You can check the status of your FAFSA immediately after submitting it online. You can check the status of a paper FAFSA after it has been processed (roughly 7–10 days from the date mailed). Here’s how:
- Option 1: Go to www.fafsa.gov and log in.
- Option 2: Contact the Federal Student Aid Information Center.

DEPENDENCY STATUS
The Federal Government has specific guidelines established to determine the dependency status of a student for Financial Aid purposes. All applicants for federal student aid are considered either “independent” or “dependent.”
If you have questions about your dependency status or need more information, please visit www.studentaid.gov/dependency or contact the financial aid office. For help with the on-line application you can call the Federal Student Aid Information Center @ 1-800-433-3243. (FREE) Assistance is also available on campus and you can call our financial aid director at 209 524-5184 ext. 213 to set an appointment. If you are hearing impaired, contact the TTY line @ 1-800-730-8913 (FREE)

INDEPENDENT STUDENT FOR FINANCIAL AID PROCESS
Any student answering yes to one or more of the following requirements would be considered an independent student.
1. Age of 24 or older by December 31 of the school year for which you are applying for financial aid
2. Married or separated but not divorced
3. Have children who receive more than half of their support from you
4. Have dependents (other than children or a spouse) that live with you and receive more than half of their support from you
5. Since turning age 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court
6. Emancipated minor or are you in a legal guardianship as determined by a court
7. Unaccompanied youth who is homeless or self-supporting and at risk of being homeless
8. Currently serving on active duty in the U.S. armed forces for purposes other than training
9. a veteran of the U.S. armed services

DEPENDENT STUDENT FOR FINANCIAL AID PROCESS
Any student not meeting any of the requirements for an independent student status is considered a dependent student. If a student is found to be “dependent” based on these guidelines, parent income and asset information will also be required to complete the FAFSA. Not living with parents or not being claimed by them on tax forms does not make you an independent student for purpose of applying for federal student aid.

DEADLINES
Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

DISBURSEMENT
Checks are issued to the school and credited to the student’s tuition account. It is the student's responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each program from which aid is requested.
It is the student's responsibility to comply with all obligations involved in the receipt of federal and/or state aid. For more information about these programs, including application procedures, eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: www.studentaid.ed.gov and www.studentloans.gov

**COST OF ATTENDANCE**

Cost of attendance estimates cost for the academic year or period of enrollment and are derived from the California Student Aid Commission’s annual budgets. These estimates include a cost for room, board, personal expenses, and transportation used for need determination only. To these costs, the actual institutional charges for an academic year or the period of enrollment are added to calculate the total cost of attendance.

Elements included in the budget:

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Actual Cost</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Actual Cost</td>
</tr>
</tbody>
</table>

Living Cost Allowances (monthly figures):

<table>
<thead>
<tr>
<th>Allowances</th>
<th>Student living with Parents</th>
<th>Student living off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and Board</td>
<td>$236.00</td>
<td>$610.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 64.00</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>Personal / Misc</td>
<td>$176.00</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

Cost of uniforms included in the Personal Allowance

A student’s Expected Family Contribution (EFC): is calculated by the Department’s contractor utilizing a Congressional formula that takes the student resources to which a series of allowances are applied.

Need: The student need for aid is the result of the cost of attendance minus the EFC stated in the ISIR (institutional student aid report), the official student notification and response from the FAFSA.

Awards are disbursed from the programs available to the school as follows:

Pell award calculations

Expected cash contribution from the student

Direct Subsidized loans

Direct Unsubsidized loans

Direct Parent loans (PLUS)

In determining financial aid awards all available resources are considered before loans are added to the financial aid package. The goal of the financial aid officer (FAO) or financial aid director is to utilize all available resources to the student to cover his/her educational expenses and avoid as possible the burden of a loan.

**DETERMINING NEED**

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

**AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

This institution does not receive enough campus-based funds to satisfy all the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants.

If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAYED.

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

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford/Direct and/or, PLUS Loans)

**FEDERAL STUDENT AID ID**

Beginning with the 2015–2016 award year, you’ll need an FSA ID, a username and password combination that allows you to sign your FAFSA electronically. Your FSA ID also can be used to sign loan contracts and to access certain information online. You can get your FSA ID as you fill out the FAFSA, but you also have the option to get it ahead of time.
Find out how to get an FSA ID and what to do if you forgot your FSA ID. Students (and parents) will log on to FAFSA on the Web and other FSA websites—the National Student Loan Data System (NSLDS), StudentLoans.gov, Studentaid.gov, and the TEACH Grant website with the FSA ID. This removes the need for the personal identification number (PIN) and the use of personal identifiers such as name, birthdates, and Social Security number. The changeover from the PIN to the FSA ID occurred on May 10, 2015. If a student already has a PIN, they will have the option to link it to their new FSA ID, which will allow them to immediately use the ID on the above websites rather than wait 1–3 days while their identifying information is confirmed. Students and parents can find out more about the ID, and can create one, online at www.studentaid.gov/fsaid

**FINANCIAL AID RESOURCES**

www.loanconsolidation.ed.gov

**ENTRANCE & EXIT COUNSELING FOR STUDENT LOAN BORROWERS**

**ENTRANCE:**
All Students accepting financial aid will schedule an entrance counseling session to discuss estimated total financial aid award, and make decisions on loans. If accepting a loan, the student must complete the Department of Education online Entrance Counseling session and sign a Master Promissory Note at www.studentloans.gov before funds will be certified. The counseling will provide information on:

- The effect the loan has on the borrower regarding other aid to be awarded.
- Understanding the Master Promissory Note
- How your loans will be disbursed
- Borrower is informed of their obligation to repay all loan amounts regardless if he/she completes the program.
- Explanation of the difference of the Direct Loans
- Explanation of options of repayment to avoid adverse default consequences
- Students are provided information regarding NSLDS to track and access their loan data.

**EXIT:**
Exit Counseling is mandatory and must be completed by all graduated or withdrawn students receiving student loans. A financial aid advisor will inform you of a date and time to complete the interview and discuss repayment of your Direct Loan, payment amount, interest rate, and repayment plan options. If a Student is unavailable to complete at the school, a packet will be mailed to the Student for completion. A student can complete the online exit counseling at www.studentloans.gov. The counseling will provide information on:

- The importance of always being in touch with the lender, and making payments on time
- Choosing repayment plan options and average anticipated monthly repayment amount.
- Who to contact if you are having trouble making your payment
- Repayment options and conditions to help with deferment or forbearance
- Delinquency and default consequences
- Tax benefits available to borrower

**OMBUDSMAN OFFICE**
Student Loan Ombudsman information is available for student loan borrowers, and is specifically discussed in student loan exit counseling.
Contact information is:
On-line assistance: http://studentaid.gov/repay-loans/disputes/prepare
Phone: (877) 557-2575 (Free)  (202) 219-1547  Fax:  (202) 275-0549

Mail: U.S. Department of Education FSA Ombudsman Group
830 First Street, N.E., Mail Stop 5144
Washington, D. C. 20202-5144

**NATIONAL STUDENT LOAN DATA SYSTEM**
The National Student Loan Data System (NSLDS) is the U. S. Department of Education’s (ED’s) central database for student financial aid. NSLDS receives data from schools, guarantee agencies, the Direct Loan Program, and other departments of ED programs. NSLDS student access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV can access and inquire about their Title IV loans and or grant information. Using the students Personal Identification Number (PIN) will provide access to NSLDS at: www.nslds.ed.gov
DEFERMENT / FORBEARANCE FOR FEDERAL DIRECT LOANS
Under certain circumstances, students borrowing Federal Financial Aid Student Loans and unable to make their required monthly repayment may be eligible to receive a deferment or forbearance that will allow a temporary postponement or reduce the federal student loan payment. Postponing or reducing your payments may help you avoid default. A student is responsible to contact their loan servicer directly to apply for a deferment or forbearance. A student should continue to make payments until the deferment or forbearance is approved. Contact the school’s financial aid office at any time for additional information.

FINANCIAL AID ELIGIBILITY & DRUG VIOLATION
Federal Law prohibits illegal drug possession or sales. A student, who is convicted of either offense, while receiving Federal Financial Aid, will lose Federal Financial Aid eligibility. Refer to the ‘Description of Drug and Alcohol Abuse Prevention Program’ in this catalog for a full description of policies.

DEFINITIONS RELATED TO FINANCIAL AID
The following terminology corresponds with common terms used within financial aid definitions:
ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period
COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the Student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.
PARENT(S): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of 14 consecutive days of absences or date when the Student failed to return from an approved leave of absence.
NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
RECOVERIES: Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans.
If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date.
Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The Student will no longer be eligible for aid until informed by the U.S. Department of Education.
REFUNDS: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG This order would apply in accordance to the aid programs available at the institution.
TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at CBC, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available until all Financial Aid Transcripts are received by CBC.

