

CALIFORNIA BEAUTY COLLEGE



CATALOG
1115 15th Street
Modesto, CA 95354
209-524-5184

www.calbeautycollege.edu

January 1st, 2026 – December 31st, 2026

Publication date: November 1, 2023
Updated August 26, 2026

All information in this catalog is current and correct and is so certified as true by: *California Beauty College*

Table of Contents

HISTORY OF CALIFORNIA BEAUTY COLLEGE.....	4
TO PROSPECTIVE STUDENTS	4
CATALOG INFORMATION.....	5
MISSION STATEMENT	5
FACILITIES.....	5
INSTRUCTIONAL LANGUAGE.....	5
VISA SERVICES.....	5
ADMISSIONS	5
TRANSFER POLICY	6
RE-ENTRY (RE-ENROLLMENT POLICY)	6
NON-DISCRIMINATION POLICY.....	6
PROGRAMS	6
PROGRAM START DATES	7
CLASSES BEGIN EVERY FIRST MONDAY OF THE MONTH.....	7
PROGRAM SCHEDULES AND LENGTHS	7
NEW STUDENT ORIENTATION.....	8
DISTANCE LEARNING	8
TUITION & FEES	8
METHODS OF PAYMENT.....	9
TUITION FOR TRANSFER STUDENTS	9
TITLE IV FEDERAL STUDENT PROGRAMS	10
U.S. DEPARTMENT OF EDUCATION 400 MARYLAND AVENUE, SW WASHINGTON, DC 20202 FEDERAL STUDENT AID INFORMATION CENTER 1-800-4-FED-AID (1-800-433-3243) STUDENTAID.GOV	10
WHO QUALIFIES FOR FEDERAL FINANCIAL AID	10
APPLYING FOR FEDERAL STUDENT AID.....	11
STUDENT RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID	11
LOAN REPAYMENT & FINANCIAL AID DISCLOSURES.....	11
RETURN OF TITLE IV R2T4 (FEDERAL STUDENT AID)	11
ATTENDANCE POLICIES	12
TARDY POLICY & EARLY OUT POLICY.....	12
EXCUSED AND UNEXCUSED ABSENCES	12
PERSONAL DAYS	13
FRIDAY ATTENDANCE POLICY	13
LEAVE OF ABSENCE POLICY (LOA)	13
EMPLOYMENT ASSISTANCE	14
CAREER OPPORTUNITIES IN THE COSMETOLOGY FIELD.....	14
EMPLOYMENT & LIABILITY DISCLAIMER.....	14
PERSONAL SERVICES POLICY	15
SMOKING POLICY.....	15
STUDENT SERVICES	15
PROGRAM (COURSE) OUTLINES	15
INDUSTRY PREREQUISITES, PHYSICAL DEMANDS & EMPLOYER REQUIREMENTS	24
SCHOOL LIBRARY AND OTHER RESOURCES	25
HOUSING	25
CONDUCT POLICY	25
TERMINATION AND DISMISSAL POLICY.....	26
GRIEVANCE POLICY AND STUDENT COMPLAINTS	26

STUDENT TUITION RECOVERY FUND (STRF).....	27
STUDENTS RIGHT TO CANCEL.....	28
SATISFACTORY ACADEMIC PROGRESS POLICY	28
EVALUATION PERIODS.....	28
ACADEMIC YEAR.....	28
TRANSFER STUDENTS	29
ATTENDANCE POLICY – ALL PROGRAMS	29
ATTENDANCE PROGRESS.....	29
ACADEMIC PROGRESS	29
MAXIMUM TIME FRAME	29
DETERMINATION OF PROGRESS.....	30
WARNING (SAP)	30
PROBATION FOR SATISFACTORY ACADEMIC PROGRESS.....	30
REESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS.....	30
LEAVES OF ABSENCE AND RE-ENROLLMENTS	30
RE-ESTABLISHMENT OF PROGRESS.....	31
EVALUATION RESULTS (SAP REPORTS).....	31
INCOMPLETES, WITHDRAWALS, OR REPETITIONS.....	31
ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS.....	31
TRANSFER STUDENTS AND SAP.....	31
MAKE UP HOURS AND MAKE UP WORK	31
INSTITUTIONAL REFUND POLICY	31
WITHDRAW PROCEDURES	32
CONSTITUTION DAY	33
VOTER REGISTRATION.....	33
FAMILY EDUCATION RIGHTS AND PRIVACY ACT - FERPA.....	33
ACCESS TO STUDENT RECORDS AND PRIVACY.....	33
RECORDS RETENTION & ACADEMIC TRANSCRIPTS	34
GRADUATION REQUIREMENTS	34
LICENSING REQUIREMENTS.....	34
ACCREDITATION	34
APPROVALS	34
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION .	35
SCHOLARSHIPS	35
STUDENTS WITH DISABILITIES.....	35
OWNERSHIP	35
BANKRUPTCY HISTORY.....	36
DOCUMENT CONTROL.....	36
STAFF ADMINISTRATION AND INSTRUCTIONAL	37

History of California Beauty College

California Beauty College was founded by Mr. William Mineni. His vision of creating a beauty college among the best in the beauty industry came to life when he founded California Beauty College in 1961. That commitment has been carried on with the Mineni family members until 2023. In October of 2023, Rhonda Arnold, Carl Gibbs and Hernan Lopez purchased California Beauty College from the Mineni family and plan to carry on their legacy for years to come. With our over 60 years of combined industry experience, it will allow us to continue to offer a supportive and professional learning opportunity of 'real-life' hands-on salon experiences, individual classroom instruction, current technical and practical training, and industry centered communication and business classes. Our use of the Milady curriculum and talented and specialized Educators provide a progressive education that gives you the opportunity to develop the technical skill training needed in the industry.