VERIFICATION POLICIES AND PROCEDURES
The U.S. Department of Education selects at random financial aid applicants whose documents will require verification. The school will verify the selected student’s Financial Aid SAR/ISIR. The school will notify the student of the verification process and provide general advising regarding the necessary backup documentation needed. If a student gives incorrect information on the application and refuses to make applicable corrections as evidenced by the provided documentation and after advisement from the financial aid officer the school must notify the U.S. Department of Education and no financial aid will be disbursed.
VERIFICATION SELECTION PROCESS
Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED
1. The policy of this school shall be to verify those students selected for verification by the need analysis (SAR/ISIR) system.
2. If the institution has reason to believe that an applicant’s FAFSA information is inaccurate, it must verify the accuracy of that information. An institution may require an applicant to verify any FAFSA information that it specifies.
3. If an applicant is selected to verify FAFSA information under (1.) of this section, the institution must require the applicant to verify the information as specified in 668.56 if the applicant is selected for a subsequent verification of FAFSA information, except that the applicant is not required to provide documentation for the FAFSA information previously verified for the applicable award year to the extent that the FAFSA information previously verified remains unchanged.

VERIFICATION EXCLUSIONS
There are times when a student’s application does not need to be verified. Except in the case of the student’s death, however, none of the exemptions below will excuse the financial aid advisor from the requirement to resolve conflicting information. The basis for exclusion will be documented and other information not excluded must still be verified according to all other requirements.

FAFSA information of a student in the following situations does not need verification:
- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Unless the institution has reason to believe that the information reported by a dependent student is incorrect it need not verify the applicant’s spouse/parent FAFSA information: Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or mentally incapacitated, or residing in a country other than the United States and cannot be contacted by normal means of communication, or cannot be located because their contact information is unknown and cannot be obtained by the applicant.
- If the student completed the verification at another institution prior to transferring to this school and obtained a letter from the previous school stating that the verification process was completed, and provides a transaction number of applicable valid ISIR.
- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address.
- To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- The applicant does not receive assistance under the title IV. HEA programs for reasons other than failure to verify FAFSA information.
- Immigrants who arrived in the United States during either the calendar year or Award Year.
- The applicant is eligible to receive only unsubsidized student financial assistance.

REQUIRED VERIFICATION ITEMS
Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:
- Total number of members in the household, if that number is greater than two dependent students and one for independent students.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Information relating to an applicant’s independent student status.
- Certain untaxed income and benefits for the base year including:
  1. Social Security benefits
  2. Child support, if the student has information regarding child support or has reason to believe the student received child support.
  3. Tax deduction for payments to an IRA or Keogh account.
1. The following other untaxed income and benefits:
   1. Untaxed dividends and capital gains
   2. Foreign income omission, if the institution has reason to believe the student omitted the information.
   3. Earned income credit

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f)

DOCUMENTATION REQUIRED
Student, spouse and/or parents (as applicable) must provide the requested IRS income tax return from the designated income tax year to verify AGI / AGFI. Transcripts can be requested from the IRS website (IRS.gov).
The tax transcripts need not be signed by the applicant or parents. Additionally, if the student or parents worked and they are not required to file a tax return the correct year W-2 forms must be submitted. Forms: (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms).
Non-tax filing students must provide required documentation to the financial aid officer. Applicants shall complete the appropriate sections of the applicable Verification Worksheet. Use of the worksheets is to update and verify information and applicants shall follow the instructions in the Verification Worksheet. The Financial Aid Director may require additional documentation and other applicable forms.

APPLICANT RESPONSIBILITIES
To be eligible to receive Title IV funds, the applicant must provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:
- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students in Postsecondary educational institution.
- Change in dependency status.
  - Applicants/students whose dependency status changes during the award year must file a corrected application; however this process does not apply if the change occurs due to marriage.
  - The applicant/students must repay any over award, or any award, as discovered, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S)
If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request for information. The school must then advise applicants that they are not eligible for financial aid funds.
The school then gives the applicants the following options:
- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll. There will be no loss of credit earned, when the student provides all proof, and verification is complete. A new enrollment agreement is needed and enrollment fees will be the responsibility of the student.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS
The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES
For PELL Student Aid Report (SAR), with an original EFC of zero, the school shall use the zero EFC charts to determine whether the applicant must resubmit their SAR because of a change in information. The student must make the appropriate changes. A new EFC is computed when required as a result of comments on the SAR and/or as a result of data item changes.
For Campus-based and Direct Loan programs the school shall recalculate an applicant’s EFC if there are any errors in non-dollar items used to calculate the EFC and there is an absolute dollar error of $800.

NOTIFICATION OF RESULTS OF VERIFICATION
The school shall notify the applicant/student of any additional documentation or information needed for verification and of the results of the verification process after the submission of changes and/or information. Verification results will be given by the financial aid officer via mail or personal interview. Applicant/Student will be notified if any changes occur that are different from the original computed financial aid due to the Verification process.
Notification of verification results are documented by:
1. The applicant/student’s signature and date on the SAR/ISIR certified for payment.
2. Providing a receipt to the student for any Campus-based financial aid funds credited to their tuition account.
3. A student’s signature on the Direct Loan disbursement receipt and or application.
INSTITUTIONAL CODE OF CONDUCT REGARDING LENDER RELATIONSHIPS & LOANS

The Higher Education Opportunity act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [HEOA 487 (a) (25)].

All student financial information regarding need, resources, loans and other aid shall be kept confidential and, without written student authorization, not share with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies. The following provisions bring California Beauty College into compliance with the federal law [HEOA 487 (e)]:

I. ETHICAL PRINCIPLES

All decisions and actions made or taken by any of the Institution’s financial aid office employees or any other officers and employees who have contact with guaranty agencies or lenders (for federal or private loans) shall be consistent with the following principles:

1. STUDENT CHOICE: Students must be given a genuine, fair and equal opportunity to choose among and between all lenders and loans, federal and private, which choice shall not be limited to those lenders or loans made available or recommended by the Institution.

2. STUDENT INTERESTS: The Institution must seek to establish relationships with those lenders which offer the best benefits for students – interest rates and fees, payment terms and services.

3. AVOIDANCE OF CONFLICTS: No director, officer or employee of the Institution should have any relationship as director or employee or representative with any lender or guaranty agency nor accept anything of value, other than taken marketing items and nominal conference refreshments, from any lender.

4. The Institution should not accept any service or thing of value from any lender or guaranty agency, other that training for financial aid staff relevant to loan processing, loan processing materials and financial literacy materials, emergency staffing services, entrance and exit counseling services conducted under the supervision of a financial aid officer of the Institution, and reimbursement of reasonable costs for domestic travel to training conferences hosted by lenders and/or guaranty agencies.

5. INSTITUTIONAL DISCLOSURE: If the Institution develops and uses a preferred lender list, the selection process and criteria must be disclosed in writing to students. If any lender or guaranty agency offers to make philanthropic contributions to the Institution for institutional aid or student financial assistance, there can be no promise of preferred status or other commitments given in exchange for or because of such contributions.

6. STUDENT PRIVACY: All student financial information – about need, resources, loans and other aid – must be kept confidential and, without written student authorization, not shared with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

II. CODE OF CONDUCT:

All directors, officers, employees and other representatives of the Institution (“Institutional Representatives”) are required to comply with each of the following rules in this Code of Conduct for Lender Relationships & Loans (Code”) and to also promptly inform either the Institution’s ethics officer, legal counsel or president (as directed by the Institution in writing) if they become aware of facts indicating that there may have been a violation of the Code:

1. PROHIBITED RELATIONSHIPS:
   a) No Institutional Representative shall act as an officer, employee, consultant or sales representative for any guaranty agency or lender, no financial aid officer or employee of the Institution (including any officer of the Institution with responsibility for overseeing the financial aid office and/or the Institution’s relationships with lenders) shall serve on the board of directors of a lender and no other employee, officer and director of the Institution shall serve as an uncompensated member of the board of directors of any lender, unless such individual has confirmed in writing that he/she will abide by the Institution’s published conflict of interest policy and has obtained written permission from the ethics officer, legal counsel or president of the Institution.
   b) No financial aid officer or employee of the Institution shall serve on any advisory board for any guaranty agency or lender, nor shall any other Institutional Representative serve on such a board, unless such service has been approved in writing by the ethics officer, legal counsel or president for the Institution.

2. PROHIBITED INVESTMENTS

   No Institutional Representative purchase or accept any stock bond or other equitable or legal interest in any guaranty agency or lender, nor any option to acquire such an interest, but this prohibition shall not preclude ownership in units in a mutual fund holding such stocks or bonds.

3. PROHIBITED BENEFITS TO INDIVIDUALS

   No Institutional Representative shall accept any prize, gift, compensation, entertainment (including concert and sporting event tickets), meals, travel cost reimbursement or other benefit from any guaranty agency or lender (“Prohibited Benefits”), but this does not include promotional items of nominal value, conference meals and refreshments open to all attendees, and reimbursement of reasonable costs for domestic travel to attend any conferences or seminars providing training on the administration of loans or to attend advisory board meetings focused on best practices.
If any lender or guaranty agency attempts to offer any Institutional Representative any Prohibited Benefit, he/she shall promptly report this to the Institution’s ethics officer, legal counsel or president (WHERE REQUIRED: and to the state department of education for any state in which the Institution maintain a campus.).

4. PROHIBITED BENEFITS OR INDUCEMENTS TO INSTITUTION
   a. The Institution shall not accept any payment or benefit of any kind from any guaranty agency or lender, including without limitation any rebate or share of revenue and any computer software or hardware (at no charge or at below market rates), as consideration for entering into a contractual relationship or for placing a lender on a preferred lender list.
   b. The institution shall not accept from any lender any “opportunity pool,” revenue sharing arrangements for use in making private loans to higher risk students in exchange for promises or concessions by the institution.
   c. The institution may accept philanthropic contributions from a lender or guaranty agency, only if such contributions are made without any expectation or promise or any preferred status advantage, recommendation, business volume, or other benefit.

5. PROHIBITED PROMOTIONS:
The Institution shall not allow its name, logo, emblem or mascot, or any other words, symbols or photographs readily associated with the Institution to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender. The institution shall assure that all materials provided to students about federal or private educational loans shall prominently identify the name of the lender.

6. PROHIBITED REPRESENTATIONS & SERVICES
   a. The Institution shall not allow any employee, agent or representative of any lender or guaranty agency to represent himself or herself to the public, or to otherwise act, as an agent or representative of the Institution.
   b. No Institutional representative shall represent him or herself to the public, or otherwise act, as an agent or representative of any lender or guaranty agency.
   c. The Institution generally shall not accept any assistance from a lender or guaranty agency for financial aid office or call center staffing, but may accept: staffing assistance n a short term basis in the event of a disaster creating emergency needs; entrance and exit counseling services when supervised by a financial aid officer of the Institution; and financial literacy materials not promoting any lender or guaranty agency.

7. PROHIBITED INDUCEMENTS BY INSTITUTION
Institution shall not offer or provide to any guaranty agency or lender any inducement to secure any business relationship, any particular kind of loans or scholarships, services or other benefits.
This prohibition includes, but is not limited to, any promise of loan volume, preferred status, or any other advantage or benefit.

8. PREFERRED LENDER LISTS
The Institution shall comply with the following requirements for any list of preferred federal or private Student loan lenders (“Lender List”) given to students and parents:
   a. The Lender List shall include a prominent reminder that students may choose to use a lender not on the list and that the Institution is required to process loan documents for any eligible lender selected by students;
   b. The Institution shall include on the financial aid webpage of its website a prominent reminder that student are not required to use any federal or private lender recommended by the Institution, may select any other lender;
   c. The Lender List shall clearly disclose the Institution’s selection process and selection criteria
   d. Criteria for selecting preferred lenders shall emphasize student interests and benefits ~ competitive rates and high quality service, along with business reputation, financial strength and processing capabilities of the lender;
   e. Terms offered by preferred lenders must be equally available to all of the Institution’s eligible students;
   f. The Institution’s financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months & make changes when appropriate;
   g. The Lender List shall include comparative information for listed lenders, including interest rates, origination fees & repayment terms, including all information required by the DOE’s Model Disclosure Form for presentation of information required by the federal Truth in Lending Act (TILA);
   h. The Lender List shall include information on the maximum amount of federal grant and loan aid available to students;
   i. The Lender List shall disclose all types of financial aid that may be available from the Institution;
   j. At least three unaffiliated lenders for federal loans and tow unaffiliated lenders for private loans shall be listed (periodic reviews of the DOE lender affiliation webpage shall be conducted in order to determine affiliation status of all listed lenders); if one or more lenders withdraw and fewer than three unaffiliated lenders remain, then the Institution shall cease to use a preferred lender list and instead shall only offer contact information for all lenders willing to make loans;
   k. If any lender listed is affiliated to another lender on the list, such affiliation shall be disclosed on the list;
California Beauty College shall not allow its name, logo, emblem, or any other words or photographs readily associated with the School to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender. The Institution shall assure that all materials provided to students about federal or private educational loans shall prominently identify the name of the lender.

The Institution does not publish nor provide students or parents a Preferred Lender List. This code of conduct is provided annually to all employees of the Institution, and will be posted on the Institution’s website and, upon request; a paper copy of the code shall be given to all students either in written mailings or e-mail notices.

CONSUMER INFORMATION

ANTI-HARASSMENT TITLE IX POLICY

Anti-Harassment and Discrimination Policy (for students and employees)

California Beauty College is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training which will take place two times per calendar year. California Beauty College policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School’s anti-harassment policy applies to all persons involved in the operation of the School; and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.
As part of the School’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication.

The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

**SEXUAL HARASSMENT POLICY**

Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. The key is “UNWELCOME” sexual behavior.

For example, a group of employees or students may be telling dirty jokes that are unwelcome to some employees or students.

There are five basic types of sexual harassment:

- Suggesting or insinuating that employment, higher grades, student favors or future promotions will be given in exchange for sexual favors.
- Demanding language focused on gender: sexual comments about a person’s body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow Student’s sex life, asking or telling about sexual fantasies, preferences or history.
- Staring at a person’s body; sexual gestures focused on body parts; giving personal, unwanted gifts; following a person; sending suggestive letters, notes, illustrations or photographs.
- Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
- A sexual-poisoned work or school environment where the atmosphere makes it difficult for an employee or student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustration, to telling suggestive stories and jokes or using sexual gestures.

**LEGAL GUIDELINES – HOW TO AVOID SEXUAL HARASSMENT**

- Assume that none of your co-workers or fellow students would like hearing sexual comments or receive inappropriate gestures. Never say anything or do anything.
- A company’s sexual harassment policies extend to all off campus functions, as well as in the office or classroom.
- Your co-workers’ and fellow students’ personal lives and homes are private. Don’t intrude.
- Statements or stories that demean people based on gender or sexual preference are illegal.
- Sweep generalizations based on gender or sexual persuasions are unacceptable.
- Don’t talk to co-workers or other student about your dating, sexual or marital life.
- Compliment people only on the quality of their work, not their appearance.
- Address your co-workers, teachers or fellow students respectfully and by their correct names only.
- Sexual storytelling and joking in the work place are unacceptable.
- Speak to a person’s eyes, not any other part of the body.
- Be respectful of the privacy of a co-worker or fellow student’s work space.
- Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.
- Demeaning and degrading language and behavior based on gender or sexual persuasion is illegal.
- A handshake is an acceptable gesture. Any other touch may be sexual harassment and illegal.
- Involvement between non-married co-workers is discouraged.

**DEFINITIONS**

**Sexual Harassment** is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

**Sexual Violence** is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Domestic Violence** is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
**Sexual Assault** occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person’s incapacitation (including voluntary intoxication).

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that pl aces that person in reasonable fear of his or her safety or the safety of others.

**Consent** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent it withdrawn, the sexual activity must stop immediately.

**PROHIBITED CONDUCT**
This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual’s education or employment
- it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student’s or ability to participate or benefit from the student’s education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereo types, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

**COMPLAINT GRIEVANCE PROCEDURE**
If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, director, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. California Beauty College will refer all harassment complaints to the Title IX Coordinator for student related complaints and to the Director if the complaint involves an employee. CBC will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

**TITLE IX COORDINATOR:**
Sue Garrick, Director of Financial Aid – Title IX Coordinator
Office Location: 1115 15th Street, Modesto, CA 95354
Phone (209) 524-5184 Ext. 215
Email: sue.calbeautycollege@yahoo.com

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School’s grievance procedures operate. Because complaints can also be filed with an employee’s supervisor or Human Resources, these employees also receive training on the School’s grievance procedures and any other procedures used for investigating reports of sexual harassment.

**INVESTIGATION OF COMPLAINTS**
In response to all complaints, the School promises prompt, confidential and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student’s request for confidentiality against the impact on School safety to determine whether an investigation must proceed.
Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint. During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination.

Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion. To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the School’s disciplinary process.

To the extent that an employee or contract worker is not satisfied with the College’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

In California, employees may notify:
- The Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)
- The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing
- The Fair Employment and Housing Commission may award damages to individuals actually injured as a result of such conduct, as well as other remedies.

**RETIATION PROHIBITED**
The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources or the Title IX Coordinator.

**REPORTING REQUIREMENTS**
Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

**ADDITIONAL INFORMATION**
Employees should contact the Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: [http://www.hhs.gov/ocr/](http://www.hhs.gov/ocr/)

**SCHOOL SAFETY / ANNUAL SECURITY REPORT**
**CAMPUS CRIME AND SECURITY POLICY**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFS): Policies, Reporting, Warnings, and Notifications

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of California Beauty College’s Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to California Beauty College’s Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol Abuse Prevention programs information is available online at [www.calbeautycollege.edu](http://www.calbeautycollege.edu) and is available in the school catalog and can be requested from the business office.
California Beauty College’s commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at California Beauty College.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the California Beauty College community.

As you read the following report, comments, questions or concerns may be addressed to:

California Beauty College
Attention: Sue Garrick, Campus Safety Authority (CSA)
1115 15th Street
Modesto, CA 95354

STATEMENT OF CURRENT POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS AND POLICIES CONCERNING THE INSTITUTION’S RESPONSE TO SUCH REPORTS

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and/or investigation.