To Prospective Students

Thank you for considering our school for your educational needs on your path to becoming licensed in the beauty industry in the state of California. We believe you will find the beauty industry provides you excellent opportunities for a successful career. Our school emphasize is on how to be successful in the beauty industry and how to achieve your professional goals. This involves hard work, dedication, and preparation on your part. We are happy to have you visit our school for a tour during business hours where staff will be pleased to answer all your questions.

Most Sincerely,

California Beauty College

Catalog Information

California Beauty College catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request. **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. California Beauty College catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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:

Physical Address: 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

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

OSAR – Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov

Mission Statement

California Beauty College's mission is to provide professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry-level employment in their field and to pass California state licensing exams.

Facilities

California Beauty College is located at 1115 15th Street, Modesto, CA 95354 with a facility occupancy level accommodating approximately 150 students at any one time. The facility is approximately 8,000 square feet with an adjacent parking area, 3 restrooms and 2 classrooms. The facility also includes a student salon floor, reception area, a manicure room, 2 esthetics treatment rooms, 30 hair stations, 8 shampoo bowls, 2 business offices, student break room, a staff break room, and training centers. The Institution is wheelchair accessible and has handicap restrooms.

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Admissions

California Beauty College is accepting students for admission once the following criteria have been met:

- All regular enrolled students must be 17 years of age or older.
- School application and pay \$100 application fee.
- Provide their Social Security number or TIN.
- Applicant must provide a valid, current, government-issued picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- **Ability to Benefit Exam (ATB):** California Beauty College does not accept Ability to Benefit exams at this time.
- This institution does not award credit for experiential learning.
- This institution has **not** entered into an **articulation or transfer agreement** with any other institution.

Transfer Policy

The transferability of hours previously earned at another institution are determined at the sole discretion of California Beauty College's administration. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment.

Re-entry (Re-Enrollment Policy)

A student who withdraws from California Beauty College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of hours they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. A new registration fee of \$100 must be paid to re- enroll.

Non-Discrimination Policy

California Beauty College does not discriminate on the basis of race, color, religion, sex, national (ethnic) origin, veteran's status, marital status, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

Programs

California Beauty College currently offers training leading to licensure for the following programs:

Cosmetology (1,000 hours), **Esthetician** (600 hours), **Manicuring/Nail Care** (400 hours) and **Manicuring/Nail Care - 102** (600 hours).

California Beauty College is open from 8:00 am to 4:30 pm and holds scheduled classes from 8:30 am to 4:00 pm Monday thru Friday. The school's administration's office is open Monday – Thursday, 9:00 am - 3:00 pm for questions, tours, and enrollments.

Holidays

The holidays for 2026 that California Beauty College observes are

1/1/2026	Winter Break	12/24/2026	Winter Break
1/2/2026	Winter Break	12/25/2026	Winter Break
5/25/2026	Memorial Day	12/28/2026	Winter Break
7/4/2026	4 th of July	12/29/2026	Winter Break
9/7/2026	Labor Day	12/30/2026	Winter Break
10/12/2026	Columbus Day	12/31/2026	Winter Break
11/26/2026	Thanksgiving		
11/27/2026	Thanksgiving		

A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Students will receive text messages pertaining to unexpected school closures, if they occur.

Program Start Dates

Classes begin every first Monday of the month.

Program Schedules and Lengths

Program	Monday	Tuesday	Wednesday	Thursday	Friday
Cosmetology* 1,000 hours** 35 hrs./week 29 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
Cosmetology** 1,000 hours 25 hrs./week 40 weeks total	8:30am - 2:00pm	8:30am - 2:00pm	8:30am - 2:00pm	8:30am - 2:00pm	8:30am - 2:00pm
Esthetician* 600 hours** 35 hrs./week 17 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
*Manicuring/Nail Care** 400 hours 35 hrs./week 12 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm

* Manicuring/Nail Care – 102** 600 hours 35 hrs./week 17 weeks total	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm	8:30am - 4:00pm
--	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

*These schedules include a ½ hour lunch during which clock hours are not earned.

** These programs have two-15-minute breaks.

New Student Orientation

Student orientation is held on the first day of class, ***no clock hours are earned.*** Orientation takes place on campus. The orientation provides information regarding the instructional program, course content, office policies, school facilities, campus security, and satisfactory progress. Students gain full awareness of their responsibilities by understanding the school policies. Orientation is required for both new students, transfer students and re-entry students.

Distance Learning

California Beauty College is not offering distance education at this time.

Tuition & Fees

Breakdown	Cosmetology	Esthetician	Mani-600	Mani-400
Application*	\$100.00	\$100.00	\$100.00	\$100.00
Registration****	\$100.00	\$100.00	\$100.00	\$100.00
STRF***	\$0.00	\$0.00	\$0.00	\$0.00
CIMA w/ text	\$450.00	\$450.00	\$450.00	\$450.00
iPad**	\$500.00	\$500.00	\$500.00	\$500.00
Lab Fees	\$800.00	\$600.00	\$450.00	\$300.00
Kit**	\$2,300.00	\$1,700.00	\$1,500.00	\$1,700.00
Tuition	\$15,000.00	\$8,400.00	\$8,400.00	\$5,600.00
TOTAL	\$19,250.00	\$11,850.00	\$11,500.00	\$8,550.00
Breakdown	Cosmetology	Esthetician	Mani-600	Mani-400
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.</u>	\$19,250.00	\$11,850.00	\$11,500.00	\$8,550.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE</u>	\$19,250.00	\$11,850.00	\$11,500.00	\$8,550.00

<u>EDUCATIONAL PROGRAM</u>				
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$19,250.00	\$11,850.00	\$11,500.00	\$8,550.00

****Non-Refundable** after 7 days of signing the enrollment agreement once issued to students.

*****STRF** \$0 per \$1,000 of tuition- rounded to the nearest \$1,000.00 as of 4/1/2024.

Schedule change fee \$25.00

******Non-Refundable** through attendance at the first class session, or the seventh day after enrollment,
whichever is later

***Application Fee:** A non-refundable \$100.00 application must be paid prior to registering, along with a complete application.