The California Beauty College Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Financial Aid Director, Sue Garrick who will follow up on the report personally or assign responsibility to another appropriate administrator to follow-up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of California Beauty College’s Accident / Incident Report Form may be requested from the business office.

PREPARING THE ANNUAL DISCLOSURE

Sue Garrick, serving as the campus Financial Aid Director, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at California Beauty College. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR’s availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

REPORTABLE OFFENSES UNDER THE CLERY ACT

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- arrests, or persons referred for campus disciplinary action for weapons possession; and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

**On March 7, 2013, President Obama signed the ‘Violence against Women Reauthorization Act’ of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2015.

GEOGRAPHICAL AREA

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas. “Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose.

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It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus.

Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

TIMELY CAMPUS WARNINGS or ALERTS

In the event that a situation arises, either on or off campus, that, in the judgment of the CSA, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies.

The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate school Website (www.calbeautycollege.com) and may also utilize campus bulletin boards, its social media Web page. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

A STATEMENT OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT AND POLICIES THAT ENCOURAGE PROMPT REPORTING OF ALL CAMPUS CRIME TO THE CAMPUS POLICE AND LOCAL POLICE

California Beauty College is essentially a non-residential School, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The California Beauty College Accident / Incident Report Form (referenced above) may be requested from the Business Office to assist in the description and recording of an incident of crime or emergency. Voluntary confidential reporting: As California Beauty College is essentially a non-residential School, and does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

CRIME REPORTING

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Daily Crime Log – The Business Office maintains a daily crime log, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.
- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

HOW TO REPORT A CRIME ON CAMPUS

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling (209) 524-5184 (Institution number to which students and staff should report a crime.)
- Stopping by the Business Office

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the Business Office (209) 524-5184 when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
• Unsecured doors or windows in campus buildings that are supposed to be locked
• Anyone tampering with a motor vehicle or loitering in a parking lot
• Persons publicly displaying a weapon
• Persons loitering in dark or secluded areas
• Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

SAFETY TIPS
• Stay alert of your surroundings, wherever you are.
• If you feel uncomfortable in a place, leave right away.
• Keep eyes and ears open, hands free.
• Choose busy streets and avoid going through deserted areas.
• At night, walk in well-lit areas whenever possible.
• Try not to walk or jog alone. Take a friend or walk in group.
• Avoid carrying large sums of cash.
• When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
• Carry a pepper or mace spray as a precautionary measure.
• Avoid returning to campus after dark, or walk in groups to and from buildings.
• Communicate suspicious behavior immediately to any staff or teacher.

A STATEMENT OF PROGRAMS AND INFORMATION AVAILABLE TO STUDENTS AND EMPLOYEES

SECURITY, PERSONAL SAFETY AND CRIME PREVENTION
California Beauty College provides information on personal safety and crime prevention. The Business Office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

CAMPUS SEX CRIMES PREVENTION ACT
The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of California information concerning registered sex offenders and predators may be obtained from:
California Department of Justice Sex Offender Tracking Program
P. O. Box 903387
Sacramento, CA 94203-
Phone: (916) 227-4974
E-mail address meganslaw@doj.ca.gov
Website:  http://www.meganslaw.ca.gov
Information is also available in the United States Department of Justice national sex offender registry at http://www.nsopw.gov/Core/Portal.aspx

A STATEMENT OF CURRENT POLICIES CONCERNING THE SEXUAL ASSAULT PREVENTION PROGRAM AND THE PROCEDURES THAT ARE FOLLOWED
The new Campus Sexual Violence Elimination Act of 2013 (Sa VE Act) requires schools to educate students, staff, And faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of California Beauty College’s compliance with the Sa VE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available from the business office. These brochures are from nationally recognized organizations and include awareness and preventive information.
These brochures also include help hotlines related to these specific topics. Additionally, California Beauty College has a sexual assault prevention program that includes, but is not limited to the following:

- Use of a “Buddy System” when walking to parked cars at night
- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify the Campus Director immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the School

As part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at California Beauty College. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses.

The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault.

The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; provide assistance in contacting the appropriate law enforcement agency as applicable. California Beauty College does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

**DEFINITIONS**

For the purposes of this Policy, "sexual assault" is defined as any sexual act perpetrated upon a person without their consent, where the assailant uses physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; where consent is otherwise not freely given.

A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping. Sexual assault is classified as "rape" when vaginal, anal or oral intercourse takes place without consent. This includes penetration by a foreign object. Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties.

Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

**SUGGESTIONS TO REDUCE RISK**

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other.
- Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket asks to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

RESPONSE TO REPORTS OF SEXUAL ASSAULT
The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors.
Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:
- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose.
- Because the school recognizes that a sexual assault is more than an assault on an individual’s body, but is also an attack on the individual’s dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor.
- There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community.
- Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school’s personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Director.

IF YOU ARE SEXUALLY ASSAULTED
- Get to a safe place.
- Call the police as soon as it is safe to do so by dialing 9-1-1.

REPORTING THE ASSAULT
Students who believe that they are victims of a sexual assault should contact at least one of the following school officials.
- Director of Education
- Financial Aid Director
School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:
- School Owner

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken. In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from California Beauty College. The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women’s Service Centers are primary places where individuals may seek assistance in complete confidentiality.

IMPORTANT PHONE NUMBERS & REFERENCES

HAVEN’S WOMEN CENTER OF STANISLAUS
(209) 577-5980 (24 hours, 7 days a week)
Call the Modesto office at: (209) 524-4331 Physical address is 618 13th Street, Modesto, CA 95354
STANISLAUS FAMILY JUSTICE CENTER
1-800-558-3665 or your local law enforcement agency

MODESTO POLICE DEPARTMENT - Special Victims Unit
www.modestogov.com

CENTER FOR HUMAN SERVICES
1700 McHenry Village Way
Modesto, CA 95350 (209) 526-1476

CALIFORNIA RAPE & SEXUAL ASSAULT RESOURCES - AARDVARC
www.aardvarc.org/rape/states/carp.shtml

CHILDREN’S CRISIS CENTER
www.childrenscrisiscenter.com/facts.html

STANISLAUS COUNTY BEHAVIORAL HEALTH & RECOVERY SERVICES
1-888-376-6246 Contact Stanislaus County (BHRS) by calling (209) 558-4598

PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION
The Business Office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

EMERGENCY RESPONSE TIMELY WARNING AND EVACUATION PROCEDURES – STATEMENT OF POLICY
California Beauty College has in place at the facility a campus response protocol. Emergency and evacuation plans and procedures are practiced and reviewed annually. Every staff member has received emergency response training and can implement emergency evacuations. Each situation could have its own protocol to follow in keeping with a committed safe school environment.
In an emergency or a dangerous situation, upon confirmation with the Director of Financial Aid, Director of Education, or designee, of the need for mass notification, the Director of Financial Aid, Director of Education, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, and contagious viruses, etc.

EMERGENCY NOTIFICATIONS
In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, California Beauty College may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school Website (www.calbeautycollege.edu) and bulletin boards, and social media site.

The Director of Financial Aid, Director of Education, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities. This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.).

However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed. Members of the community at large who are interested in receiving updates during an emergency can call the California Beauty College (209)5245184 or visit the website at www.calbeautycollege.edu Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

STUDENT MUST KNOW – EMERGENCY INFORMATION
The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation.
The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures. Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

*** In case of emergency - dial 911 ***

**HOW TO REPORT AN EMERGENCY:**

Call 911 from a landline phone (preferably) and state:

- Your name
- School name and location
  - California Beauty College
  - 1115 15th Street
  - Modesto, CA 95354
- Describe to the 911 operator the emergency – fire, chemical spill, etc.
- Indicate if emergency is for injured or ill staff, student or salon client.
- Let them know someone will be at the street entrance to direct them to the correct school classroom
- Provide the school’s phone number (209) 524-5184 or a number at the scene

Fire Extinguishers are located throughout the school and the location and their use is reviewed at orientation and during an annual fire drill. Exits of the building are clearly identified. First Aid Kit is located at the front desk and dispensary and is available for minor injuries.

**EVACUATION PROCEDURES**

**FIRE ALARM**

- All occupants must exit the building by means of the nearest exits. Look for exit signs.
- Do not attempt to retrieve personal belongings
- Help the elderly or handicapped occupants
- Evacuate immediately and report to the designated accountability safety zone
  - Director of Education officially notifies 911 and communicates with emergency personnel.

**ESCAPE ROUTE - AVAILABLE EXIT DOORS**

(Designers and staff will assist all clients)

- Main clinic floor exit front door at reception area
- Manicure area, dispensary, break room and upstairs office staff exit back door
- Training Center #1, theory classroom use the hallway emergency door exit
- Facial and training center #2 exits the facial room door
  - Fundamental Classroom exits the classroom – (Needham Avenue) door

**FIRE EXTINGUISHER LOCATIONS**

- Salon - on ramp wall to back training center
- Theory room - near men’s restroom
- Training center #1 - on wall by shampoo area
- Designers lunch room.
- On wall entering into mancuring room
- Wall at top of stairs by computer station

**STAFF DUTIES**

<table>
<thead>
<tr>
<th>Call 911</th>
<th>Director or Director of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Restrooms</td>
<td>Admissions</td>
</tr>
<tr>
<td>Direct salon exits</td>
<td>Salon Coordinator</td>
</tr>
<tr>
<td>Direct second level exiting of the building</td>
<td>F. A. Director</td>
</tr>
<tr>
<td>Evacuate training center &amp; theory classroom</td>
<td>Daily Salon Instructor</td>
</tr>
<tr>
<td>Evacuate fundamental classroom</td>
<td>Daily Fundamental classroom Instr</td>
</tr>
<tr>
<td>Evacuate Training Center #2 &amp; Facial Room</td>
<td>Daily Salon Instructor</td>
</tr>
<tr>
<td>Communicate with emergency personnel</td>
<td>Director of Education</td>
</tr>
<tr>
<td>Take an accountability status of the exited</td>
<td>Salon Coordinator</td>
</tr>
<tr>
<td>students</td>
<td></td>
</tr>
</tbody>
</table>

Upon evacuation all designers, staff and clients will report to the south back side of the building near the alley by the large dumpster which is the designated accountability safety zone. Wait for further instructions and never leave the campus.
EMERGENCY / SAFETY SUMMARY
The following emergency practices developed to ensure safety:

- Call 911 for any emergency
- Listen to the emergency code broadcasted by staff
- If exiting the building report to the school’s safety zone or other safe location
- Wait for information from emergency service persons and remain calm

The following non-emergency but safe practices are:

- Be aware at all times when exiting the building of your surroundings
- Develop a buddy system when walking to your vehicle or ask a staff member to assist you
- Report any misuse of school property
- Bring attention to any staff regarding persons not belonging in the school’s parking area
- Report any unsafe situations toward personal safety

Staff members are assigned emergency duties and will follow all emergency procedures with students, guests and other staff. The Director of Education / or person in authority will notify the correct emergency personnel of any situation and the police will notify the neighboring community of any impending danger. Evacuation routes are posted throughout the school. The instructors will make sure all students follow emergency and safety guidelines. Any instructor/director can initiate the alert.

Fire and emergency drills are conducted periodically to familiarize students and staff with emergency and evacuation procedures. All exits are marked and everyone is expected to leave the building promptly and orderly and report to the designated site and wait for the all-clear to return to class signal.

DEPARTMENT OF HOMELAND SECURITY:
“Active shooter awareness- options for consideration”

Student Emergency Responses
There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation
Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel’s (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to re-enter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation

- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Assist people with disabilities if possible.
- Do not attempt to re-enter the facility unless directed to do so

Emergency Lockdown
Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
If a fire alarm is activated during a lockdown, proceed with extreme caution.

Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown
External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place
Sheltering in place procedures is traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

- Follow staff and faculty instructions.
- Assist people with disabilities if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information
The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation.

The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel. In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

*** In case of emergency: dial 911 ***

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition
A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response
Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
Do not use the elevators.
Assist people with disabilities if possible.
Ensure all doors and windows are closed as a room and building are evacuated.
Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation
Definition
Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.
The objective: move all campus occupants to a remote, predefined and controlled location.
Staff Response
Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Other staff:
1) Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2) Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan. Remain alert to your surroundings.
3) Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4) Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5) On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.

Supervise students under your care. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown
Definition
Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.
The objective: create as many physical layers of separation between you and the potential aggression.
Staff Response:
1) Make sure entrance points to the building near your location are locked immediately.
2) If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3) Improvise additional door blocking if possible.
4) Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5) Turn off lights in the room.
6) If possible, report your status to the lead administrator or designee by telephone or intercom.
7) Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

DEPARTMENT OF HOMELAND SECURITY:
“Active shooter awareness options for consideration”
External Lockdown
Definition
External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.
Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.
Staff Response:
1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff has a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place
Definition
Sheltering in place procedures are traditionally utilized when:
1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
Objective: seek immediate shelter away from doors and windows and remain there during an emergency
Staff Response:
1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors.
4. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
5. Listen to local radio or television news for instructions from emergency management and public safety officials.
6. Review emergency evacuation protocols

CAMPUS CRIME & PREVENTION
California Beauty College’s takes a positive and concerned approach with regards to on campus crime, thefts, public safety and criminal activity. The Financial Aid Director should be notified by any person witnessing a form of criminal action, suspicious activity or an emergency. It is the school’s policy to investigate any reported complaints from students or staff regarding on campus criminal activity, sexual offense and or sexual harassment and such incidents will be investigated and if necessary correct authorities notified. CBC does not recognize any off-campus student associations, clubs or organizations.
This institution does not employ campus security personnel, therefore all incidents of a criminal or emergency nature are reported to the Modesto Police Department. Policy requires its employees and students to immediately report suspicious persons, suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency directly contact local law enforcement or other emergency response agencies by dialing "911".
The facility is locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises. School personnel are responsible to open and close the school.
If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Any criminal actions or incidents are reported to the Modesto Police Department. They will investigate and determine any legal actions.
CBC assumes no liability for stolen property and staff and students should keep all of their personal belongings locked up. Staff is responsible to lock and secure the teachers offices and business offices. Never carry or display large amounts of cash.
Students and staff must park in designated areas and must keep vehicles locked at all times. Remove all articles and any valuables from your automobile such as purses, backpacks, etc. To prevent theft, never leave personal items unattended in the training center or salon.

Always be aware of who and what is around you. Never walk alone when on campus, a staff member is available to escort you to your vehicle. Students must remember that personal safety is of utmost importance and it begins with being concerned with regards to your surroundings at all times.

Staff or students causing or attempted to cause damage to school property, committed or attempted to commit robbery or extortion, stolen or attempted to steal school property or private property committed an obscene act or engaged in habitual profanity or vulgarity will be subject to immediately termination.

Any kind of criminal activity on campus and in violation of possessing others personal property will be prosecuted to the full extent of the law. Criminal activity may include: robbery, theft, consumption or possession of alcohol or illegal drugs, assault and vandalism. Weapons of any kind are never permitted on campus, and a violation of this policy is possible arrest and prosecution by law enforcement and immediate termination.

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and enforces all state underage-drinking laws. The violation of these policies by students or employees may result in suspension, program withdrawal and/or arrest.

The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in suspension, program withdrawal and/or arrest. Information concerning drug and alcohol abuse education programs is available in the school’s catalog.

Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s Financial Aid Director or other designated staff who will report it to (911) emergency and police personnel. The person who was victimized will be encouraged to seek treatment and must maintain all physical evidence until that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in suspension, while investigations are being followed, program withdrawal and/or arrest. Refer to the school’s ‘Sexual Harassment Policy’.

California Beauty College does not recognize any off-campus student organizations.

This institution does not provide on-campus housing. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

<table>
<thead>
<tr>
<th>Name of Institution’s Manager</th>
<th>Sue Garrick</th>
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<tbody>
<tr>
<td>Title</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
<td>School Name</td>
<td>CALIFORNIA BEAUTY COLLEGE</td>
</tr>
<tr>
<td>Street address</td>
<td>1115 15th Street</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Modesto CA 95354</td>
</tr>
<tr>
<td>Phone No.</td>
<td>(209) 524-5184</td>
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</tbody>
</table>

The following website provides sex offenders information in our area; [www.modestogov.com/mpd/crimestoppers/sexoffenders.asp](http://www.modestogov.com/mpd/crimestoppers/sexoffenders.asp)

**CAMPUS ROBBERY**

Staff, student and salon guest safety is most important at all times. If a robbery suspect should enter the building, be agreeable to any demands, remain calm and concentrate on your personal safety. It is not a time for heroism. When safe, report the incident at once by calling 911 and provide as much information of the suspect, to include any descriptive or outstanding features.

**ASSAULT PREVENTION POLICY**

California Beauty College has a zero tolerance policy regarding threats, harassment and bullying by or against staff, students or school guests. Staff and students are not allowed to carry, possess or use firearms or other weapons while on the school campus and/or attending school related activities or sponsored events off campus. This policy also applies to any student or staff with a valid permit to carry a firearm.
CAMPUS SECURITY REPORT 2013

The Campus Security Act (Public Law 102-26) 34C.F.R. Section 668.46(c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution.

There were no crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act (28 USC 534). This institution does not have on campus housing, therefore, the statistics below report only those incidents reported to the institutional administration and/or Modesto Police Department.

In compliance with that law, the following is this institution's crime statistics for the period between 01/01/2011 and 12/31/2013. The “Crime Awareness and Campus Security Act” annual report is available upon request to students, employees (staff and faculty) and prospective students and is printed in the school’s catalog. The institution has no formal program, other than orientation, that disseminates this information. A Campus Crime Security Report is updated and distributed annually.

### Criminal Offenses - On campus

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<th>Criminal offense</th>
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### Criminal Offenses - Public Property

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## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on campus. Then break down each total by category of bias (e.g., race, religion).