Termination Fees: There may be a \$100 termination fee.

The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$10.00 fee
Extra school aprons are \$25.00 (one included with supplies).

Overtime Charges: California Beauty College allows the absence hours stated for each program within the student's contract period. Extra instructional charges will not be assessed until the student's allowed absences have been exhausted and the applicable contract end date has passed. Thereafter, California Beauty College may charge \$15.00 for each scheduled clock hour of additional instruction needed to complete the program. If California Beauty College receives an extra-instruction payment before the contract completion date and the student later terminates, the unearned extra-instruction payment will be refunded.

Non-Institutional Fees: CALIFORNIA LICENSING. California currently requires an applicant to complete a Board-approved course, meet the applicable age and education requirements, submit the required application and fees, and pass the written licensing examination. Effective January 1, 2022, California no longer requires a practical licensing examination.

As of this catalog's publication date, the Board lists a \$75 application and examination fee. The initial license fee is \$50 for Cosmetology, \$40 for Esthetician, and \$35 for Manicurist. Therefore, the current combined Board charges are \$125, \$115, and \$110 respectively. These are non-institutional charges paid by the student and may change. Students should confirm current requirements and fees at www.barbercosmo.ca.gov before applying.

Methods of Payment

Acceptable methods of payments: Title IV funds, Cash, Cashier's Check, Money Order, Personal check and California Beauty College's *Payment Plan*.

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any E books required*, will be computed on a pro rata basis of the number of the hours they are contracting at the current tuition rate.

TITLE IV FEDERAL STUDENT PROGRAMS

California Beauty College participates in federal student aid programs authorized under Title IV of the Higher Education Act for which the institution is currently approved by the U.S. Department of Education. Federal student aid information is available through:

Federal Student Aid

StudentAid.gov

Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Federal Student Aid Information Center
1-800-4-FED-AID (1-800-433-3243)
StudentAid.gov

Who qualifies for Federal Financial Aid

Eligibility for federal student aid is determined under current federal law and U.S. Department of Education requirements. To be considered for federal student aid, an applicant must:

- Be accepted for enrollment as a regular student in an eligible program offered by California Beauty College.
- Not be enrolled simultaneously in an elementary or secondary school.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security number, unless an applicable federal exception applies.
- Complete the Free Application for Federal Student Aid (FAFSA) and provide all required certifications and signatures, including the Statement of Educational Purpose.
- Provide any identity, citizenship, financial, educational, or other eligibility documentation requested by California Beauty College's Financial Aid Office.
- Maintain Satisfactory Academic Progress in accordance with California Beauty College's Satisfactory Academic Progress Policy.
- Not be in default on a federal student loan, or have taken the actions required under federal law to regain eligibility.
- Not owe an overpayment on a federal student grant, or have made satisfactory arrangements to resolve the overpayment.
- Not have exceeded applicable annual or aggregate federal student-loan limits, unless the overborrowing has been resolved in accordance with federal requirements.
- Have repaid any federal student aid obtained through fraud, if applicable.
- Meet all other applicable federal student-aid eligibility requirements.

California Beauty College's Financial Aid Office determines each applicant's eligibility for federal student aid based on current federal requirements and will request additional documentation when needed to complete that determination.

Applying for Federal Student Aid

Students apply for federal student aid by completing the Free Application for Federal Student Aid at StudentAid.gov. Applicants must provide complete and accurate information and any documentation requested by California Beauty College's Financial Aid Office.

Students borrowing through the Federal Direct Loan Program must complete the required Entrance Counseling and Master Promissory Note at StudentAid.gov. Federal requirements and application procedures may change. Students should rely on current U.S. Department of Education guidance and California Beauty College's Financial Aid Office for current information.

Student Responsibilities with the Office of Financial Aid

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying/reapplying for Financial Aid
- Providing complete and accurate information on the FAFSA and financial aid forms
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from university, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

Loan Repayment & Financial Aid Disclosures

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Return of Title IV R2T4 (Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

Attendance Policies

Tardy Policy & Early Out Policy

Students arriving more than 10 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If students need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

Excused and Unexcused Absences

An absence is an absence at California Beauty College. There is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you know you will be out for scheduling purposes. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

Personal Days

California Beauty College understands students and their families have illnesses, vacations and at times emergencies. As such, California Beauty College allows personal days for student to miss without any additional charge provided students do not miss 14 consecutive calendar days in a row. The personal days allowed for each program are Cosmetology 200 personal hours, Esthetician 120 personal hours, Manicuring/Nail Care 80 personal hours and Manicuring/Nail Care - 102 allows 120 personal hours.

Friday Attendance Policy

All students are requested to attend each Friday **or** request approval for the Friday off in advance. Students who do not follow this policy are subject to the school's discipline policy.

School Dress Code

Students at California Beauty College are to always be in dress code while on campus. Violation of the school dress code *may* result in a student being sent home for the day or to change, which will also result in a loss of hours. The dress code is as follows:

- School apron must be worn at all times. unless an approved school shirt is being worn. One (1) California Beauty College logo shirt & One (1) apron is provided upon enrollment. Additional items are available for purchase for \$25.00.
- Students are required to wear all black.
- Closed toe shoes must be always worn. Open toe shoes are not allowed (No house shoes, no crocs).
- Shorts & Skirts must be no more than two inches above the knee.
- No hair nets, or bandanas.
- Hats are allowed; they must be black.
- No tank tops, armpits must be covered. No open back shirts.
- No inappropriate graphics on shirts.
- No revealing clothing, crop tops etc... Nothing see-through.
- No pajamas or slippers

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. California Beauty College will review requests for a Leave of Absences (LOA) for ***all*** students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's admission office, by email: cgibbs.cbc@gmail.com. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow California Beauty College's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. California Beauty College may grant a LOA to a student who did not provide a request prior to the LOA

due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties on the original enrollment agreement or on an addendum to the enrollment agreement which must be signed by all parties.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Employment Assistance