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2013 Total</th>
<th>Category of Bias for crimes reported in 2013</th>
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Hate Crimes - Public Property

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<tr>
<td>l. Intimidiation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>m. Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests - On Campus

**Enter the number of Arrests for each of the following crimes that occurred On Campus.**

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

<table>
<thead>
<tr>
<th>Crime</th>
<th>Number of Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests - Public Property

**Enter the number of Arrests for each of the following crimes that occurred on Public Property.**

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

<table>
<thead>
<tr>
<th>Crime</th>
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</tr>
</thead>
<tbody>
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<tr>
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<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
</tr>
</tbody>
</table>

### Disciplinary Actions - On Campus

**Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.**

*Do not include disciplinary actions that were strictly for school policy violations.*

*If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.*

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

<table>
<thead>
<tr>
<th>Crime</th>
<th>Number of persons referred for Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
</tr>
</tbody>
</table>

### Disciplinary Actions - Public Property

**Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.**

*Do not include disciplinary actions that were strictly for school policy violations.*

*If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.*

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

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<tr>
<th>Crime</th>
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<td>b. Drug abuse violations</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
</tr>
</tbody>
</table>
DRUG POLICY

California Beauty College (hereinafter referred to as this institution”) has a policy of maintaining a Drug-Free Workplace. All designers and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drug and alcohol) is prohibited in this institution’s workplace. The workplace for this institution is defined in Paragraph 3 (below). California Beauty College identifies the need to educate designers and staff with regards to drugs in the work place and the destruction it may cause to the safety of the school and personal well-being. California Beauty College expects its staff and designers to be held accountable to the highest standards of implementing and following the school’s Drug and Alcohol Abuse Prevention Policy*. CBC strives to maintain a safe training environment, and a workplace free of alcohol and drugs.

With school safety concerns and the mandatory drug free work place requirements any designer observed by staff and with a reasonable suspicion of being under the influence of drugs or alcohol will be suspended for the remainder of the day. A second offense shall be termination. A drug test may be suggested by the school and the designer has the right to decline, however the suspension will be upheld. A change in designer behavior or the odor of marijuana on clothing by possession or under the influence is due cause for a reasonable suspicion and disciplinary action.

In compliance with the Drug-Free Workplace Act of 1988, this institution’s “workplace” consists of the following location:
   a) The entire campus facility
   b) Any location used for an off-site school function, i.e. competition, hair show, graduation, etc.
Designers and employees must comply with the policy while off-site at any venue and as a representative of California Beauty College participating in any capacity attending any activity.
Non-compliance with the terms in Paragraph 1 (above) will result in the following action being taken by this institution.
   a) Recommend mandatory counseling, rehabilitation given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation.
   b) Notification to the proper law enforcement authorities
   c) Termination of enrollment/employment.

All designers and employees must read, understand and agree to abide by the following statement:
   a) I understand that California Beauty College, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug-Free Workplace and a Drug and Alcohol Abuse Prevention Program Policy.
   b) I must acknowledge and agree to abide by the terms of the policy.
   c) I must notify the school Director of any criminal drug statute conviction of a violation occurring in the workplace not later than ten days after such conviction.

The institution at any time may conduct a drug search of the campus facility, all classrooms, and designer and employee automobiles, parking area, designer lockers, staff desks and offices. Stanislaus County Drug enforcement program shall be used to conduct the search.
I understand that this institution has established a Drug and alcohol abuse prevention program (see below) to inform designers and employees about the dangers of drug abuse.

California Beauty College provides information and policies to its designers, faculty, and employees to prevent drug and alcohol abuse. *Refer to the complete written Drug and Alcohol Abuse Prevention Program Policy below. The catalog is given to any new or prospective designers prior to enrollment in any program.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

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

Drug and Alcohol Abuse Prevention

Statement on the unlawful possession, use, or distribution of illicit drugs and alcohol
The California Beauty College standard of conduct is that no student or employee will report to California Beauty College under the influence of or unlawfully possess, use, or distribute illicit drugs and alcohol on campus property or as part of any California Beauty College activities. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.
Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. All students are expected to conduct themselves as mature adults and as members of an academic community.

**Standards of Conduct**
The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by California Beauty College. If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

**Health Risks Associated with the use of Ilicit Drugs and the Abuse of Alcohol**
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse, and drunk driving. Moderate to high doses of alcohol can cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Heavy use may cause chronic depression and suicide, and is also greatly associated with the abuse of other drugs. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by pregnant women can damage their fetus. Long term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to an early death.

Repeated use of alcohol can lead to dependence, particularly in persons with one or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

All illicit drugs are health threatening. Examples include: cannabis – impairment of short-term memory and comprehension and ability to perform tasks requiring concentration, lung damage, paranoia and possible psychosis; narcotics, depressants, stimulants and hallucinogens – nervous system disorders with possible death the result of an overdose. Illicit inhalants can cause liver damage. Dependence and addiction are a constant threat to users. AIDS is widely spread among intravenous drug users. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

**Drug and Alcohol Counseling**
Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support for individuals who need drug and alcohol counseling.

**LOCAL DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS**

<table>
<thead>
<tr>
<th>Stan Works Drug Rehabilitation</th>
<th>Nirvana Drug and Alcohol</th>
<th>Behavioral Health and Recovery Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>251 East Hackett Road</td>
<td>948 11th Street Suite 23</td>
<td>800 Scenic Drive</td>
</tr>
<tr>
<td>Modesto, CA 95358</td>
<td>Modesto, CA 95354</td>
<td>Modesto, CA 95350</td>
</tr>
<tr>
<td>24/7 866 311-4545</td>
<td>209 5257423</td>
<td>Emergency 209 558-4600</td>
</tr>
</tbody>
</table>

**Federal Financial Aid Penalties for Drug Violations** Federal guidelines focus strongly on illicit drug use and distribution. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties.

The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: “Have you ever been convicted of possessing or selling illegal drugs?” If you answer “yes,” the School will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to $20,000, imprisonment or both. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the
Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

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

The report must be made within 10 days after the conviction. The student shall not be eligible to receive any Federal or Institutional Grants or Loans during the period beginning on the date of a conviction for possession of a controlled substance as follows:

- First offense – One (1) year from date of conviction
- Second Offense – Two (2) years from date of conviction
- Third offense – Ineligible from date of conviction

The penalties for conviction of sales of a controlled substance as follows:

- First Offense – Two (2) years from date of conviction
- Second Offense – Ineligible from date of conviction

Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

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

How to Regain Federal Student Aid Eligibility

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
   - Include the student passing at least two unannounced drug tests;
   - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
   - Be administered by a federal, state, or local government agency or court, or
   - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
   - Be administered or recognized by a federally or state-licensed hospital, health clinic, or doctor.

3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are conducted by an approved rehab program that complies with the guidelines in the federal regulations. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Penalties for Drug Conviction

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.
Some other potential federal penalties and sanctions applicable to drug-related offenses include:
21 U.S.C. 844
- 1st conviction: Up to 1 year imprisonment and fined at least $1,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5, or both.
- Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.
- Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram

21 U. S. C. 844a
- Civil fine up to $10,000

21 U. S. C. 847 Additional Penalties
- Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits
- Whoever violates this section shall be fined no more than $50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862
a) Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.

b) Drug Possessors – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.

c) Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a
- Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at:  [http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html](http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html)

Institutional Sanctions for Alcohol and Drug Violations
Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.
- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who have since sought admission or readmission to the school will be considered on a case-by-case basis.

Biennial Review of the Drug and Alcohol Abuse Prevention Program
The institutional policy, procedures and prevention program are evaluated during a biennial review to determine their efficiency and need for updates. This review includes a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution’s campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities. The term “campus” is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes. The effectiveness of California Beauty College’s prevention program is, in part, also measured by tracking the number of drug and alcohol-related:
- disciplinary actions
- treatment referrals
- Incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of California Beauty College’s prevention program, the school considers, if and when the school has made aware of, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.
With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. As needed, data or changes are updated and provided to prospective and current students via the school’s catalog. Employees receive a hard copy of the policy. California Beauty College conducts its biennial review every other odd year. The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so.

ADMINISTRATION AND FACULTY

CALIFORNIA BEAUTY COLLEGE is a DBA of California School of Cosmetology, Inc. Administrative staff and teachers are selected for professional, enthusiastic and positive attitudes. Administrative staff recognizes the special responsibilities of delivering viable and honest admissions and financial aid information to all current and prospective students. California Beauty College staff has many years of financial aid, admissions, salon coordinating, and teaching experience. Continuing education classes, conferences, workshops and trade shows keep the staff current and knowledgeable with trending industry changes and state and federal regulations. Faculty members share the challenges of teaching and strive to build a solid foundation of practical and technical skills for each student. Educators energies are devoted to developing and improving their teaching methods and professional competence with a commitment to excellence. CBC educators’ experiences within this industry include: salon ownership, salon & spa management, salon stylist, manicurist and manufacturer’s educator.

Donna McElroy – Director / Credentialled Teacher
Kathie Stangnaess – Director of Education
Nancy Nunez – Instructor
Jessica Noack – Instructor
Demi Sanchez – Instructor

ADMINISTRATIVE OFFICE / FINANCIAL AID OFFICE

The admission advisors and financial aid director are available to assist prospective and current students with admission information, financial aid information, consumer disclosures information and institutional policies and licensing guidelines.

Sue Garrick – Financial Aid Director
Suzanne Mineni – Admission’s Advisor / Registrar

Office Hours:
Tuesday – Friday, 9:00 A.M. to 4:30 P.M
Saturday – 9:00 A.M. to 2:30 P.M
Phone: (209) 524-5184
Text: (209) 502-6152
Email: Sue.calbeautycollege@yshoo.com
Website: www.calbeautycollege.edu

STUDENT SALON – GUEST SERVICES

California Beauty College offers a variety of services in the student salon. From haircuts to highlights you will have a selection of services provided under the guidance and supervision of accomplished and talented instructors. In addition, the services offered are at a tremendously discounted value. An in-salon consultation with a CBC Designer is provided and required for all chemical services. We reserve the right to decline any salon service for any reason. Salon training develops positive and professional attitudes and gives the opportunity for our CBC Designers to master hands-on practical skills as required to build self-reliance and develop a successful salon clientele.

Kathy Barnes – Guest Relations / Placement Coordinator

Salon Hours:
Tuesday – Friday, 10:30 A.M. to 4:30 P.M
Saturday, 8:30 A.M. to 2:00 P.M
Phone: (209) 524-5184
California Beauty College is providing the following program information as an institution that participates in the Federal Student Assistance programs as authorized by Title IV of the Higher Education Act of 1965, as amended, (HEA 2008) related to Title IV – eligible educational programs that lead to gainful employment in a recognized occupation.

The following are the consumer disclosures for the gainful employment programs:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>COSMETOLOGY</th>
<th>OPEID 02065700</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP Code</td>
<td>12.0401</td>
<td>Title: Cosmetology / Cosmetologist, General</td>
</tr>
</tbody>
</table>

*Per the United States Department of Education, a recognized occupation is defined by an Occupational Information Network O*NET – SOC Code established by the Department of Labor and available at: [http://www.onetonline.org/link/summary/39-5012.00](http://www.onetonline.org/link/summary/39-5012.00)

**OCCUPATIONS**

Licensed Cosmetologists are prepared for a variety of employment opportunities. The Bureau of Labor Statistics provides a list of professions associated with the beauty industry.

**Related Occupations:**
- Hairdressers, hairstylist, cosmetologists
- Makeup artists, theatrical and performance makeup
- Manicurists, pedicurists
- Skin care specialists

The California EDD web site is the resource for occupational information and for more information click on this direct link: [http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=hairstylists&careerID=&menuChoice=&geogArea=0601000000&soccode=395012&search=Explore+Occupation](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=hairstylists&careerID=&menuChoice=&geogArea=0601000000&soccode=395012&search=Explore+Occupation)

**COST**

How much will this program cost me?*

- Tuition and fees: $15,172
- Books and supplies: $1,850
- On-campus room & board: not offered

For further program cost information [click here](http://www.calbeautycollege.edu)

- The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

**FINANCING**

What financing options are available to help me pay for this program? Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

- Federal loans: $8,839
- Private education loans: $0
- Institutional financing plan: $0

The school has elected to provide the following additional information: 98% of program graduates used loans to help finance their costs for this program.

**SUCCESS**

How long will it take me to complete this program?

The program is designed to take 12 months to complete. Of those that completed the program in 2013-2014, 52% finished in 12 months.

What are my chances of getting a job when I graduate?

Both the institution's state and accreditor require the calculation of a job placement rate for this program.

- Accreditor Rate: The job placement rate for students who completed this program is 49%.
- State Rate: The job placement rate for students who completed this program is 49%.

For further information about this job placement rate, [click here](http://www.calbeautycollege.edu).

For additional information related to this program and/or the information provided above, [click here](http://www.calbeautycollege.edu).

Date Created: 1/29/2015
## APPENDIX
### DIRECTORY OF SERVICES AND SUPPORT

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Instructors</td>
</tr>
<tr>
<td>Admissions Information</td>
<td>Career Planning Advisor</td>
</tr>
<tr>
<td>Absences &amp; Tardiness Notification</td>
<td>Guest Relations Coordinator</td>
</tr>
<tr>
<td>Accident Reporting</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Attendance</td>
<td>Student Services Office</td>
</tr>
<tr>
<td>Cancellation of Enrollment</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Career Advising</td>
<td>Instructors</td>
</tr>
<tr>
<td>Certificate or Diploma</td>
<td>Student Services</td>
</tr>
<tr>
<td>Complaints (Completed Say it in Writing’ Form)</td>
<td>Director</td>
</tr>
<tr>
<td>Enrollment Verification Letter</td>
<td>Student Services Office</td>
</tr>
<tr>
<td>FERPA Right of Privacy Release of Information Form</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Financial Assistance, Federal Financial Aid Loans &amp; Grants, Tuition Payments</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Graduate – Last Day Procedure</td>
<td>Student Services</td>
</tr>
<tr>
<td>Graduate – Placement Assistance</td>
<td>Placement Coordinator</td>
</tr>
<tr>
<td>Graduate – Exit Counseling &amp; Interview</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Kit &amp; Equipment</td>
<td>Instructors</td>
</tr>
<tr>
<td>Leave of Absence (LOA)</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Maintenance &amp; Repair</td>
<td>Instructors</td>
</tr>
<tr>
<td>Make up Hours (Salon Scheduling)</td>
<td>Guest Relations Coordinator</td>
</tr>
<tr>
<td>Over Contract Charges (Additional Training Hours)</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Program &amp; Class Changes</td>
<td>Director of Education</td>
</tr>
<tr>
<td>Progress Reports (Grades, Hours &amp; Operations Discrepancies)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Proof of Training Document &amp; School Transcripts</td>
<td>Student Services</td>
</tr>
<tr>
<td>Resources and Information for Professional Outside Services</td>
<td>Student Services</td>
</tr>
<tr>
<td>Satisfactory Academic Progress</td>
<td>Student Services</td>
</tr>
<tr>
<td>Tests (Chapter tests – Make-Up &amp; Re-Take)</td>
<td>Instructors</td>
</tr>
<tr>
<td>Time Clock Issues</td>
<td>Student Services</td>
</tr>
<tr>
<td>Withdrawal / Termination Tuition Refunds &amp; Return of Title IV</td>
<td>Financial Aid Office</td>
</tr>
</tbody>
</table>
SCHOOL PERFORMANCE FACT SHEET
2013 & 2014 Calendar Years
COSMETOLOGY 1600 Clock Hours

On-Time Completion Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program 1</th>
<th>Students Available For Graduation 2</th>
<th>Graduates 3</th>
<th>Completion Rate 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>79</td>
<td>79</td>
<td>25</td>
<td>32%</td>
</tr>
<tr>
<td>2014</td>
<td>66</td>
<td>66</td>
<td>39</td>
<td>59%</td>
</tr>
</tbody>
</table>

Students Completing After Published Program Length (101-150% Completion Rate)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program 1</th>
<th>Students Available For Graduation 2</th>
<th>150% Graduates 5</th>
<th>150% Completion Rate 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>79</td>
<td>79</td>
<td>29</td>
<td>37%</td>
</tr>
<tr>
<td>2014</td>
<td>66</td>
<td>66</td>
<td>8</td>
<td>12%</td>
</tr>
</tbody>
</table>

Student’s Initials: __________ Date: _________________

Placement Rates:
The data reported on these surveys for completion and placement information was gathered with information obtained using at least one of the following methods: Institutional Records, Graduate Surveys, and Employer Surveys. Prospective or current students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this, please ask an institutional representative or you can review the list on the institution’s website at [www.calbeautycollege.com](http://www.calbeautycollege.com).

**License Examination Passage Rates (for licensure examinations not continuously administered)**

<table>
<thead>
<tr>
<th>Number of Students Taking Exam 10</th>
<th>Examination Date 11</th>
<th>Number Who Passed Exam</th>
<th>Number Who Failed Exam</th>
<th>Passage Rate 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**License Examination Passage Rates (for licensure examinations continually administered)**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Taking Exam 10</th>
<th>Number Who Passed First Exam Taken 13</th>
<th>Number Who Failed First Exam</th>
<th>Passage Rate 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>39</td>
<td>28</td>
<td>11</td>
<td>72%</td>
</tr>
<tr>
<td>2014</td>
<td>41</td>
<td>32</td>
<td>9</td>
<td>78%</td>
</tr>
</tbody>
</table>

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**
The data reported on these surveys for licensing and salary information was gathered with information obtained using at least one of the following methods: Graduate Surveys, Employer Surveys and from the State Board of Barbering and Cosmetology. Salary is as reported by the student. Not all graduates reported salary information. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

Student Initials: _________ Date: ______________________

**Student Loan Information**

The cohort Default Rate (CDR) represents the percentage of this institution’s students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Educations for this institution is 15.30%.