While enrolled at California Beauty College, students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. **Employment assistance is provided, but job placement is not guaranteed.**

Career Opportunities in the Cosmetology Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) for the school's programs are as follows:

Program	CIP CODE
Cosmetology 1,000 hours	12.0401
Esthetician 600 hours	12.0409
Manicuring/Nail Care 400 hours	12.0410
Manicuring/Nail Care - 102 600 hours	12.0410

Employment & Liability Disclaimer

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at California Beauty College to charge a fee or receive a commission for performing a service. A student's enrollment and relationship with the school is

limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

Personal Services Policy

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client. **No personal services allowed on Fridays.**

Smoking Policy

This is a no-smoking facility. All smoking shall be done in the designated area in back of the building away from the entrance. Smoking is only allowed during breaks and lunch.

Student Services

Available student services at California Beauty College include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with any practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Monday through Thursday 9:00 am - 3:00. By appointment email cgibbs.cbc@gmail.com to schedule student counseling.

Program (Course) Outlines

Program Name	Cosmetology 1,000 Hours
Program/ Course Description	A 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills on diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study the subjects of, bacteriology, anatomy, chemistry, health, etc. A total of 400 services are required to complete the program in addition to the hours, per the lessons outline.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher.

Obtaining Proof of Training	Once a student has fulfilled all his/her financial obligations to the school (student ledger has a zero balance), a Proof of Training Document will be available to the student. Students are required to have their Proof of Training document to take the state exam.												
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student’s enrollment contract at the end of each evaluation period ensures that there will be completion of the student’s program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.												
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions. A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i> . The grading scale is listed below.												
Grading System	A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below: <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	LEARNING MATERIALS AND TEXTBOOKS. California Beauty College provides students and instructors access to the primary textbooks, electronic resources, current California Board laws and regulations, and supplemental materials listed for each program. Primary texts are reviewed at least annually and must be either the current edition still in print or published within the preceding ten years. Milady Standard Cosmetology, 14th Edition, 2023 ISBN-13: 978-0-357-37890-8 Milady Standard Foundations, 2020 ISBN-13: 978-1-337-09525-9 CIMA for Milady Standard Cosmetology, 14th Edition ISBN-13: 978-0-357-87344-1 CIMA Exam Prep for Milady Standard Cosmetology, 14th Edition ISBN-13: 978-0-357-99365-1												

	Board of Barbering and Cosmetology Act and Regulations, 2026, found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire: - o knowledge of laws and rules regulating the established California Cosmetology practices. - o knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails. - o knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis. - o practical procedure skills to pass the licensing examination. - o business management techniques common to Cosmetology.
Units of Instruction	<u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Includes: <u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>200 Hours Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. <u>150 Hours Skin Care:</u> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. <u>50 Hours Hair Removal and Lash and Brow Beautification:</u> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays. <u>100 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.

--	--

Esthetician	Esthetician 600 hours												
Program/ Course Description	This program is designed to prepare its students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. A total of 250 services are required to complete the Esthetician Program in addition to the program hours.												
Program Mission & Objectives	California Beauty College’s mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.												
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program’s course outline and have passed a school administered final practical exam with a score of 75% or higher.												
Obtaining Proof of Training	Once a student has fulfilled all his/her financial obligations to the school (student ledger has a zero balance), a Proof of Training Document will be available to the student. Students are required to have their Proof of Training document to take the state exam.												
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student’s enrollment contract at the end of each evaluation period ensures that there will be completion of the student’s program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.												
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.												
Grading System	A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below. <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											

Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.
Distance Education	None
Learning Materials/Textbooks	LEARNING MATERIALS AND TEXTBOOKS. California Beauty College provides students and instructors access to the primary textbooks, electronic resources, current California Board laws and regulations, and supplemental materials listed for each program. Primary texts are reviewed at least annually and must be either the current edition still in print or published within the preceding ten years. Milady Standard Esthetics: Fundamentals, 12th Edition, ©2020 ISBN-13: 978-0-357-26379-2 Milady Standard Foundations, 1st Edition, ©2020 Included in the Esthetics Fundamentals & Foundations Textbook Package ISBN-13: 978-0-357-26379-2 CIMA for Milady Standard Esthetics: Fundamentals, 12th Edition Student Seat ISBN-13: 978-0-357-81256-3 CIMA Exam Prep for Milady Standard Esthetics: Fundamentals, 12th Edition Student Seat ISBN-13: 978-0-357-92021-3 Board of Barbering and Cosmetology Act and Regulations, 2026, found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire ○ knowledge of laws and rules regulating the established California Esthetician practices. ○ knowledge of sanitation and disinfection as related to all phases of skin care. ○ knowledge of general theory relative to Esthetician including anatomy, physiology, chemistry, health and safety, sanitation, and skin analysis. ○ practical procedure skills to pass the licensing examination. ○ professionalism, readiness for job/shop interviews, building a clientele, social media marketing resume creation, job search skills customer service.
Units of Instruction	<u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Includes: <u>Board Approved Health & Safety Course (B&P 7389(a))</u>: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> Including tinting and perming eyelashes and brows and applying eyelashes to any person. This subject also includes removing superfluous hair from the body of any person through the use of depilatories, tweezers, sugaring, nonprescription chemicals, waxing, or devices

	and appliances of any kind or description, except through the use of lasers or light waves, which are commonly known as rays. <u>350 Skin Care:</u> Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. <u>50 Hours Hair Removal and Lash and Brow Beautification:</u> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
--	--

Manicuring / Nail Care	Manicuring / Nail Care 400 Hours
Program/ Course Description	The Manicuring/Nail Care course of study consist of is a 400 clock hours program 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 help its students obtain the knowledge and skills needed for an entry level position in the beauty field. A total of 150 services are required to complete the program.
Program Mission & Objectives	California Beauty College's mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher.
Obtaining Proof of Training	Once a student has fulfilled all his/her financial obligations to the school (student ledger has a zero balance), a Proof of Training Document will be available to the student. Students are required to have their Proof of Training document to take the state exam.
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class

	quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.												
Grading System	A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below. <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	LEARNING MATERIALS AND TEXTBOOKS. California Beauty College provides students and instructors access to the primary textbooks, electronic resources, current California Board laws and regulations, and supplemental materials listed for each program. Primary texts are reviewed at least annually and must be either the current edition still in print or published within the preceding ten years. Milady Standard Nail Technology, 8th Edition, ©2021 ISBN-13: 978-1-337-78655-3 Milady Standard Nail Technology & Standard Foundations Textbook Package ISBN-13: 978-0-357-44686-7 CIMA for Milady Standard Nail Technology, 8th Edition Student Seat ISBN-13: 978-0-357-92020-6 CIMA Exam Prep for Milady Standard Nail Technology, 8th Edition Student Seat ISBN-13: 978-0-357-92022-0 Board of Barbering and Cosmetology Act and Regulations, 2026, found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf												
Internship/Externship	None												
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.												
Skills and competencies to be acquired by the student.	By the conclusion of the program, students should acquire ○ Acquire knowledge of laws and rules regulating California Cosmetology establishment practices. ○ Understand sterilization procedures. ○ Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.												

	○ Acquire business management techniques common to Manicuring/Nail Care.
Units of Instruction	<u>100 Hours Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in <u>150 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repair <u>25 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service. <u>25 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book.

Manicuring / Nail Care 102	Manicuring / Nail Care 102 600 Hours
Program/ Course Description	The Manicuring/Nail Care course of study consist of is a 600 clock hours program 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 help its students obtain the knowledge and skills needed for an entry level position in the beauty field. A total of 300 services/ operations are required to complete this program.
Rationale for Additional Hours	MANICURING/NAIL CARE-102 - 600 CLOCK HOURS This program prepares students for entry-level work in nail care and for the California written licensing examination. Instruction includes health and safety, infection control, manicuring and pedicuring, artificial nail services, nail repair and artistry, applicable laws and regulations, client consultation, business development, and job-readiness skills. CALIFORNIA MINIMUM AND CALIFORNIA BEAUTY COLLEGE ADDITIONAL TRAINING. California requires 400 hours of approved training for manicurist licensure. California Beauty College's 600-hour program includes 200 additional hours that are not required for California licensure: 150 hours of advanced artificial nail application, repair, and artistry; 25 additional hours of business development and job preparation; and 25 additional hours of laws, regulations, and professional practice. The additional training is intended to provide more supervised practice, broader exposure to enhancement and repair techniques, improved service timing and consistency, a stronger work portfolio, and added business and client-service preparation. The additional hours do not guarantee licensure or employment.

Program Mission & Objectives	California Beauty College’s mission is to provide instruction professional instruction in cosmetology, manicuring and esthetics. Each of these programs are designed to prepare students for entry level employment in their field and to pass California state licensing exams.												
Graduation Requirements	To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program’s course outline and have passed a school administered final practical exam with a score of 75% or higher.												
Obtaining Proof of Training	Once a student has fulfilled all his/her financial obligations to the school (student ledger has a zero balance), a Proof of Training Document will be available to the student. Students are required to have their Proof of Training document to take the state exam.												
Total Clock Hours & Attendance	Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student’s enrollment contract at the end of each evaluation period ensures that there will be completion of the student’s program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.												
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% to maintain satisfactory (academic) progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published Policy for Scheduling and Grading Make-Up Work, Incomplete’s and Repetitions.												
Grading System	A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>. The grading scale is listed below. <table><tr><td>A</td><td>Excellent</td><td>90% - 100%</td></tr><tr><td>B</td><td>Very Good</td><td>80% - 89%</td></tr><tr><td>C</td><td>Satisfactory</td><td>70% - 79%</td></tr><tr><td>D-F</td><td>Fail/Unsatisfactory</td><td>69% & below</td></tr></table>	A	Excellent	90% - 100%	B	Very Good	80% - 89%	C	Satisfactory	70% - 79%	D-F	Fail/Unsatisfactory	69% & below
A	Excellent	90% - 100%											
B	Very Good	80% - 89%											
C	Satisfactory	70% - 79%											
D-F	Fail/Unsatisfactory	69% & below											
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.												
Distance Education	None												
Learning Materials/Textbooks	LEARNING MATERIALS AND TEXTBOOKS. California Beauty College provides students and instructors access to the primary textbooks, electronic resources, current California Board laws and regulations, and supplemental materials listed for each program. Primary texts are reviewed at least annually and must be either the current edition still in print or published within the preceding ten years. Milady Standard Nail Technology, 8th Edition, ©2021 ISBN-13: 978-1-337-78655-3												

	Milady Standard Nail Technology & Standard Foundations Textbook Package ISBN-13: 978-0-357-44686-7 CIMA for Milady Standard Nail Technology, 8th Edition Student Seat ISBN-13: 978-0-357-92020-6 CIMA Exam Prep for Milady Standard Nail Technology, 8th Edition Student Seat ISBN-13: 978-0-357-92022-0 Board of Barbering and Cosmetology Act and Regulations, 2026, found at: https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student.	By the conclusion of the program, students should acquire ○ Acquire knowledge of laws and rules regulating California Cosmetology establishment practices. ○ Understand sterilization procedures. ○ Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed. ○ Acquire business management techniques common to Manicuring/Nail Care.
Units of Instruction	<u>100 Hours Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in <u>150 Hours Manicure and Pedicure:</u> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repair <u>150 Hours of Artificial Nail</u> application, repair and artistry <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book.