The percentage of the students who attended this institution in 2013, who received Federal Student Loans to help pay their cost of education at this institution was 80%.

Student Initials: _________ Date: ______________________

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the:  

**Bureau for Private Postsecondary Education**  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818  
Physical Address: 2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833  
Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name-Print: ____________________________

Student Signature: ____________________________ Date: ____________________

School Official: ____________________________ Date: ____________________

**Definitions**
“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

“Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Graduates” is the number of students who completed the program within 100% of the program length.

“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

“150% Graduates” is the number of students who completed within 101-150% of the program length.

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates employed in the field” means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Students Taking Exam” is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

“Exam Date” is the date for the first available exam after the students completed the program.

“Passage Rate” is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Exam Taken” is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

“Salary” is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be obtained from business office.
## On-Time Completion Rates

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program 1</th>
<th>Students Available For Graduation</th>
<th>Graduates</th>
<th>Completion Rate 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

## Students Completing After Published Program Length (101-150% Completion Rate)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program 1</th>
<th>Students Available For Graduation</th>
<th>150% Graduates 5</th>
<th>150% Completion Rate 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Student’s Initials: __________ Date: ______________

## Placement Rates:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program 1</th>
<th>Number of Graduates 3</th>
<th>Graduates Available for Employment 7</th>
<th>Graduates Employed in the Field 8</th>
<th>Placement Rate Employed in the Field 9</th>
<th>Graduates Employed in the Field an average of less than 32 hours per week</th>
<th>Graduates Employed in the Field at least 32 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>100%</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
The data reported on these surveys for completion and placement information was gathered with information obtained using at least one of the following methods: Institutional Records, Graduate Surveys, and Employer Surveys. Prospective or current students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this, please ask an institutional representative or you can review the list on the institution’s website at www.calbeautycollege.com

Student Initials: __________ Date: ________________

License Examination Passage Rates (for licensure examinations not continuously administered)

<table>
<thead>
<tr>
<th>Number of Students Taking Exam 10</th>
<th>Examination Date 11</th>
<th>Number Who Passed Exam</th>
<th>Number Who Failed Exam</th>
<th>Passage Rate 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2014</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

License Examination Passage Rates (for licensure examinations continually administered)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Taking Exam 10</th>
<th>Number Who Passed First Exam Taken 13</th>
<th>Number Who Failed First Exam</th>
<th>Passage Rate 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Student Initials: __________ Date: ________________
### Salary and Wage Information (includes data for the two calendar years prior to reporting)

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed In Field 8</th>
<th>Annual Salary and Wages Reported for Graduates Employed in the Field 14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7</td>
<td></td>
<td>$1 to $5,000</td>
</tr>
<tr>
<td>2013</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The data reported on these surveys for licensing and salary information was gathered with information obtained using at least one of the following methods: Graduate Surveys, Employer Surveys and from the State Board of Barbering and Cosmetology. Salary is as reported by the student. Not all graduates reported salary information. Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

Student Initials: _________ Date: ________________

**Student Loan Information**

Student Loans are not available for the Manicuring course.

Student Initials: _________ Date: ________________

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Physical Address:  2535 Capital Oaks Drive, Suite 400  Sacramento, CA 95833

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

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

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name-Print: ____________________________________________

Student Signature: ____________________________________________ Date: ______________________

School Official: ____________________________________________ Date: ______________________
Definitions

1 “Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

2 “Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

3 “Graduates” is the number of students who completed the program within 100% of the program length.

4 “Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

5 “150% Graduates” is the number of students who completed within 101-150% of the program length.

6 “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

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8 “Graduates employed in the field” mean graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

9 “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

10 “Number of Students Taking Exam” is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

11 “Exam Date” is the date for the first available exam after the students completed the program.

12 “Passage Rate” is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.

13 “Number Who Passed First Exam Taken” is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

14 “Salary” is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be obtained from the business office.
FEDERAL DISCLOSURE REQUIREMENTS
To help you make a good decision about whether to enroll in this institution, our institution wants you to know ‘How our students are doing’ and you have a right to know the latest information regarding student body diversity in the categories of gender and ethnicity of enrolled full-time students who receive Federal Pell Grants and retention rates of certificate seeking first time full-time undergraduate students. Additional information for California Beauty College is available at http://nces.ed.gov or College Navigator at http://nces.ed.gov/collegenavigator

Disclosure date 07-01-2015

Data for cohort year ending 08-31-2014 (the date may vary in accordance to program)

How Are Our Students Doing:
Student Right-to-Know Rates:

<table>
<thead>
<tr>
<th>Rates</th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a Initial cohort</td>
<td>2</td>
<td>66</td>
<td>68</td>
</tr>
<tr>
<td>1c Allowable exclusions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1e Final cohort</td>
<td>2</td>
<td>66</td>
<td>68</td>
</tr>
<tr>
<td>2a Completers of &lt; 2-yr programs</td>
<td>0</td>
<td>39</td>
<td>39</td>
</tr>
<tr>
<td>3a Transfer-out students</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

4 Completion or graduation rate | 57%
5 Transfer-out rate | 0
6 Retention rate (Based on IPEDS Fall Enrollment Report- Part E) | 100%
7 Placement rate (report any placement rate calculated)

Line 2a above (full time undergraduates) breaks down into this:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Pell Recipients</th>
<th>Subsidized loan recipients without Pell</th>
<th>Neither of the aid programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Latinos</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>
ADDENDUM
8-26-2015

BPPE ANNUAL REPORT
2014

COSMETOLOGY PROGRAM
Certificate/Diploma <2 years   Clock Hours/Credit Hours/Published Charges   1600 / 53.35 / 16,372

SELECTION CRITERIA
Graduated From 01/01/2014
Graduated To 12/31/2014
Scheduled End Dates based on Weekly Schedules
Number of DIPLOMA OR CERTIFICATE offered  1
Number of students enrolled in DIPLOMA OR CERTIFICATE at this institution   93

COMPLETION RATE
6) Number of Degrees or Diplomas Awarded  50
8) Number of Students Who Began  59
9) Students Available for Graduation  59
10) Graduates  39
11) Completion Rate  66 %
12) 150% Completion Rate  14%

PLACEMENT RATE
14) Graduates Available for Employment  39
15) Graduates Employed in the Field  17
16) Placement Rate  44 %
17) Graduates Employed in field of an average of less than 32 hours per week  12
18) Graduate Employed in field of an average of 32 or more hours per week  5

EXAM PASSAGE RATE
22) California State Board of Barbering and Cosmetology  2014  2013
23) Number of students taking exam  41  39
24) Number of students who passed the exam  32  28
25) Number of students who failed the exam  9  11
26) Passage rate  78%  72%

SALARY DATA
37) Graduates available for employment  39
38) Graduates employed in the field  17
39) Students employed in the field to be receiving the following salary or wage

Earnings are displayed in thousands. The amount of earnings reported is shown in the range below from 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.

| 0 | 5 | 1 | 1 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | 8 | 9 | 9 | 1 | 1 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

2014  0  14  1  0  1  1  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0  0

No Income reported
MANICURING / NAIL CARE PROGRAM

CERTIFICATE/DIPLOMA
<2 YEARS Clock Hours/Credit Hours/Published Charges 400 / 13.35 / 4,800

SELECTION CRITERIA
Graduated From 01/01/2014
Graduated To 12/31/2014
Scheduled End Dates based on Weekly Schedules

COMPLETION RATE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Number of Degrees or Diplomas Awarded</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Number of Students Who Began</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Students Available for Graduation</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Graduates</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Completion Rate</td>
<td>0%</td>
</tr>
<tr>
<td>12</td>
<td>150% Completion Rate</td>
<td>0%</td>
</tr>
</tbody>
</table>

PLACEMENT RATE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Graduates Available for Employment</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Graduates Employed in the Field</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Placement Rate</td>
<td>0%</td>
</tr>
<tr>
<td>17</td>
<td>Graduates Employed in field of an average of less than 32 hours per week</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>Graduate Employed in field of an average of 32 or more hours per week</td>
<td>0</td>
</tr>
</tbody>
</table>

EXAM PASSAGE RATE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>California State Board of Barbering and Cosmetology</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>Number of students taking exam</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>24</td>
<td>Number of students who passed the exam</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>25</td>
<td>Number of students who failed the exam</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>Passage Rate</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

SALARY DATE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Graduates available for employment</td>
<td>0</td>
</tr>
<tr>
<td>38</td>
<td>Graduates employed in the field</td>
<td>0</td>
</tr>
<tr>
<td>39</td>
<td>Students employed in the field to be receiving the following salary or wage</td>
<td></td>
</tr>
</tbody>
</table>

Earnings are displayed in thousands. The amount of earnings reported is shown in the range below from 0-5000, 5001-10000, 10001-15000, 15001-20000, 20001-25000 and so on for each subsequent range.

| 0 | 5 | 1 | 1 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 5 | 6 | 6 | 7 | 7 | 8 | 8 | 9 | 9 | 1 | 1 | No Income reported |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2014 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0