Industry Prerequisites, Physical Demands & Employer Requirements

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, prospective students should be aware of the **physical requirements** in the cosmetology industry. Occupations in the cosmetology industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed Cosmetologist, Esthetician or Nail Technician. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, professionals in the cosmetology field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Additionally, professionals in the cosmetology field must **meet requirements set forth by employers** such as following direction from supervisors, the ability to read and follow directions on chemicals used in a salon and ability to maintain a professional schedule.

School 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 in the administration office. Students may access the library Monday thru Thursday 8:30 am to 4:00 pm. There is a check in and out system for removing the resources from the library. Materials in the library include but are not limited to:

- Inspire Fashion and Make Up (Wedding Make Up)
- CEBLLA DVDS
- Salon Make up Techniques by Inspire
- Essentials of Human Anatomy & Physiology
- California Board of Barbering and Cosmetology, Candidate Information bulletin

Housing

The facility does not have dormitory facilities under our control. California Beauty College does not offer housing or provide assistance to students with housing. This institution has no responsibility to find or assist a student in finding housing. However, the school is located in close proximity to residential areas with availability of housing located reasonably near the institution's facilities. An estimation of the approximate cost of the housing as of January 2026 may be from \$800 and up; below is a link to information regarding rentals in or near the Campus:

<https://www.libertypropertymanagement.com/rental-properties.asp>

Conduct Policy

California Beauty College requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner or not complying with all the rules and regulations of the College will cause one to be subject to the institution's Conduct Policy. California Beauty College has a *progressive Conduct Policy*, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. The

following *may* be deemed violations of the conduct policy:

- Excessive tardy arrivals
- Failure to make up missed exams or assignments according to the school's make- up policy
- Refusal to accept a clinic service
- Staff or student harassment
- Failure to have books and equipment ready for class and/or clinic every day
- Failure to maintain infection control and clean their own station
- Using cell phone during services or during school hours are prohibited. Cell phones are to be on silent and put away during a service
- Failure to follow Personal Services Policy
- Violating smoking policy
- Eating on campus, other than in break room
- Theft or non-accidental damage to college property
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- Appearing to be under the influence of drugs or alcohol on campus
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Failure to comply with Dress Code
- Failure to follow Friday Attendance Policy

Termination and Dismissal Policy

The following acts *may* result in **immediate termination** from California Beauty College:

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing of product, equipment or from other students
- Use, possession, sale, or distribution of drugs/alcohol
- Interference with any instructor or administrator in connection with carrying out their duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

Grievance Policy and Student Complaints

Most problems or complaints that students may have with the school, or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at cgibbs.cbc@gmail.com and staff will respond within 10 school days

to aggrieved student, in writing. Grievance forms are available on the school's web page or by request from any instructor. All written complaints from students are saved for 6 years for review.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Students Right to Cancel

A student may cancel the enrollment agreement and receive a refund of amounts paid through attendance at the first class session, or the seventh day after enrollment, **whichever is later**. California Beauty College will refund 100 percent of institutional charges paid, less the \$100 registration fee. All other institutional charges will be refunded during the cancellation period.

Satisfactory Academic Progress Policy

California Beauty College's Satisfactory Academic Progress Policy (SAP) is consistently applied to **all** students enrolled at the school in a NACCAS approved program, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. California Beauty College's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **scheduled** hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Cosmetology 1,000 hours	1000 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks
Esthetician 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks
Manicuring/Nail Care - 102 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks
Manicuring/Nail Care 400 hours	400 clock hours	200 scheduled hours and 5.75 weeks

Academic Year

The institution operates all programs according to a schedule of 900 clock hours and 26 weeks per academic year of instruction.

Transfer Students

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. SAP evaluation periods are based on actual contracted hours at the institution.

Attendance Policy – All Programs

Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and one-half (1 ½) times the length of the course.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 70% to maintain satisfactory (academic) progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	70% - 79%
D-F	Fail/Unsatisfactory	69% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled hours. Students who exceed the maximum time frame shall be terminated from the program and permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Program	Maximum Weeks	Maximum Scheduled Hours
---------	---------------	-------------------------

	150%	
Cosmetology Part-time 25 hours per week 1,000 hours 40 weeks	60 weeks	1,500 hours
Cosmetology Full-time, 35 hours per week 1,000 hours 29 weeks	43.50 weeks	1,500 hours
Esthetician 600 hours 17 weeks	25.50 weeks	900 hours
Manicuring/Nail Care 102 600 hours 17 weeks	25.50 weeks	900 hours
Manicuring/Nail Care 400 hours 12 weeks	18 weeks	600 hours

Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. *Students who fail to meet the minimum Satisfactory Academic Progress requirements at an evaluation point will be placed on Financial Aid Warning for one payment period and may continue to receive Title IV, HEA program funds during that warning period. Students who fail to meet the minimum Satisfactory Academic Progress requirements at the conclusion of the Financial Aid Warning period are no longer eligible for Title IV, HEA program funds unless and until they reestablish eligibility under this policy.* Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning (SAP)

Students who do not meet Satisfactory Academic Progress requirements at an Evaluation Point will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Probation for Satisfactory Academic Progress

California Beauty College is not presently offering SAP Probation or appeal.

Reestablishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV or Veteran's funding, if applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

Leaves of Absence and Re-enrollments

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students

who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 67% and an academic cumulative grade 70% by the next evaluation period to be reestablish academic progress.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). **The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.**

Incompletes, Withdrawals, or Repetitions

Course incompletes, repetitions and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

Transfer Students and SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. When transfer hours are accepted for training, SAP evaluation periods are based on actual contracted hours at the institution.

Make Up Hours and Make Up Work

As California Beauty College offers both full-time and part-time classes students Monday - Friday 8:30 am to 4:00 pm. students are able to make up hours by attending another scheduled class outside the one they are enrolled; advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Institutional Refund Policy

This policy applies to all students and to all terminations for any reason, by either party, including a student's decision, an institution-initiated withdrawal, course or program cancellation, or school closure. The refund calculation depends upon the reason for termination. Student cancellations and withdrawals are governed by the provisions below. Course or program cancellation and school closure are governed by Paragraph 8. This Policy complies with California's state mandated policy.

1. California Beauty College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not exceeding two hundred fifty dollars (\$250), if such a fee is charged and identified in the enrollment agreement, when written notice of cancellation is made through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later.
2. After the cancellation period, a student who withdraws or is terminated after completing 60% or less of the scheduled period of attendance is entitled to a pro-rata refund. For California Beauty College's clock-hour programs, the period of attendance is the entire educational program.
3. Refund calculations are based upon scheduled hours through the student's last date of attendance. Scheduled hours for which the student was absent before the student's last date of attendance are included in the calculation.
4. The pro-rata refund equals the total charges paid by the student, minus the amount earned by the institution, and minus any allowable non-refundable charges. The amount earned is calculated by subtracting allowable nonrefundable charges from the total institutional charges, dividing that amount by the total scheduled hours in the program, and multiplying the resulting hourly charge by the scheduled hours through the student's last date of attendance.

Refund = Total Charges Paid - [((Total Institutional Charges - Allowable Nonrefundable Charges) / Total Program Hours) x Scheduled Hours Through the Last Date of Attendance] - Allowable Nonrefundable Charges

5. Once more than 60% of the scheduled period of attendance has elapsed, California Beauty College has earned 100% of the tuition and no institutional refund is due, except for any credit balance remaining on the student's account.
6. During the cancellation period, charges for equipment, books, supplies, tools, uniforms, kits, and other educational materials are refundable. After the cancellation period, educational materials actually issued to and received by the student are nonrefundable, become the property of the student, and remain the student's financial responsibility, as specified in the enrollment agreement and catalog.
7. If the amount paid exceeds the amount owed under this policy, the excess will be refunded or credited within 45 calendar days of the effective cancellation or withdrawal date. If the amount owed exceeds the amount paid, the student remains responsible for the balance. Any Student Tuition Recovery Fund assessment paid shall be refunded when a student cancels during the cancellation period but is nonrefundable when a pro-rata refund is calculated after that period.

Percent of Scheduled Program Time	Tuition Earned by School
0.00%-60.00%	Pro-rata calculation based upon scheduled hours through the last date of attendance
More than 60.00%	100%

8. If California Beauty College discontinues or cancels a program or closes before students complete their programs, the institution shall provide a full refund of all institutional charges unless the institution has made provision for affected students to complete a comparable educational program at another institution at no additional charge beyond the total charges stated in the original enrollment agreement and BPPE permits a pro-rata refund.

Withdrawal Procedures

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.

- Satisfy all debts owed to the school.
- *May* be charged a \$100 termination fee.

Constitution Day

California Beauty College recognizes Constitution Day on each September 17th. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on day students are scheduled on campus.

Voter Registration

All students and staff are provided voter registration information on the school student bulletin board, and it can be found on the at: <https://registertovote.ca.gov>

Family Education Rights and Privacy Act - FERPA

California Beauty College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. **Students and parents or guardians of dependent minor** students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to California Beauty College's Admissions Office at 1115 15th Street, Modesto CA 95354, or via email cgibbs.cbc@gmail.com and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Access to Student Records and Privacy

Students **and parents or guardians of dependent minor students** who are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Administration Office. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading.

California Beauty College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of

Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. California Beauty College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention & Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

Graduation Requirements

To graduate from California Beauty College and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline and have passed a school administered final practical exam with a score of 75% or higher.

Licensing Requirements

The Board of Barbering and Cosmetology currently requires an applicant to complete a Board-approved course, meet the applicable age and education requirements, submit the required application and fees, and pass the written licensing examination. Effective January 1, 2022, California no longer requires a practical licensing examination.

As of this catalog's publication date, the Board lists a \$75 application and examination fee. The initial license fee is \$50 for Cosmetology, \$40 for Esthetician, and \$35 for Manicurist. Therefore, the current combined Board charges are \$125, \$115, and \$110 respectively. These are non-institutional charges paid by the student and may change. Students should confirm current requirements and fees at www.barbercosmo.ca.gov before applying.

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Accreditation

California Beauty College is **accredited by** the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Approvals

California Beauty College is licensed to operate as a private postsecondary institution in the State of California and is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This institution is not implying that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Bureau for Private Postsecondary Education has approved California Beauty College to offer the following courses:

Cosmetology 1,000 clock hours
Esthetician 600 clock hours
Manicuring/Nail Care 400 clock hours
Manicuring/Nail Care - 102 600 clock hours

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 graduation certificate you earn at our Cosmetology, Manicuring/Nail Care & Manicuring/Nail Care 102 and Esthetician program(s) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or graduation certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Beauty College to determine if your credits or graduation certificate will transfer.

Scholarships

California Beauty College does not currently offer institutional scholarships or fee waivers. If California Beauty College establishes a scholarship or fee-waiver program, the eligibility requirements, award amount, application period, selection method, and effect on other aid will be published in a catalog supplement before awards are made.

Students With Disabilities

California Beauty College promotes the acceptance of Students with physical limitations or disabilities if these Students (their parents or physician) believe they can fulfill the course training demands. The school complies with the provisions of Section 504 of the Rehabilitation act of 1973 and does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and function. 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. California Beauty College will provide reasonable accommodations to applicants with documented disabilities who can benefit from the training and participate in the program's activities and services. The institution is equipped with handicapped parking spaces and rest rooms.

Ownership

California Beauty College is owned by California school of Cosmetology, Inc.

Bankruptcy History

The institution, California Beauty College or California School of Cosmetology, Inc 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 (11U.S.C. Sec. 1101 et seq.).

Document Control

The President, School Director, Financial Aid Administrator, and designated compliance reviewer complete an annual catalog review before publication. The review verifies dates, ownership, staff, programs, schedules, tuition and fees, licensing information, federal-aid information, refund terms, SAP, agency contacts, hyperlinks, and consistency with the enrollment agreement. Each approved catalog receives a version date, and superseded versions are retained.

Staff Administration and Instructional

Rhonda Arnold – Director of Education

Rhonda has been a dedicated professional in the beauty and barbering industry since 1980. Throughout her career, she has owned and operated over 12 successful salon and barbershop locations, managing and training teams of up to 63 employees. Her hands-on approach included personally training her staff in advanced barbering techniques to ensure high-quality service and professional growth. Today, Rhonda oversees the day-to-day operations of Central Valley Barber College, California Beauty College and California College of Barbering and Cosmetology, where she brings her decades of industry knowledge and leadership to the next generation of professionals. She is a licensed barber and remains passionate about mentorship, education, and elevating the standards of the industry she loves.

Carl Gibbs - President

Carl holds a B.A. in Business Administration and brings over 20 years of experience in the beauty and barbering industry. He began his career as a sales representative in Southern California, representing top beauty and barber brands for over a decade. During that time, he also managed a successful salon in Dana Point, CA. Since 2017, Carl has been actively involved in regulatory compliance and institutional approvals, working closely with the Bureau for Private Postsecondary Education (BPPE), the Board of Barbering and Cosmetology, NACCAS, the Department of Veterans Affairs, and the U.S. Department of Education. He is the owner of Central Valley Barber College, California Beauty College and California College of Barbering and Cosmetology, all of which are NACCAS-accredited and DOE-approved institutions. Carl is also a licensed barber and remains passionate about advancing the industry through education and professional development.

Hernan Lopez Gutierrez – Financial Aid Director

Hernan discovered his passion for barbering at a young age and began cutting hair professionally seven years ago. His skill, combined with his strong business sense, quickly led him to open a successful 10-chair barbershop in Turlock, CA, which he recently sold after years of growth and community impact. He holds a B.A. in Business Administration and is a licensed barber. Hernan currently serves as the Financial Aid Director at both Central Valley Barber College and California Beauty College, where he also plays a key leadership roles as co-owner of California Beauty College and California College of Barbering and Cosmetology. His hands-on experience in the industry and commitment to education make him a valuable mentor to aspiring barbers and beauty professionals.

Katie Bravo – Admissions Director

Katie is a licensed Cosmetologist and Esthetician and has worked in Admissions since 2015. She has also worked as a school Registrar, Esthetics Instructor and Cosmetology Instructor. Katie's strong administrative and customer service background is a huge asset to the college. Licensed Substitute.

Danielle McKinney – Assistant Director of Education– Office Manager

Danielle has worked in the Cosmetology and Barber industry for over 10 years. She is a licensed Cosmetologist and Barber as well as a former salon owner. She is an alumnus of both Central Valley Barber College and California Beauty College. Her organizational skills, administrative and industry background are key skills she brings to the college. Licensed Substitute.

Andreina Macias – Lead Cosmetology Instructor

Andreina is a licensed Cosmetologist with 12 years of experience in the beauty industry. She specializes in men's and women's haircutting, color, waxing, and nails, offering a wide range of services tailored to her clients' needs. With a keen eye for detail and a passion for creating personalized looks, Andreina has built a loyal following. She works out of her own private suite, where she provides a more intimate and relaxing experience for her clients. Andreina's dedication to her craft and her exceptional skills make her a trusted and valued professional in the beauty community.

Dalya Mariscal – Esthetician Instructor

Dalya is a skilled esthetician instructor and valued member of our team. A proud alumnus of California Beauty College, Dalya has honed her craft with years of expertise in the beauty industry. She specializes in waxing and brow shaping, offering clients precision and a personalized touch. With her extensive knowledge and passion for teaching, Dalya is an asset to our esthetics department, helping shape the next generation of beauty professionals. Her commitment to excellence and dedication to her craft make her a standout instructor and mentor.

Sukari Campbell – Esthetician Instructor

Sukari is an experienced esthetician instructor with over 10 years in the beauty industry. A licensed Cosmetologist, barber from Central Valley Barber College, Sukari brings a diverse skill set to her work, combining her expertise in both esthetics and barbering. She specializes in skin care and facials, offering a deep understanding of skincare treatments that cater to various needs. Sukari's passion for educating and her hands-on teaching approach inspire her students to master the art of esthetics. With her extensive experience and commitment to excellence, Sukari is a valuable asset to our team.

Maria Alvarez – Cosmetology Instructor**Celeste Ramirez – Cosmetology Instructor****Lilianna Martinez Barajas – Nail Instructor****Luis Trujillo – Instructor's Assistant**

California Beauty College

School Catalog and Pre-Enrollment Disclosures Acknowledgement

- **I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:**
- **State Licensing Requirements:** I understand the State of California Licensing Requirements.
- **SAP Policy:** I understand the SAP policy set forth in the catalog.
- **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to, physically demanding postures and other considerations covered in the school's catalog including regulatory oversight restrictions of the industry and the ability to meet requirements set forth by employers.
- **School's Return to Title IV Policy**
- **Course Outlines:** I understand the Course Outline set forth in the catalog.

I have received the below disclosures and understand they are also posted on the school's web page:

- Program Outcomes and Performance data for state of California and on the school's web page
 - **NACCAS Annual Report statistics**
 - I understand the school's Annual Security Report (Clery Act disclosures)
-
-

- **I have read and understand the below regarding employment in the cosmetology field**
- I must be licensed in order to practice or provide services to the general public
- As a professional in your field, you must stay in compliance with regulatory agencies to understand what your responsibilities are to practice your craft.
- Cosmetologists, Manicurist and Estheticians are in an industry that sometimes requires lots of bending, standing and sometimes being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.
- To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian of dependent minor, only if applicable:

Date: