

UNIVERSAL COLLEGE OF BEAUTY

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Table of Contents

APPROVAL DISCLOSURE STATEMENT	4
ACCREDITATION	4
GRIEVANCE PROCEDURE	5
INSTITUTION BUSINESS HOURS	5
HOUSING	5
PLACEMENT	6
WELCOME FROM THE PRESIDENT	6
HISTORY OF UNIVERSAL COLLEGE OF BEAUTY, INC.	7
MISSION STATEMENT/ EDUCATIONAL OBJECTIVES	9
ADMISSION REQUIREMENTS: COSMO & INSTRUCTOR TRAINING	10
ATB STUDENTS	10
INSTRUCTOR TRAINING	10
RE-ENTRY POLICY	11
TRANSFER STUDENTS AND INTERNATIONAL STUDENT POLICY	11
STATEMENT OF NON-DISCRIMINATION	11
FACILITIES	12
STUDENT SERVICES	12
FRESHMAN CLASS ENROLLMENT	12
CALENDAR/HOLIDAYS	12
CLASS SCHEDULE	12
ORIENTATION CLASS	12
COURSES OF STUDY	13
HEALTH AND PHYSICAL CONSIDERATIONS	14
DRUG & ALCOHOL ABUSE	14
DRUG ABUSE PREVENTION PROGRAM – STUDENT SERVICES	14
ATTENDANCE POLICY	14
STUDENT CLOCK HOUR POLICY	14
ADDITIONAL TRAINING HOURS	15
LEAVE OF ABSENCE POLICY	15
TUITION AND FEE SCHEDULE	16
TUITION AND FEES POLICIES	17
METHOD OF PAYMENT	18
SCHOLARSHIPS	18
BRUSH-UP	19

STUDENT SUSPENSION	19
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	19
MAXIMUM TIME FRAME	20
EXTRA INSTRUCTION CHARGES	20
ACADEMIC PROGRESS EVALUATIONS	21
EVALUATION PERIODS	21
DETERMINATION OF PROGRESS STATUS	21
WARNING PERIOD	21
PROBATION	21
APPEAL PROCEDURE	22
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS	22
NONCREDIT AND REMEDIAL COURSES	22
TRANSFER HOURS	23
DISCLOSURE OF EDUCATION RECORDS	23
CAREER ADVISING /PERSONAL ATTENTION	23
EXTERNSHIP	24
ENGLISH AS A SECOND LANGUAGE	24
GENERAL SCHOOL RULES AND REGULATIONS	24
COLLECTION OF TUITION	27
STUDENT TUITION RECOVERY (STRF)	27
WITHDRAWL POLICY	28
REFUND POLICY	29
CANCELLATION POLICY	29
WITHDRAWL CALCULATION	30
RETURN OF TITLE IV	30
REFUNDS	30
POST WITHDRAWL DISBURSEMENT	31
POLICY FOR FINANCIAL BALANCES	31
HYPOTHETICAL REFUND EXAMPLE ACCORDING TO STATE PRO-RATA POLICY	31
SCHOOL CLOSURE / TEACH OUT POLICY	31
STUDENT'S RIGHTS AND RESPONSIBILITIES	32
CURRICULUM FOR COSMETOLOGY COURSE (1000 Hours)	35
CURRICULUM FOR INSTRUCTOR TRAINING COURSE (600 Hours)	40
CURRICULUM FOR BARBERING COURSE (1000 Hours)	42
CURRICULUM FOR ESTHETICS COURSE (600 Hours)	45
CURRICULUM FOR MANICURING COURSE (600 Hours)	46

DISTANCE EDUCATION POLICY	49
SCHOOL'S ORGANIZATIONAL CHART	50
FACULTY	50
FINANCIAL AID SECTION	50
FINANCIAL AID DISCLOSURES	51
FINANCIAL AID MECHANISM	51
COMPLIANCE STATEMENT	51
U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT F.A. PROGRAM	51
STUDENT ELIGIBILITY REQUIREMENTS	51
FINANCIAL AID PRINCIPLES	52
APPLICATION PROCEDURES	52
FEDERAL PELL GRANT PROGRAM	52
Federal Supplemental Educational Opportunity Grant (SEOG)	53
DETERMINING NEED	54
COST OF ATTENDANCE	54
RECOVERIES	57
REFUNDS	57
TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED)	58
STUDENT TRANSFER REQUEST	58
VERIFICATION PROCESS	58
DOCUMENTATION REQUIRED	59
TIME PERIOD FOR PROVIDING DOCUMENTATION	61
CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)	61
2026 UPDATES	65

APPROVAL DISCLOSURE STATEMENT:

UNIVERSAL COLLEGE OF BEAUTY is a private Profit Corporation established in the state of California at 3419 West 43rd Place, Los Angeles, CA 90008. It was approved to operate under section 94802 subdivision (b) from the Bureau for Private Post-Secondary Education. The Bureau's approval means that the Institution and its operations comply with minimum standards established under the law for occupational instruction by private post-secondary institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutions approved by the Bureau must be re-approved every three years and are subject to continuous review. Approved courses for UNIVERSAL COLLEGE OF BEAUTY are: Cosmetology 1000 Clock Hours, Instructor Training 600 Clock Hours, Barbering 1000 Clock Hours, Esthetics 600 Clock Hours, and Manicuring 600 Clock Hours. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (888) 370-7589 Fax: (916) 263-1897, www.bppe.ca.gov

Our school currently has the following government sponsored programs to provide grants or to pay for portions of tuition and fees: FEDERAL PELL GRANT and FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT.

NOTE: This Institution is approved to participate in The Federal Student Loan Program but has chosen not to do so.

The CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY is the Agency which sets minimum standards for our programs of study. Board of Barbering and Cosmetology 2420 Del Paso Road Suite 100, Sacramento, CA 95834 (800) 952-5210 Email: barbercosmo@dca.ca.gov

ACCREDITATION

UNIVERSAL COLLEGE OF BEAUTY is accredited by the NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS AND SCIENCES (NACCAS). The address is 3015 Colvin Street, Alexandria, Virginia 22314 (703) 600-7600. NACCAS is an accredited agency recognized by the United States Department of Education for Cosmetology accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other educational costs.

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.

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

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner:

- Complete the grievance form and list all grievances
- Deliver the form to the school Director **Jasmine Williams** or the Administrative Office.
- The Director will then evaluate the grievance and schedule an appointment with the complainant within 5 days of receipt of the grievance. If the grievance is an emergency, it will be addressed within 24 hours of receipt.
- If the complainant is unable to deliver the forms, they can mail them to **KENNETH J. WILLIAMS** President/CEO/Owner of Universal College of Beauty located at 3419 W. 43rd Place Los Angeles, CA 90008 (323) 298-0045.
- All grievances, regardless of the nature will be reviewed by **KENNETH J. WILLIAMS** or upper management.
- If there is a grievance that cannot be resolved with Universal College of Beauty, Inc., the complainant may call the Bureau toll free or complete a complaint form, which can be obtained on the Bureau's website: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (888) 370-7589 Fax: (916) 2631897, www.bppe.ca.gov
- The complainant may pursue the complaint further with NACCAS, only after they have exhausted the school's internal complaint policy. This grievance can be sent to: NACCAS, 3015 Colvin Street, Alexandria, VA 22314
- Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225 Sacramento, CA 95834, P.O. Box 980818 W. Sacramento, CA 95798, www.bppe.ca.gov. Toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

All Information in the contents on this school catalog is certified and approved as true and correct by **KENNETH J. WILLIAMS**, President/CEO/Owner. This school does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11U.S.C. Sec. 1101 et. seq. (Ed.Code#94909(a)(12).

INSTITUTION BUSINESS HOURS

General Business hours: 9:00am to 2:30pm Tuesday and Wednesday; 9:00am to 4:00pm Thursday through Saturday.

HOUSING

This institution does not have dormitory facilities. Housing is located near the facility and adjacent areas. Rent prices vary in accordance with the market housing value which ranges from \$1,500 to \$2,500 for a room, studio or apartment. However, the institution does not offer housing nor does it assist students with locating housing.

PLACEMENT

This institution does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional costs. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Institution records State Board Pass/Fail results. Students that failed are encouraged to return to our school for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided and students are referred for interviews, results are recorded in the placement register. The school may show prospective students this register and state or federal agencies if requested. Some of the jobs available for Cosmetologists are manicuring, esthetics, hairstyling, barbering, makeup and waxing.

WELCOME FROM THE PRESIDENT

Dear Student,

Welcome to UNIVERSAL COLLEGE OF BEAUTY and thank you for selecting us to assist you in obtaining your Cosmetology and Instructor training. You are now entering into a field that will provide you with the opportunity for a successful future in the beauty industry. At UNIVERSAL COLLEGE OF BEAUTY we offer you the basic Cosmetology training coupled with hands on experience to assist you in passing the Cosmetology examination. We place emphasis on how to become successful in the beauty industry and how to make your chosen career personally and financially rewarding. You will practice beauty shop management; learn business concepts and psychology of personal success.

It is a pleasure to have you join us at UNIVERSAL COLLEGE OF BEAUTY Our GOAL is to help you discover your ability to transform your life and others lives through training. The degree of your success will depend upon the time and effort you are willing to apply during the entire course of your training. Our professional and committed Instructors are dedicated to helping you achieve your dream.

Best wishes from our staff as you embark upon your new career in Cosmetology and/or Instructor Training.

Sincerely,

KENNETH J. WILLIAMS
President/CEO/Owner

HISTORY OF UNIVERSAL COLLEGE OF BEAUTY

On March 22, 1930, Mrs. Hazel D. Williams founded the HENRIETTA BEAUTY SCHOOL in Los Angeles, CA. Mrs. Williams had applied for admission to numerous Cosmetology schools in the Los Angeles area but was denied admission because of racial discrimination. She and her spouse, John C. Williams, Sr., decided to open their own school and name it HENRIETTA BEAUTY SCHOOL, after a friend, Henrietta Kent who had given them financial assistance. The HENRIETTA BEAUTY SCHOOL was the first school west of the Rocky Mountains to develop a course of study specifically designed to meet the hair care needs of African-Americans. Many of the minority Cosmetologists in Los Angeles graduated from the HENRIETTA BEAUTY SCHOOL.

In 1956, Mrs. Williams and her spouse, John C. Williams decided to retire. Prior to the closure of Henrietta's Beauty School, their son John, Jr. a graduate of Henrietta's and his spouse Joneal, also a graduate of Henrietta Beauty School, continued Mama Williams' legacy by opening up their own school at Vermont and Manchester. They renamed it **UNIVERSAL COLLEGE OF BEAUTY [Vermont]** which became the main campus for all of the other branches. The demand by the community for quality Cosmetology education prompted John and Joneal to open **UNIVERSAL COLLEGE OF BEAUTY [Leimert Park]** located at Vernon and Crenshaw in August, 1985. In 1988, Mrs. Hazel Williams passed. However, in the spirit of continuing the family tradition, John's son Kenneth Williams joined the family business as Director of the Vermont Campus.

Joneal Williams was a native of Charlotte, NC and it had been her dream to open a Cosmetology School in her home town to serve the educational needs of her community. Her dream became reality in October, 1988 with the opening of **UNIVERSAL COLLEGE OF BEAUTY [Charlotte, NC]** which was dedicated in memory of Mrs. Hazel Williams.

The family's cosmetology schools continued to grow and thrive graduating many Cosmetologists. Unfortunately, on February 7, 1993 John's spouse, Joneal and their son "Chip" were tragically killed in an automobile accident in Charlotte. The family was devastated, but in the Williams' family tradition of surviving adversity and to keep Mrs. Hazel Williams and now Joneal's dreams alive, Kenneth's spouse Belinda Williams joined the family business as the Director of the Leimert Campus. The schools continued to graduate successful Cosmetologists.

In, August, 1997 another family dream was realized with the opening of **UNIVERSAL COLLEGE OF BEAUTY [Compton, CA]**. Subsequently, in November 1998, Loretta C. Williams, spouse of John C. Williams joined the family business as Chief Administrative

Officer and later became School Director of the Compton Campus. The Charlotte, N.C. campus was closed in May 2005.

Following 15 years of service to students and residents of Compton, the Compton campus permanently closed on June 30, 2012.

Following 50 years of service, our Vermont location closed in August 2015. We planned to open a new campus in the city of Inglewood, CA in 2018 and did so in 2019. That location recently closed due to the 2020 pandemic.

Unfortunately, on April 9, 2019 John C. Williams, Present/CEO passed away. His son, Kenneth J. Williams is now the President/CEO of Universal College of Beauty.

"What you do speaks so loud; I can't hear what you say" - **Mrs. Hazel D. Williams**

MISSION STATEMENT / EDUCATIONAL OBJECTIVES

To inspire, motivate, educate and graduate the next leading professionals in the Cosmetology and Barbering Industries.

Our primary objective at **UNIVERSAL COLLEGE OF BEAUTY** is to offer training that prepares the successful student to pass the Cosmetology State Board examination and become an effective Instructor. In the process, our secondary objective is to maximize the personal growth and development of each student to discover his/her potential to become a future Cosmetologist, Barber, Esthetician, Manicurist, Instructor and Entrepreneur.

Our prime vocational objective is to train and produce graduates sufficiently and knowledgeably to seek and find employment within the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as hair stylist, hair color, make-up artist, Beauty Salon Owner / Manager, Cosmetology Instructor, Supervisor or School Owner.

The daily training operations of the **UNIVERSAL COLLEGE OF BEAUTY** are directed by qualified Directors, **KENNETH J. WILLIAMS** and **JASMINE WILLIAMS**. They bring many years of managerial, administrative and practical experience within the beauty industry and they believe in continuing their education to keep abreast of the vast changes in the Industry.

The resultant education program and the teaching and training at **UNIVERSAL COLLEGE OF BEAUTY** represent the spectrum of Cosmetology knowledge and experience of our President, Directors and Staff. We present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting and rewarding fields - the beauty industry.

The unique and exceptionally talented qualities of **UNIVERSAL COLLEGE OF BEAUTY** faculty are exhibited daily in the classroom and on the clinic floor. Our staff supplements our training program on a regular basis through seminars and classes in Cosmetology training. These sessions are held with successful, sometimes world-renowned guest artists, lecturers, motivational trainers and sometimes graduates of our school. These exciting activities are conducted in an environment that is characterized by;

- Spacious, well-lighted, remodeled facility as needed to meet our school needs.
- Salon-type equipment especially designed to enhance student training.
- An educational philosophy that demands student's adherence to exemplary professional conduct and standards.
- An instructional methodology that provides continued individualized instruction during the complete tenure of student training.

- A Media center with books, periodicals, DVD's and supplemental materials to enhance student's knowledge, and computers with samples of the State Board exam to further enhance the student's ability to pass the exam.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization of these qualities help students develop skills to their fullest capacities.

ADMISSION PROCEDURES

Prospective students are required to call and schedule a "tour/interview" with the Administrative office. The purpose of the tour is to discuss your interest in the field, personal education and career plans to ensure this is a good fit for both you and the school. The school has the right to deny a student enrollment if they see fit.

ADMISSION REQUIREMENTS: COSMETOLOGY AND INSTRUCTOR TRAINING

The school accepts applicants for admission as regular students once the following criteria have been met:

- Provide a copy of their valid U.S. High School Diploma or its equivalent, GED.
- A valid Social Security Card.
- A valid government issued photo identification card or driver's license.
- All students must pass an admissions test with a minimum score of 70% or higher. Currently, our school is using the WONDERLIC TEST that is approved by the Department of Education.

ATB STUDENTS

As of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether or not the student received Title IV funding. THIS SCHOOL DOES ACCEPT ATB STUDENTS if they were previously enrolled as an ATB student under the criteria specified by the Department of Education. We accept the CESLA ATB test for cash paying students who lack a high school diploma. The passing score required is 97 and the test is administered by a third-party examiner. The cost of the test is \$120 and a date can be arranged with the Director for the test to be taken.

INSTRUCTOR TRAINING

Applicant must have a High School diploma or its equivalent in addition to a valid Cosmetology license, valid social security card and valid government photo identification card or driver's license and a minimum of three years of experience in the Cosmetology industry.

RE-ENTRY POLICY

All former Universal College of Beauty students who withdraw may only re-enter into the program of Cosmetology at the discretion of the School Director. Students will be put on a new contract and be charged the current hourly rate along with an enrollment fee \$175. Students will be responsible for purchasing all new books, supplies, uniform required for the course from the school. Students with Transfer hours maybe required to take a comprehensive exam before their prior hours will be accepted. Universal College of Beauty will determine the amount of prior hours accepted. The school will maintain permanent transcripts on all students.

TRANSFER STUDENTS AND INTERNATIONAL STUDENT POLICY

For students that have immigrated to the United States, a high school diploma must be provided. The institution will obtain the services of independent academic evaluators (an outside agency) to get an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. Self-certification of a high school diploma or its equivalent is not allowed by the Institution's accrediting agency (NACCAS). In addition to the admissions requirements listed above, individuals wishing to transfer to Universal College of Beauty must submit a Proof of Training or Transcript when s/he meets with the admissions administrator. Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that Universal College of Beauty will accept to transfer to the College. We do award for prior experiential learning. We do accept students from other countries however visas are not provided.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at an institution from which the student is transferring is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the diploma the student earned in the educational program is also at the complete discretion of the institution to which student may seek to transfer. If the diploma that the student earned at this institution is not accepted at the institution to which the student seeks to transfer the student may be required to repeat some or all of their course work at that institution. For this reason the student should make certain that attendance at this institution will meet their educational goals. This may include contacting an institution to which student may seek to transfer after attending Universal College of Beauty, Inc. to determine if the hours or diploma will transfer. This institution does not have an articulation or transfer agreement with any other college. Our school does not recruit any student currently attending another Cosmetology school.

STATEMENT OF NON-DISCRIMINATION

Universal College of Beauty, Inc. does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, area of origin or residence in its admissions, instruction or graduation policies.e.

FACILITY

The Leimert Campus is a two-story modern spacious 5600 square feet building. It is air conditioned with many benefits for our staff and students. Our school simulates salon conditions to help our students 'learn by doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge or break area is provided for students to use with facilities for eating and taking breaks. Each student is assigned a daily locker in which their personal items will be stored for the day. Our Instructor Trainees are taught to manage the reception desk by logging in patrons, answering the telephone and more. They learn how to do inventory control and assist in operating the school's supply system. Our objective is to help the student to become "salon ready". This campus maintains a library and a media center which includes books, manuals, videos, handouts and other resource materials a student may need to enhance their knowledge. A check out system is utilized. The media center includes a Computer Lab for all of our students to practice taking sample State Board exams.

STUDENT SERVICES

Access for handicapped students to the institution's facilities is not available at this institution and does not offer special facilities or programs for the handicapped.

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstration and student practice. The freshman class introduces the basics for those areas that the student will need to know to pass the State Board Cosmetology examination. From this initial introduction, the student will learn all fundamentals that are the basics for the student's future and career. UNIVERSAL COLLEGE OF BEAUTY considers the freshman classes to be the foundation of the student's future in each program.

CALENDAR/HOLIDAYS

The academic year is 900 clock hours which equals 26 weeks. The college is closed on Sundays, Mondays and the following holidays: New Year's Day, Martin Luther King Jr. 's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day and the next business day after Christmas. A "special" holiday may be declared for emergencies by the Administration for special reasons. Holy Days of all religious beliefs are respected and allowed.

STUDENTS MANDATED ATTENDANCE DURING HOLIDAYS

It is mandatory for students attend school during ALL special occasions and holidays when the school is opened for patron service; Valentine's Day, Memorial Day, Thanksgiving, Christmas, etc. If a student misses school they are charged for their absence and will automatically lose 50% of their attendance scholarship.

CLASS SCHEDULE

Classes for all courses begin on Tuesday of each week (subject to change depending on the schedule of the school).

ORIENTATION CLASS

Orientation classes for new students are held the first Tuesday of every month. All new students, transfers and re-enrolled students are required to attend prior to starting class. The orientation includes the introduction of the staff, learning about school policies, expectations, student services, financial aid and will receive all required documents and information prior to starting the first day of class. If a student misses their orientation, they must wait until the following month to start their course.

COURSES OF STUDY

The courses of study shall consist of the following clock hours which also include technical instruction and practical operations

- Cosmetology 1000 hours - SOC #39-5012
- Instructor Training 600 hours - SOC#25- II94
- Barbering 1000 hours - SOC #39-5011
- Esthetics 600 hours - SOC #39-5094
- Manicuring 600 hours - SOC #39-5092

All courses of study are designed to prepare students for the state licensing examination and become financially independent.

*There is currently no state license for Cosmetology Instructor

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations if these students (their parents or physician) believe they can fulfill the training demands. A student may be advised by Administration to take an L.O.A. until they can fulfil the physical demand of the course. A student may also be required to present a clearance from their doctor in order to resume their daily requirements.

DRUG AND ALCOHOL USE

The school does not allow any drugs or alcohol on the premises. If a student is caught using either one, it is grounds for termination.

DRUG ABUSE PREVENTION PROGRAM

The following information is available for all Universal College of Beauty staff,

students and Instructors. Anyone seeking information, counselling or assistance regarding Drug Abuse Prevention can call the following agency: Turning Point Alcohol & Drug Education Program Inc. 3756 Santa Rosalia Drive, Suite #617, Los Angeles, California 90008 (323) 296-1840.

ATTENDANCE POLICY

Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. Students are required to make-up the lessons and exams missed due to absenteeism. Excessive tardiness and or absenteeism will be reviewed by the Director to determine possible corrective action. Absence of three (3) days or more without notification may be considered cause for suspension. Any student absent more than fourteen (14) consecutive days without notifying the Instructor or Director may be withdrawn if the behavior continues; it may result in suspension or dismissal. Full time students are required to be enrolled and attend a minimum of 31 hours per week.

STUDENT CLOCK HOUR POLICY

The California State Board of Barbering and Cosmetology will only recognize time clock punched hours of attendance. Daily hours can be determined by our attendance roster as well. The timecard must be signed by the student and the Instructor and turned in each Tuesday.

The attendance personnel must be able to read the timecards so that the hours are correctly transferred to the roster. The timecards are the property of Universal College of Beauty and must always remain on the school premises. After a student clocks in, they are required to maintain applied effort. Personal grooming, without instructor's permission, leaving the building and reading material not related to Cosmetology and Instructor Training is not tolerated, if this occurs the student will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in a student's termination.

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

- Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the timecard reflecting hours are in Theory hours earned and any classes the Instructor has demonstrated.
- The portion of the time reflecting operations are to be applied to the efforts of the students as they manually perform practical subjects.
- Some practical operations may take longer to perform according to the student's pace and ability.

NOTE: The following time frame is given by the State board for each operation:
Shampoo Set = 1 hour, Scalp treatment = $\frac{1}{2}$ to 1 hour, Permanent wave = 2 to 3 hours,

Facial = 1 to 2 hours, Manicure = 1 hour, Hair cut = $\frac{1}{2}$ to 1 hour.

ADDITIONAL TRAINING HOURS

Students can receive a maximum of 10 hours in additional hours by attending classes approved by the school.

LEAVE OF ABSENCE POLICY

Occasionally, students may experience extended personal, medical or other problems that make it difficult to attend class. During the leave of absence, the student is not considered withdrawn and no refund calculation is required if:

- The institution has a formal policy regarding “Leave of Absence” (LOA).
- The student is to follow the institution's policy in requesting an “LOA”.
- LOA must be submitted in advance in writing unless unforeseen circumstances prevent the student from doing so. For example, if a student becomes injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
- An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
- Include the reason for the student's request and include the student's signature and must be approved by the School Director. There must be a reasonable expectation that the student will return from the LOA.

An LOA Request Form must include the start and end date of the “leave-of-absence” and it must not exceed 180 days in 12 months. It must extend student's contract period by same number of days taken in the LOA. All changes to the enrollment agreement must be initialed by all parties or an addendum must be signed by all parties. Students should not request a Leave of Absence unless they absolutely need to be off school for a period of more than 20 days consecutively.

For Financial Aid recipients an LOA is limited to a total of 180 days within a 12 month period, these 12 months initiate from the first day the student goes on the first leave. Students on an LOA will not be assessed any additional charges of tuition and will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance.

The refund calculation will be based on the student's last day of attendance. All refunds due will be issued to the student or appropriate agencies and paid within 30 days of the last day of attendance.

TUITION AND FEE SCHEDULE:

The tuition and fees are recorded on the enrollment agreement at the time students enroll in the course **(effective July 1, 2024)**

	Tuition, Fees, Books and Kit						
COURSE	TUITION	REG. FEE	STRF FEE	BOOK S	KIT & SUPPLIES	TOTAL	TOTAL WEEKS
Cosmetology	\$20,000	\$175	\$0	\$325	\$1050	\$21,550	33
Instructor Training	\$12,000	\$175	\$0	\$325	N/A	\$12,675	20-23
Barbering	\$20,000	\$175	\$0	\$325	\$1050	\$21,550	33
Esthetics	\$12,000	\$175	\$0	\$325	\$894	\$13,394	20-23
Manicuring	\$12,000	\$175	\$0	\$325	\$894	\$13,394	20-23

*Non-refundable: Due to sanitary reasons the kit & supplies are not refundable once the student receives it. The kit prices also include sales tax. Kit Down Payment Policy. Students are required to make a \$500 down payment toward their kit cost. If a student chooses not to proceed with the course, they will have 30 days from their start date to return their iPad and CIMA device in good condition and cleared of all data. The student may keep the remainder of the kit at no additional cost once their iPad and CIMA are returned.

THE COLLEGE RESERVES THE RICHT TO CHANGE THE TUITION AND FEES AND MAKE CURRICULUM CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT STUDENTS CURRENTLY ATTENDING SCHOOL. An iPad, e-book access, uniform; smock and apron, and a binder will be issued once a student begins school. Students will be able to rent tools and will be responsible for any lost, stolen or damaged items that they rent. Students can purchase mannequin heads/stands from the school or they can purchase from another venue as long as it is school approved. **THE COLLEGE IS NOT RESPONSIBLE FOR STUDENT'S EQUIPMENT, EITHER LOST OR STOLEN.** Students must learn to be responsible for the tools of their trade.

TUITION AND FEES POLICIES

Students are required to make a down payment covering the registration fee and Part One of the student kit, which includes a tablet and e-book access, prior to starting classes. The remaining kit balance may be paid in full before the start date, in installments according to the school's payment plan, or through approved school loans or financial aid. Students will receive their full school kit at the completion of the first quarter of enrollment. Occasionally, during special promotions, the school may allow students to receive a kit with a down payment option; however, the student remains responsible for the full kit cost.

ESTHETICS & INSTRUCTOR TRAINING 600 HOURS			
Payment period	1st	2nd	Totals
Tuition	\$6,000	\$6,000	\$12,000
Reg. Fee (Non-refundable)	\$175	\$0	\$175
Books. Kit, Supplies (Non-refundable)	\$1394	\$0	\$1394
STRF(Non-refundable)	\$0	\$0	\$0
Totals	\$7,569	\$6,000	\$13,569

COSMETOLOGY & BARBERING 1000 hours				
Payment period	1st	2nd	3rd	Totals
Tuition	\$9,000	\$9,000	\$2,000	\$20,000
Reg. Fee (Non-refundable)	\$175	\$0	\$0	\$175
Books. Kit, Supplies (Non-refundable)	\$1,550	\$0	\$0	\$1,550
STRF (Non-refundable)	\$0	\$0	\$0	\$0
Totals	\$10,725	\$9,000	\$2,000	\$21,725

MANICURING 600 HOURS			
Payment Period	1st	2 nd	Totals
Tuition	\$6,000	\$6,000	\$12,000
Reg. Fee	\$175	\$0	\$175
Books,Kit,Supplies	\$1,394	\$0	\$1,394
STRF	\$0	\$0	\$0
Totals	\$7,569	\$6,000	\$13,569

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the students cost of attendance. Payment plans are available from this institution. Students may make payments by cash, credit card, or money order. Federal student financial aid is available to those who qualify to cover educational expenses. Financial aid may be in the form of grants (no repayment required) and student loans (**THIS INSTITUTION CURRENTLY CHOOSES**

NOT TO PARTICIPATE IN THE STUDENT LOAN PROGRAM). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly payments in accordance with their means. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire education expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

SCHOLARSHIPS

Universal offers scholarships but are not obligated to do so. Students must meet the following criteria in all areas to be considered for eligibility; (1) Academic: student must maintain a 75% GPA on theory and/or practical exams. (2) Attendance: student must maintain 70% attendance with no unexcused absences. (3) Professionalism: student must be dressed in uniform daily, hair done, mannerism towards fellow students, staff and customers. Weekly and monthly payment must be submitted on time.(4) Additional Training: student must participate in events in-house and public events, charity events, etc. Universal College of Beauty reserves the right to revoke or deny scholarship eligibility at any time. Any funding, scholarships, donations or cash that the school receives from an organization for the purpose of allocating towards students tuition will supersede Universal College of Beauty's in-house scholarships.

Universal College of Beauty provides students with four categories of scholarships to assist them with their enrollment cost. All students **MUST** comply with all scholarship requirements in order to be eligible. Evaluations will be assessed monthly to determine student's eligibility. Universal College of Beauty reserves the right to revoke or deny scholarship eligibility at any time. Any funding, scholarships, donations or cash that the school receives from an organization for the purpose of allocating towards students tuition will supersede Universal College of Beauty's in-house scholarships.

Scholarship amounts are determined on an individual basis since students have different financial aid eligibility or no financial aid at all. Student's outstanding balances will help determine the value of each scholarship. If a student becomes ineligible due to noncompliance of scholarship requirements, they will be responsible for that amount for that particular month. Students will be eligible the following month as long as they meet the scholarship requirements. The scholarship categories and requirements are as follows:

PROFESSIONALISM / PRODUCT SALES

Students will be evaluated on the mandatory "all black uniform/attire" (absolutely no additional colors). No logos or designs, all outerwear jackets must be solid black, socks must be worn **UNDER** pants/leggings. Shoes must be white, black or gray only. No pop-of-colors are allowed on shoes. Hair must be neatly combed and set. All hair accessories must be black, white or gray. Hair buns, hairline/edges, overall upkeep must be clean, neat and tidy. Students must keep up their hygiene. No smell of smoke or alcohol. Students must not refuse any assignments/services requested by their Instructor unless approved by Director. Cell phones are prohibited during the time instructors, administrators and guest speakers are speaking. No cell phones allowed on clinic floor or in class.

Students must return from their breaks and lunch on time. Student must be respectful to all classmates, staff members and clients at all times. Financial aid and non-financial aid student must make their weekly/monthly payments on time.

Cosmetology students must meet a minimum quota (determined by the school) of clinic floor tickets which are valued at 50% of the service charge. Amounts will differ for each student based on the scholarship amount. If a student does not meet the quota for that month, the student will not be eligible to receive the Professionalism scholarship credit for that month.

Esthetician students must sell a minimum of \$350 in product sales within the duration of their course. If this amount is not met, it will be deducted from your scholarship amount. Amount subject to change at the discretion of the school.

ATTENDANCE

Student's attendance will be evaluated monthly. New students cannot miss any days for the first two months of school (approximately 200 hours) in order to be eligible. Less than 70% attendance rate, automatically disqualifies you until attendance improves. Students must schedule their personal appointments on Mondays when the school is closed.

ACADEMICS

Students must maintain at least a 75% GPA. All test scores must be turned in on time. If a student missed an exams, they must make arrangements with their Instructor to have all exams completed before the end of the month.

After a student completes 800 hours (400 hours for Esthetic students), they will be required to complete a "100 question" exam which requires an 85% passing rate.

ADDITIONAL TRAINING

Cosmetology and Esthetic students must attend a minimum of six additional training classes approved by the school which must be recorded on the student's timecard. A total of 10 hours maximum. Cosmetology students must participate in all mannequin competitions throughout their course.

Baber students must personally refer at least 10 *NEW* clients for barbering services to be eligible for this scholarship. Referred clients must be new to the school (not existing school clients) and may book multiple visits.

All students are required to complete a one-page resume, drop it off at six beauty or barber-related businesses, and create a 15-service price list.

STUDENT SUSPENSION

Universal College of Beauty has the right to suspend students indefinite. Suspensions may go from 3 days to 60 days to indefinite. Students may incur charges during their suspension.

BRUSH-UP

Students requiring preparation for the State Board exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$175. Students must furnish their own equipment.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

STANDARDS: This policy is applied consistently to ALL students (Title IV and non-Title IV recipients) enrolled in a specific program and schedule. Information regarding the SAP guidelines is provided to students during Orientation.

Only students who maintain satisfactory progress are eligible to receive Title IV assistance. The student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each evaluation period, per the grading scale below:

Grade	Letter Equivalent Level	
90-100%	A	Excellent
80-89%	B	Above average
70-79%	C	Average
60-69%	D	Unsatisfactory (below average)
59% and below	F	Fail

2. Maintain a cumulative average attendance level of at least 2/3 (67%) of the scheduled hours indicated on their enrollment contract at the end of each evaluation period. This 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. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who have more than 14 days of absences will be dismissed.
3. This standard shall apply to all students except those on an approved Leave of Absence (LOA) Ref: LOA policy on page 13. An LOA will extend the contract period and maximum time frame by the same number of days taken in the LOA.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered making Satisfactory Academic Progress until the next evaluation period.

EXTRA CREDIT: Students may receive extra credit for attending and participating in Beauty/Trade Shows and community activities BUT must be under the supervision of an Instructor for all hours awarded.

MAXIMUM TIME FRAME (effective July 1, 2024)

The maximum time frame, which does not exceed 150% of the course length allowed for students is as follows:

Maximum time Frame			
100% Completion Course:	Hours	Weeks	Hours
Cosmetology / Barbering	1000	33	1000
Esthetics / Instructor Training	600	20-23	600
Manicuring	600	20-23	600

Maximum time Frame			
150% Completion Course:	Hours	Weeks	Hours
Cosmetology/Barbering	1000	50	1500
Esthetics / Instructor Training	600	30-35	900
Manicuring	600	30-35	900

EXTRA INSTRUCTION CHARGES (effective July 1, 2024)

Each student has a scheduled completion date within an allotted time frame. A grace period of 14 days has been added to the calculated completion date for each program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$20 per hour for Cosmetology students and \$20 per hour for Instructor Training students, or any part thereof, payable in advance until graduation. Students will not be allowed to clock in until applicable weekly payments are made. Students are expected to complete their training within the time frame allowed as specified in the enrollment agreement. Students will receive progress reports and will be expected to maintain a 70% GPA and 67% attendance. This policy applies to students who surpass their scheduled completion date.

NOTE: Length of time in course depends on the number of hours the student is contracted for on a monthly basis as specified in the enrollment agreement.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a system of numerical grades as determined by academic learning. Academic learning is evaluated after each subject is

completed. Practical skills are evaluated according to practical skills criteria as adopted by the institution and may be used toward course completion if satisfactory or better. If unsatisfactory, the skill will not be used and will be repeated. The first evaluation must occur no later than the mid-point of the course/program, whichever is sooner.

NOTE: All evaluations must be completed within 7 business days following the established evaluation points.

EVALUATION PERIODS

Evaluation periods are similar in length whether in clock hours, weeks or months. Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Cosmetology/Barbering:	450 and 900 hours
Esthetics / Instructor Training	300 hours
Manicuring	300 hours

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until next scheduled evaluation. Students in Satisfactory Academic Progress will be eligible to receive Title IV funds. Students will receive a hard- copy of their Satisfactory Progress Determination at the time of each of the evaluation periods.

RETEST / MAKE UP POLICY

A student has 10 days to make up an exam in order to receive a higher score. If a student missed an exam, they must request an exam date within 3 days with their Instructor. All chapter exams must be completed before completing their course.

WARNING PERIOD

Students not considered meeting minimum standards for Satisfactory Academic Progress will be placed on warning status but are still deemed to be in Satisfactory Academic Progress and will continue to receive Title IV assistance for that one payment period. Financial aid status is assigned without an appeal or other action by that student. If at the end of the warning period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress and eligibility for Title IV assistance will continue.

PROBATION:

Probationary status for students who are not meeting minimum standards for satisfactory academic progress may be allowed according to the following;

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period;

and

- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Students who are on probation may continue to receive Title IV funds during that payment period if the institution approves the appeal.

If the student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress will be re-established and Title IV funds will be disbursed for the next payment period. If the student has not met the minimum attendance and academic requirements by the end of the probationary period and if the institution has determined that the student did not meet the requirements specified in the academic plan for the student, the student will not be in Satisfactory Academic Progress, will not be eligible to receive Title IV funds and will be subject to termination.

APPEAL PROCEDURE

If a student is determined to not be making Satisfactory Academic Progress when placed on probation, the student may appeal the determination. The student must submit a written appeal to the school on the SAP appeal form with supporting documentation as to reasons why the determination should be reversed. This information should include what has changed about the student's situation, i.e. death in family, and injury or illness or any other circumstance that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed by the School Director and an Instructor and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and Title IV aid will be reinstated.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence (LOA), 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 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.

NONCREDIT AND REMEDIAL COURSES

Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress (SAP) standards.

TRANSFER HOURS

Appropriate credit will be granted for prior training in Cosmetology and Instructor Training upon review by college officials of its validity under the Cosmetology Act and regulations of California Board of Barbering and Cosmetology. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

DISCLOSURE OF EDUCATION RECORDS

Universal College of Beauty complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of education and establishes a student's and/or parent/guardian of a dependent minor's right to inspect and review their educational record, under the supervision of a staff member. Students or their parent/guardian, if the student is a dependent minor, may have access to their own files by contacting staff for an appointment. The school may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian, if the student is a dependent minor, may not remove these records from the campus.

This institution requires prior written consent from the student or guardian, each time, before releasing any student information in response to a third-party request unless the school is required to do so by law by a government agency or the school's accrediting agency. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. This institution will keep these records for five (5) years from the last day of attendance. After this period all records EXCEPT the official transcript are destroyed. The students are not entitled to inspect the financial records of their parents.

The school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

CAREER ADVISING /PERSONAL ATTENTION

Students are advised individually, as often as necessary, but at least on a quarterly basis to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled to visit the school regularly to give demonstrations and discuss career goals, etc. with the students. Students may request additional advising sessions at any time, however, referral for professional assistance is available upon request. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the California State Board Barbering and Cosmetology examination.

EXTERNSHIP

This institution allows students to complete 10% of the cosmetology course through Externship. The Director must approve the externship therefore a student is required to schedule an appointment to meet and discuss the possibility of participating in such a program. Student eligibility for externship is up to the school's discretion. Students must maintain an 80% GPA or higher, 90% attendance, exude professional attitude and appearance as well as comply with all school rules and regulations.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language (ESL) course. All prospective students that are accepted for enrollment must be proficient in the English Language. All documents are written in English.

GENERAL SCHOOL RULES AND REGULATIONS (revised 6/2024)

The following are UNIVERSAL COLLEGE OF BEAUTY rules and regulations which ALL of our students are expected to follow:

1. School hours are Tuesday and Wednesday from 9:00 a.m. to 2:30 p.m. and Thursday through Saturday from 9:00 a.m. to 4:00 p.m. SATURDAYS ARE MANDATORY. Any student who misses a Saturday will be suspended for three (3) days.
2. Timecards must be legible and STUDENTS MUST USE TIME CLOCK TO CLOCK IN AND OUT.
3. In case of illness or emergency on any day, the student must call the school at (323) 298-0045 to report his/her absence before 8:00 a.m. that morning.
4. Students are required to be in class for roll call promptly between 9:00 a.m. and 9:15 a.m. in a clean uniform. No hats allowed and head scarves must be approved by the Director.
5. Any student appearing in school with their hair not set and neat will be clocked out. Personal Grooming is a must and will be approved by an Instructor.
6. **TARDY POLICY** - Any student who is tardy (9:15 A.M.) will be sent home, unless approved by the Instructor or Director. Announcements are from 9:15 a.m. to 9:30 a.m.
7. Students will take lunch between 11:30 a.m. and 2:00 p.m. (the exact time and length of lunch period will be determined by the School Director) and must be cleared by the Instructor. If a student has not had lunch by 2:00 p.m. this should be reported to the Instructor. Taking a lunch break is the student's responsibility and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
9. No student is allowed to clock out during college hours without permission from the Instructor.

10. **NO STUDENT IS ALLOWED TO CLOCK IN OR OUT FOR ANOTHER STUDENT.** This rule is strictly enforced and may be grounds for disciplinary action. Smoking is not allowed in the building and no gum chewing is allowed on the Clinic area at any time.
11. No visitors are permitted in the classrooms or student lounge unless approved by the Director or Instructor.
12. College business telephones may not be used for personal calls. However, incoming calls regarding an **EMERGENCY CALL** for students will be allowed.
13. The use of cell phones, IPods or any other listening device is strictly prohibited while working on a patron.
14. Rigid adherence to the rules and regulations of sanitation, disinfecting and personal hygiene is required at all times.
15. Students must keep their work stations, in class or on the clinic floor, clean and sanitary at all times.
16. A minimum of 30 minutes of sanitation must be completed by the student daily. All kits must be in a sanitized condition at the end of the day.
17. All students serving the public must be courteous and pleasant. If difficulty arises with a patron, the student is to call an Instructor. Students that exhibit rude behavior towards a client is grounds for suspension.
18. No student may leave a patron while doing a perm or hair color service, except in an emergency and is excused by an Instructor.
19. **STUDENTS CAN NOT REFUSE TO GIVE SERVICE TO A PATRON NOR LEAVE A PATRON WITHOUT FINISHING THE SERVICE (EVEN IF IT IS PAST 4:00PM) UNLESS EXCUSED BY AN INSTRUCTOR.** FAILURE TO FOLLOW THIS RULE MAY BE GROUNDS FOR SUSPENSION AND LOSS OF TUITION CREDIT AND/OR SCHOLARSHIP.
20. Students are not allowed to give services or materials other than what is called for on the service ticket. Students are not to take tickets from the receptionist desk UNLESS authorized by an Instructor. Students are not to exchange tickets UNLESS authorized by an Instructor. Students violating this rule will be disciplined accordingly.
21. Students will pay in advance for supplies for personal services such as permanents, tints, bleaches.
22. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for their personal belongings and materials. All unreturned rented school property will be charged to the student's account accordingly.
23. Students must not gather or congregate around the Receptionist desk, in the offices or visit with a student who is working on a patron.
24. Students are required to attend school TUESDAY THROUGH SATURDAY unless the day is designated as a Holiday. However, attendance on **SATURDAY is MANDATORY.** The college reserves the right to terminate a student if this rule is violated. A student may be required to produce documentation for absences.
25. It is mandatory for students to attend school during ALL special occasions and holidays when the school is opened for patron service; Valentine's Day, Memorial

Day, Thanksgiving, Christmas, etc. If a student misses school they are charged for their absence and will automatically lose 50% of their attendance scholarship.

26. Students have the right to request confidential counselling from a staff member of the college regarding a personal issue or other issues, including referral for professional assistance, if necessary. The school maintains a record of student referrals.
27. The college positively reserves the right to suspend, place on leave, or expel a student who gossips, steals school equipment, supplies or products, uses vulgar language, fights on school grounds, is a part of creating an unsafe school environment, makes threats toward staff/students or causes any other kind of discord.
28. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. If this occurs the student will be automatically expelled.
29. Students must keep a record of hours and services for each day as required on the student daily record of applied effort. Weekly timecards will be audited by the institution. Cosmetology credit will be given for applied effort only if the student is continuously engaged in training and study of the course for which a student is enrolled.
30. All students will be expected to maintain an average of "C" (70%) in theory and in all practical subjects and 67% attendance.
31. Only products furnished by the college may be used unless otherwise approved by the instructor. Products brought in by the students to use, must be approved by an instructor.
32. Students must comply with all instructions, directions, orders, etc. given by personnel related to school activities. Insubordination will not be tolerated.
33. Students will not solicit, encourage or recruit students (i.e. unlicensed operators) for employment in salons, spas or any establishment offering hair or skin care services. This conduct will be grounds for immediate termination from the program. This conduct violates the rules of the State Board of Barbering and Cosmetology and Universal College of Beauty.
34. All services will be paid for at the receptionist desk. Students are not allowed to solicit additional payment for services.
35. Students must comply with college policy, Department of Education and State agency rules and regulations.
36. In case of absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
37. Notify office immediately of any name, address or telephone change.
- 38. All student's written excuses are due the day the student returns back to school, in order for it to be accepted and verified by a staff member. Any written excuse submitted after the day of return, will not be accepted. Written excuses cannot be used for prior absence, they will automatically be marked as unexcused and cannot be changed.**
39. STUDENTS ARE REQUIRED TO BRING THEIR E-BOOKS AND

SUPPLIES TO SCHOOL EACH DAY. The School is not responsible for student's lost, damaged or stolen items.

40. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent for more than fourteen (14) days without notifying the Instructor or School Director may be considered for termination.
41. Time slips are school property and must remain in the school at all times - removal of these slips will be grounds for suspension.
42. All unexcused absences that cause a student to go past their contracted end date will be charged by the hour. Any student that is suspended will be charged for each day of the suspension. This balance must be paid before a student can graduate.
43. These rules are designed to form excellent work habits and attendance, and to aid in the students completing the course as soon as possible so that they may become employed as a Cosmetologist or Instructor.
44. Students will be required to work on each other on practical operations. Students cannot hold the school reliable for any negligence or injuries that may occur during the procedures.
45. The School is not held responsible for any negligence or injuries that may occur during a procedure performed by a student. It is the student's responsibility to ensure that the area is safe before starting a service. The school will not be held responsible for any adverse reactions to products.
46. Students may be filmed for the purpose of social media, advertisement or during school events. If a student wishes not to be filmed, they must inform the school Director by 9:15am. It is the student's responsibility.
47. All GAIN workers will be sent their student's attendance report on a monthly basis in order to ensure their social worker is kept up-to-date on the student's progress

48.

ENFORCED GROUNDS FOR TERMINATION: In regards to the above rules, the school reserves the right to terminate any student who fails to achieve SAP, gossips, steals school equipment, products or from other students, uses vulgar language, fights on school grounds, makes threats toward staff, is under the influence of alcohol or drugs or causes any other kind of discord is insubordinate.

COLLECTION OF TUITION

For all students who receive Pell Grants, tuition is paid directly to the school at designated intervals. If students are private pay, they are required to pay tuition on a quarterly basis. At the time of enrollment, students are required to make an advance payment that shall not exceed one term or four months (quarterly). However, once the student has completed 50% of the program, the institution may require full payment. As an alternative, a student has the option to pay the institution in full for tuition and fees, including funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement. Ed. Code #94899.S
(e) BPPE Student Withdrawal, cancellation and refund policies (Ed. Code #94919-94922)

STUDENT TUITION RECOVERY FUND (STRF):

76215. Student Tuition Recovery Fund Disclosures (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.” (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “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., Suite 225, Sacramento, California, 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.

WITHDRAWL POLICY

Students will be advised that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance.

1. Student (and in the case of a student under legal age, his/her parent or guardian) has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of class) or the seventh day after enrollment (seven days from the date when enrollment agreement was signed) whichever is later.
2. If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed as a withdrawal even though he/she did not indicate that they were withdrawing.
3. Student failed to return on schedule from approved leave of absence.

REFUND POLICY

This institution utilizes the Bureau for Private Postsecondary Education refund policy (Ed. Code 71750).

Applies to all terminations for any reason. The State of CA refund policy for students who have completed 60 percent or less of the period attendance shall be a pro rata refund. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program, multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal) (2) Except as provided for in subsection (a)(3) of this section, all amounts in excess of what is owed as calculated in subdivision (a)(1) shall be refunded. (3) All amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250, books, supplies or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund, any assessment paid is non-refundable. (4) Refund calculations are based on actual hours or scheduled hours. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

A registration fee of no more than \$175 is non-refundable. Equipment, books, supplies, tools uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student, these items will belong to the student and will represent a liability to the student.

CANCELLATION POLICY

If student cancels the agreement, the school will refund any money that student paid, less any deduction for registration fee and equipment received. If student withdraws from school after the cancellation period, the refund policy described above will apply. If the amount student has paid is more than the amount that student owes for the time student attended, then a refund will be made within 45 days of the official withdrawal date which is the students last day of

attendance. If the amount that student owes is more than the amount student has already paid, then student will have to arrange with this institution to pay that balance. Official withdrawal date is student's last day of attendance.

Academic credits earned but not paid for will not be released by the institution.

WITHDRAWAL CALCULATION

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Funds from the Title IV Financial aid program available at the institution during the payment period or enrollment period. If the answer is YES, the institution will conduct two distinctive and different calculations.

RETURN OF TITLE IV FUNDS

Special note to students receiving Unsubsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent 60 % of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and /or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine that amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the Institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled to, to reduce the balance owed on the loan.
2. The student may not be eligible to any other federal student financial aid at another institution or other government assistance until the loan is repaid. Amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

REFUNDS

If any refunds are due based on the Return of Title IV calculation QL based on the institutional

refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

1. Unsubsidized Loans from FFLEP or Direct Loan
2. Subsidized Loans from FFELP or Direct Loan
3. Perkins Loans
4. PLUS (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan
6. Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National SMART Grant
9. Federal SEOG
10. Other

This order would apply in accordance with the aid programs available at the institution.

POST WITHDRAWL DISBURSEMENT

If the calculation shows that the received less aid than what the student earned within the payment period or enrollment period, than the student would be notified of the amount of Grant funds to be used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement of the student for other educational expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds.

POLICY FOR FINANCIAL BALANCES

If a student has a **FINANCIAL BALANCE**, the school will notify the student within 10 to 21 days of the student's withdrawal or termination date. Once the balance is received by the school the student will be given a Proof of Training and the Record of Withdrawal.

Hypothetical Refund Example according to the State Pro-rata policy

Assume that a student upon enrollment in a 1000 clock hour course, pays \$8,000 for tuition \$75 for registration and \$400 documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 500 hours without returning the equipment due to sanitary reasons. The pro rata refund to the student would be \$4250 based on this calculation: $500 \text{ hours} \times \$15/\text{hour} = \$7,500$ owed to the school for tuition plus $\$75 + \$400 = \$7,975$ due to the school. Refund of \$25.00 due to the student.

SCHOOL CLOSURE / TEACH-OUT POLICY:

1. If no closure of an institution or program has occurred, an accredited institution must submit to NACCAS the Teach-Out Agreement entered into with another institution not later than 5 days after entering into such agreement. In the event of an unplanned closure of an institution or program, the Teach-Out Plan and Agreement must be

submitted for approval not later than 15 days following the occurrence of a Teach-Out Event.

2. In the event of the planned closure of an institution or program, the Teach-Out Plan and Agreement must be submitted 30 days prior to the closure date.
3. The closing school will submit to NACCAS a list of students who were enrolled at the time of closure and indicate the arrangements made for each affected student.
4. If the school closes permanently and ceases to offer instruction after students have enrolled OR if a course is cancelled after students have enrolled and instruction has begun, students participating in Title IV student financial assistance programs the following policy will apply:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide a full refund of all monies paid; or
 - c. Participate in a Teach-out Agreement

TEACH-OUT AGREEMENT

1. The teach-out will be performed by previous agreement by an institution in the same geographic area as the original school which provided the course of study
2. This school will place students in a Cosmetology school where they have a reasonable opportunity to resume and complete the cancelled course(s) of study or a similar course of study at a school that offers similar educational programs, has acceptable quality as evidenced by state approval; and have no business connections with the original institution.
3. The Teach-Out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet been paid.
4. A copy of the enrollment agreement and catalog will be submitted to each institution that receives students
5. A copy of the Teach-Out institution's license issued by the state regulatory agency will be submitted and has the necessary experience, resources, and support services.
6. This school shall arrange for individual notice to affected students of the availability of the Teach-Out Plan and diligently advertise such availability. The agreements among other schools of Cosmetology may provide that teach-out notices may be sent by the teach-out school.
7. If there is no provision for a teach-out, a full refund must be provided to each student enrolled at the time.
8. The closing school complies with applicable state and/or federal laws regarding records maintenance.
9. If the institution that is a party to a Teach-Out learns that another party to the Agreement plans to close, NACCAS must be notified.
10. The Teach-Out Plan must be approved by the U.S. Secretary of Education.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations
- About its programs, its instructional laboratory, and other physical facilities, and its faculty
- What the total cost of tuition and all fees and the policy on refunds on students who withdraw
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients
- How it determines financial need
- How much of the student's financial need, as determined by the school, has been met
- To explain each type and amount of assistance in student financial aid package
- What the interest rate is on any student loan the student has, the total that has to be repaid, when the repayment begins and what cancellation or deferment (postponement) provisions apply.
- To reconsider the aid package, if the student believes a mistake has been made or if enrollment or financial circumstances have changed
- How the school determines whether the student is making satisfactory progress and what happens if the student is not
- What special facilities and services are available, if any, to the handicap.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling
- Review the catalog and School Performance fact sheet prior to signing an enrollment agreement.
- Pay special attention to the application for student's financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent the receipt of financial aid.
- Know and comply with all deadlines for applying and re-applying for aid.
- Provide documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms that are signed.
- Repay any student loan. When a student signs a promissory note, they are agreeing to repay the loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of any change in name, address, phone number or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.

- Understand the school's policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is the student's responsibility and their liability when errors are made and funds for which they are not eligible or are advanced to them or credited to their school account.

CURRICULUM FOR COSMETOLOGY COURSE (1000 Hours)

CIP #12-0401- DOT# 331 674-010, SOC# 39-5012

The curriculum for students enrolled in a Cosmetology course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering at a minimum the state mandated subject hours listed below. In addition to these requirements, clock hour requirements are met with performance of clinic floor practical operations, and classes to enhance student's professional development. Instruction will cover all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or a mannequin. Practical training shall mean the time it takes to perform a practical operation. Students are not to receive any compensation for services performed on patrons. Such technical instruction and practical operations shall include:

Technical Subject	Minimum Hrs. Technical	Practical
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION HOURS	MINIMUM REQUIRED PRACTICAL OPERATIONS HOURS
500 Hours of Technical Instruction and Practical Training in Hair Dressing		
Hairstyling: The subject of hairstyling shall include, but is not limited to the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	25	125

<p>Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	60
<p>Hair Coloring and Bleaching: The subject of hair coloring and bleaching shall include, but is not limited to, the following techniques and procedures including, the use of semi-permanent, demi-permanent and temporary colors are: Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	40	60
<p>Cutting Hair: The subject of hair cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	130
<p>200 Hours of Technical Instruction in Health and Safety</p>		
<p>Laws and Regulations: The subjects of Laws and Regulations shall include but not limited to the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	---

<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology. Communicable diseases. Including HIV/AIDS, Hepatitis B, staph and Material Safety Data Sheets.</p>	65	---
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	80
<p>Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	---

200 Hours of Technical Instruction and Practical Training in Esthetics

<p>Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	75
<p>Hair Removal, Eyebrow & Lash Beautification and Makeup: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>	25	75
<p>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</p>		

Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	40

In addition to the above minimum requirements, clock hour requirements are met with performance of clinic floor practical operations, classes in communication skills, career development, professional ethics, decorum, human relations, compensation package, payroll deductions, record keeping, client service records, licensing requirements and regulations, additional training i.e. field trips and participation in beauty industry trade shows and events.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Cosmetology services.
4. Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Will learn the proper procedures of manicuring to include water and oil manicure and pedicuring.
6. Will learn the application of brush-on nails, nail wraps and nail tips.

DEVELOP THE FOLLOWING ATTITUDES AND PERSONAL TRAITS

1. Learn to appreciate good workmanship common to Cosmetology.
2. Maintain a respectful and courteous attitude toward the public and co-workers.
3. Strive towards enhancing traits of honesty and integrity.

GRADING SCALE

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Unsatisfactory (Below Average)
59% and below	F	Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed all requirements as discussed with staff.
4. Paid all financial obligations.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed high school or its equivalent. A Cosmetology license will be granted by the Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Cosmetology course described above and passed the Cosmetology Examination. (Ed. Code #94909(a)(6)).

EMPLOYMENT OPPORTUNITIES:

Hairstylist, color technician, shampoo assistant, skin care therapist, waxer, lash specialist, braider, salon owners/managers and platform artist.

CURRICULUM FOR INSTRUCTOR TRAINING COURSE (600 HOURS)

CIP #12-0413, DOT #075 127-010, SOC #25-1194

NOTE: Per State Board - Instructor Trainees no longer have to obtain a license to teach Cosmetology. However, this institution still requires Instructor trainees to complete the 600 hour course requirements.

The curriculum for students enrolled in an Instructor Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the Instructor trainee of teaching techniques and principles. Additionally, students are not to receive compensation for any services performed on patrons.

TECHNICAL SUBJECT MINIMUM	MINIMUM
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		HOURS OF INSTRUCTION	HOURS OF OPERATIONS
1	The Cosmetology Act and Program Rules and Regulations	20	---
2	Preparatory Instruction		
	(A) Instructional techniques: Methods of instruction, lecture, demonstration, performance, communication skills; instructional aids, student motivation and learning	100	100
	(B) Organization techniques: 4 step teaching method. Performance objectives; and learning domains.	40	25
	(C) Lesson planning: Subject, title, outlines, development; and visual aids, etc.	40	25
	(D) Techniques of evaluation: Purpose of tests, types of tests, test administration; scoring and grading, Academic advising to students		

3	Conducting classroom and technical instruction and demonstrations for three (3) or more students on all practices of Cosmetology including The Barbering and Cosmetology Program's rules and regulations shall be conducted under the supervision of a licensed Instructor)	25	100
4	Supervising and Training of Students while they are practicing the art of Cosmetology on a live person or mannequin in a classroom or laboratory.	25	100

In addition to the above requirements clock hour requirements are met with performance of practical operations, classes in communication skills, career development, professional ethics, decorum, human relations, compensation package, payroll deductions, record keeping, client service records, licensing requirements and regulations.

INSTRUCTOR TRAINEE PERFORMANCE OBJECTIVES

Develop the ability to:

1. Teach related information, manipulative operations and techniques
2. Use various teaching aids, such in instruction sheets, visual aids and tests
3. Provide information on specific teaching techniques used by the Instructor in a Vocational School

ATTITUDES AND PERSONAL TRAITS

1. The necessity for constant attitudes towards achievement of professional competency as an Instructor
2. The importance of developing personal characteristics that contributes to success in teaching

SKILLS TO BE DEVELOPED

1. Development occupational experiences and personal characteristics that will improve and enhance the Cosmetology and Barbering profession by providing the highest quality of instruction to students.
2. Development on plans, outlines, procedures and tests that will ensure student comprehension and will motivate all students to want to learn.
3. Development of a course content reflecting a comprehensive and correlative unit of study
4. Development of instructional materials that will facilitate set-up and preparation of classes.
5. Development of a variety of supplemental teaching aids that will motivate students to want to learn the art of Cosmetology and Barbering.

GRADING SCALE

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Unsatisfactory (Below Average)
59% and below	F	Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum timeframe.
2. Maintained a minimum academic average of 70% or better on both theory

and practical work and 67% attendance.

3. Completed any and all requirements as discussed with staff
4. Paid all financial obligations

As per State Board, Instructor Trainees no longer have to obtain a Cosmetology license to teach. However, this school still offers the Instructor trainee course and requires that they have a valid Cosmetology license and 3 years' experience as a Cosmetologist (Hairstylist) Ed. Code #94909(a)(6).

BARBERING SYLLABUS (1000 HOURS)

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

All Technical (theory) lessons will be taken via Distance Education – on the Zoom platform.

Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: 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.

100 – Hours Technical Instruction
20 – Laws and Regulations
20 – Hours Chemistry
30 – Hours Health & Safety/Anatomy

5 – Hours Electricity
25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: 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>Disinfection & Sanitation</u>	<u>Practical Operations and Hours</u>
<u>20 – Hours Technical Instruction</u>	<u>80 – Sanitation / Disinfection</u>

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

<u>30 – Hours Technical Instruction</u>	<u>Practical Operations and Hours</u>
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Permanent Waving / Chemical Straightening

60 – Hours Technical Instruction
Hair coloring / Bleaching

60 – Permanent Waving /Chemical Hair Straightening

100 – Haircoloring/ Hair Bleaching

300 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 – Hours Hairstyling Technical Instruction

Practical Operations and Hours
125- Wet Hairstyling/ Thermal Styling

20 – Hours Haircutting Technical Instruction

125 – Haircutting

250 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction

100 – Hours Men's Skin Analysis / Facial / Shave

Practical Operations and Hours

150 - Men's Facial & Shave

BARBERING PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbershop services.
2. Acquire the knowledge of analyzing the scalp, face prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbershop services.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbershop.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit

has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

GRADING SCALE

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Unsatisfactory (Below Average)
59% and below	F	Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed all requirements as discussed with staff.
4. Paid all financial obligations.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed high school or its equivalent. A Barber license will be granted by the Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Barbering course described above and passed the Barbering and Examination. (Ed. Code #94909(a)(6)

EMPLOYMENT OPPORTUNITIES:

Barber, Master Barber, Shop owners/managers and platform artist.

CURRICULUM FOR ESTHETIC COURSE (600 HOURS)

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

Such technical instruction and practical operations shall include:

Subject: FACIALS 350 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Manual, Electrical, Chemical Facials	80	170	170
Preparation	15	115	50
HEALTH & SAFETY 200 HOURS REQUIRED	Minimum Technical Hours	Minimum Practical Operations	Minimum Practical Hours
Laws & Regulations	20	----	----
Health & Safety/Anatomy	30	----	----
Disinfection & Sanitation	20	80	80
Electricity	5	----	----
Cosmetology Chemistry related to Skin Care	20	---	---
Infectious Control/Microbiology	25	---	---
HAIR REMOVAL & MAKEUP 50 HOURS REQUIRED	Minimum Technical Hours 40 hours via Zoom		
Hair Removal/Eyebrow & Lash Beautification	25	40	40
Makeup	15	40	40
Career Development/Additional Training	15	----	----

Esthetician Performance Objective

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

Potential Occupation after Completion

Licensed Esthetician, Skin Therapist, Makeup Artist, Waxing.

Skills to Develop

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

Attitudes and Appreciations to Develop

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

GRADING SCALE

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Unsatisfactory (Below Average)
59% and below	F	Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed all requirements as discussed with staff.
4. Paid all financial obligations.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed high school or its equivalent. An Esthetician license will be granted by the Board of Barbering and Cosmetology only after the student has successfully completed the examination. (Ed. Code #94909(a)(6)

CURRICULUM FOR MANICURING COURSE (600 HOURS)

MANICURING CURRICULUM DESCRIPTION:

The Manicuring course consists of six hundred (600) clock hours which includes a minimum of 195 clock hours of technical instruction with the remaining 405 clock hours allotted to the completion of the state board's specified practical operations, additional practical operations and clinic work. This course is 200 hours over the state's minimum requirements to provide students more time to gain and perfect marketable skills – electric nail drill techniques, advanced pedicure and manicure techniques and additional nail enhancements and art skills are taught and mastered. Licensed manicurists secure positions as nail techs, nail artists, pedicurists, product demonstrators and sales representatives.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Additional techniques in drill work, nail art, paraffin systems, massage, aromatherapy, and gel systems will be taught by the instructors and practiced by the students. Reception desk duties, professionalism, personal and business ethics, personal grooming and dress, employer/employee relationships, customer relations and communication skills will be modeled and discussed. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

COURSE GOALS

The student will learn:

- All phases of nail beautification - including nail tips, nail wraps and acrylics.
- Knowledge of product chemistry for safety and patron protection
- Business practices and professional ethics in nail care.
- Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensure and to secure employment as a manicurist.

COURSE MATERIALS

Milady Standard Nail Technology
Barbering and Cosmetology Act and Regulations
Manicuring Kit
Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

Subjects	Minimum Technical Instruction	Minimum Hours of Practical Operations
Health and Safety <ul style="list-style-type: none">• Laws and Regulations• Health and Safety Considerations• Disinfection and Sanitation• Bacteriology, Anatomy and Physiology• Additional Health and Safety	10 25 20 10 55	80
Nail Care <ul style="list-style-type: none">• Manicuring and Pedicuring• Nail Enhancements & Additional Nail Care	25 50	325
195 (Theory Hours)		405 (Practical Hours)

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 20% of their program hours the associated practical and written tests.

GRADING SCALE

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Unsatisfactory (Below Average)
59% and below	F	Fail

GRADUATION REQUIREMENTS: A student that has successfully completed a prescribed course of study will receive a diploma of completion if they have accomplished the following:

1. Completed the number of hours required for the chosen course of study within the maximum time frame.
2. Maintained a minimum academic average of 70% or better on both theory and practical work and 67% attendance.
3. Completed all requirements as discussed with staff.
4. Paid all financial obligations.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed high school or its equivalent. A Manicurist license will be granted by the Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Manicuring course described above and passed the Manicurist Examination. (Ed. Code #94909(a)(6)

THEORY TRAINING / CIMA (E-book)

CIMA is an online training class which allows a student 24/7 access to their theory grades. All technical instruction, 370 hours based upon the above listed curriculum, will be taught on the student's computer/tablet so that the instructor can see the student's progress. Supplemental theory activities and hours can be accumulated by logging into Milady CIMA platform and completing instructor-approved activities which supplement technical and practical instruction.

Practical training is taught in-person, on campus during class hours under the supervision of the Instructor as well as all technical and practical assessments must be performed in-person on the Universal College of Beauty campus.

A maximum amount of 750 clock hours can be accumulated online via Zoom platform and logging on to complete assigned activities. Note: *this online training class only applies when the campus is participating in distance education.*

DISTANCE EDUCATION POLICY (based on NACCAS and California Requirements). **NOTE: Universal College of Beauty does not currently participate in Distance Education Learning.**

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. The interaction with the instructor must be validated by regular measurable participation (clock hour based) in the academic programs. Participation must be documented within a log of all student activity consisting of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. A Distance Education Assessment, which is a portion of the Mock State Board Exam, the student performance must be conducted on-campus by a qualified Instructor at least once a month with respect to any distance education completed within the preceding month.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
2. All transcripts or other documents (official or unofficial) listing academic attainment received must identify the distance education component.
3. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.
4. Students must provide his/her computer/tablet and purchase Milady CIMA for Cosmetology in addition to the required textbook.
5. Distance Learning at Universal College of Beauty will take place in real time via Zoom platform on computers/tablets.
6. Attendance and interactions with Instructors during Zoom presentations will be validated by Instructors as clock hours and assigned Mind Tap activities.
7. Students must have all kit and supplies available during in-person and online classes.
8. All assessments that will be used for calculating a student's grade must be completed while the student is physically on campus.
9. Should the school be closed, due to city, county or state order, assessments will take place during Zoom lessons and student's written tests will be completed on the Milady CIMA platform which will be accessed by Instructors. Results will be given to each student within 5 school days, practical assessment will be performed during Zoom lessons and results will be emailed to each student within 5 school days.
10. The student will participate in learning activities while physically present at least once every 5 school days for the length of a scheduled class day, 6 clock hours, as outlined in the enrollment agreement.

UNIVERSAL COLLEGE OF BEAUTY ORGANIZATIONAL CHART

President/CEO - Kenneth J. Williams
Director – Jasmine Williams Registrar
– Sydney Harris
Financial Aid Officer – Alex Ramclam
Financial Aid Officer – Sydney Harris
Placement - Kenneth J. Williams

EDUCATIONAL FACULTY QUALIFICATION LIST			
LEIMERT PARK CAMPUS			
SHIRESE JONES	INSTRUCTOR	CEBRYN ROSS	INSTRUCTOR
License Cosmetologist	23 Years	Licensed Cosmetologist	7 Years
Instructor	13 Years	Instructor	3 Years
JASMINE WILLIAMS	SUBSTITUTE	EVELYN SIMS	INSTRUCTOR
License Cosmetologist	13 Years	Licensed Esthetician	14 Years
Instructor	12 Years	Instructor	2 year
ANTHONY WILSON	INSTRUCTOR		
Licensed Cosmetologist	16 Years		
Instructor	3 months		

FINANCIAL AID SECTION

FINANCIAL AID - CONSUMER INFORMATION

This institution participates in the Federal Pell Grant program (FPELL) and the Federal Supplemental Education Opportunity Grant Program (SEOG). **NEITHER OF THESE PROGRAMS REQUIRES REPAYMENT.**

THIS INSTITUTION IS APPROVED TO PARTICIPATE IN THE FEDERAL LOAN PROGRAM, BUT HAS CHOSEN NOT TO DO SO.

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

FINANCIAL AID DISCLOSURES

In an effort to assist the student in making a more educated decision about enrolling, this institution provides the following disclosures pursuant to federal and state financial aid programs:

- California State — Institutional Performance Fact Sheet • Federal Disclosures • Right-to- Know Act. • Gainful employment, Admissions Disclosure, Crime Statistics report and procedures — Cleary Act, Drug and alcohol abuse policy, FERPA (Release of Information Authorization) o Textbook disclosure, GED, Classes availability, Voting information.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces the out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently. Financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Financial aid is awarded to students who have need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

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

The U.S. Department of Education Title IV Student Financial Aid Program:

This institution is approved for and does participate in the following USDE Title IV programs, intended to defray the costs of attending for those students eligible for financial aid considerations: Federal PELL Grant Program (FPELL) \$6,095 maximum annual limit

(Does not require repayment), Federal Supplemental Educational Opportunity Grant Program (FSEOG) (Does not require repayment)

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program on at least half time basis.
- Be a citizen or an eligible non-citizen
- Not owe a refund on a Pell Grant or SEOG at any school
- Not be in default on Perkins Loan or Stafford Loan/SLS/PLUS at any school
- Have financial need
- Make satisfactory progress (as defined by the school's policy in the course of study)
- Be registered for selective service (if a male is born on or after January 1, 1960)
- Have a signed statement of updated information
- Have a high school diploma, GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes

FINANCIAL AID PRINCIPLES

1. This institution will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. This institution expects parents to contribute financially according to their means. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of financial aid will not exceed the amount needed to meet the difference between the student's total educational expenses and family's resources.
4. In awarding funds to eligible students, the amount and type of self-help will be related to the circumstances of the student and the highest amount of grant assistance will be offered to students with the least ability to pay.

This institution does not discriminate on the basis of race, religion, creed, color, nationality, sex, ethnic origin or age in their admission policies or in access to employment or administration of their programs.

APPLICATION PROCEDURES

Financial Aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA). Forms and assistance in completing them are available at this institution during school hours. This form needs to be completed as instructed on the form. Documentation to substantiate the date entered on the form may be required by the Financial Aid Office. In addition to the FAFSA, the institution requires a

series of forms that apply to the individual student aid program and to the student's individual family circumstances.

FEDERAL PELL GRANT PROGRAM

Funds received under this program ARE NOT subject to repayment from the student.

DEADLINE: FAFSA applications must be received by June 30 of the award year, for which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29 of the award year from which aid is requested, or the student's last day of enrollment in 2024/2025 whichever comes first. A valid ISIR required signatures of student, spouse and/or parents, when the ISIR has been corrected

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

MAXIMUM ANNUAL AWARD: \$6,095.

DISBURSEMENT/ISSUANCE Made on the basis of per payment period via a check payable to the student and direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program ARE NOT subject to repayment from the student

DEADLINE: Made on the basis of per payment period via a check to the student or via the student's tuition account. Priority for FSEOG funds will be given to those students with the lowest expected family contribution who will receive FPELL Grants. Because of this institution's policy of year-round enrollment, funds will be allocated on a first-come, first serve basis for those individuals meeting this criteria. Professional judgment may be used for certain exceptions based on extenuating circumstances with appropriate documentation. Please refer to FSEOG the following selection criteria:

The institutional participation in the FSEOG is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30). Since the funds are limited it is practically impossible to award FESOG to all students who apply for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

1. Students are selected from a group of students starting in school on the same starting date. This institution has a continuing enrollment process in which students may start school each TUESDAY of each month, subject to change depending on the school's schedule. In order to ensure a fair distribution of funds throughout the entire aware year, the institution will make SEOG awards using data from the year preceding the current year.
2. As of July 1, 2000, the first selection of SEOG recipients will be made from student's with "exceptional need", which are defined as student's that have an Expected Family Contributed (EPC) of zero and that would otherwise be eligible for the FPELL Grant Program during the same year.
3. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students' eligible for the FPELL Grant Program with lowest Expected Family Contribution that enrolled during

the last quarter of the award year.

All of the selections will be made from students whose file has been completed with no issues pending regarding the student's eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DETERMINING NEED

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

COST OF ATTENDANCE

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

Elements included in the budget	Tuition	Actual cost
Registration Fee	Actual cost	\$175
Books & Supplies	Actual cost	\$1375
Living cost allowance (monthly figures) Student living		
	With Parents	Off Campus
Room and Board	\$4,347	\$10,063
Transportation	1,071	1,206
Personal/misc.	3,114	2,853
(The cost of uniforms are included in the personal allowance)		

Award Concept, Selection of Recipients & Packing Criteria:

The institution does not receive enough Campus-Based funds to satisfy all of the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first served basis when awarding eligible applicants. The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contribution
2. Other resources
3. Federal Pell Grant

The institution awards from the Federal Supplemental Education Opportunity Grants in accordance with the following policy: The institution participation in the FSEOG is limited to

the amount of funds given to the institution for an entire award year (July 1 to June 30).

Due to the limited amount of funds available to the institute, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Tuesday of each month (subject to change depending on the schedule of the institution.) In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year by using student enrollment, EFC and Pell Grant date to determine how to distribute the SEOG funds available.

Based on last year's date, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/01/18 to 6/30/19 period. Therefore, the awards to those students will be \$200.00 through the entire period. As of July 2, 2019, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as student that have an expected family contribution (EFC) of zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for FPELL Grant Program with lowest EFC that enrolled during the last quarter of the award year (March-June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the student's eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made long as funds are available throughout the award year.

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

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

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute period
COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

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

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her, student and parent's income an application, student and parent's income and assets information. Parent information relates to the parent that provides the majority of the student support when parents are separated or divorced.

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

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

FINANCIAL AID ELIGIBILITY CITIZEN/NON CITIZEN: The student must be one of the following to receive Federal Student Aid:

1. U.S. Citizen
2. U.S. National
3. U.S. permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card-Green Card)
4. Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:
5. Refugee
6. Asylum Granted
7. Parole for a minimum of one year that has not expired
8. T-Visa holder (T-1, T-2, T-3 etc.)
9. Cuban-Haitian entrant, Status Pending
10. Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking".

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

1. F1 or F2 student visa
2. J1 or J2 exchange visitor visa
3. G series visa (pertaining to international organizations)

DEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Were you born before January 1, 1995
2. As of today, were you married?
3. As of July 1, 2019 will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you have children whom you support?
7. Do you have dependents (other than your children or spouse)?
8. Parents Deceased/Student Ward of Court? In Foster Care?
9. Emancipated Minor
10. In Legal Guardianship?
11. Student homeless or at risk of being Homeless
12. Student an Unaccompanied Homeless Youth as Determined by High School/Homeless liaison
13. Student an Unaccompanied Homeless Youth as determined by HUD?
14. Student an Unaccompanied Homeless Youth as Determined by Director of Homeless Youth Center

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

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the midpoint of the program for courses of less than 900 hours and 26 weeks.

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

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

RECOVERIES

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

REFUNDS

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR34 section 668.2

2. The order of refunds is:

- (1) Unsubsidized Loans from FFELP or Direct Loan,
- (2) Subsidized Loans from FFELP or Direct Loan,
- (3) Perkins Loans
- (4) PLUS (Graduate Students) FFELP or Direct Loans,
- (5) PLUS (Parent) FFELP or Direct Loan,
- (6) Pell Grant,
- (7) Academic Competitiveness Grant (ACG)
- (8) National SMART Grant
- (9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

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

TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED):

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

STUDENT TRANSFER REQUESTS:

When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student ONCE THEIR BALANCE IS PAID IN FULL.

VERIFICATION PROCESS:

Federal regulations 34 C.F.R., Part 668, Subpart E, and dated March 14, 1986 executing legislation 20 U.S.C. 1094 governing Title IV programs require schools to verify applicant reported data. These regulations require schools to develop written policies for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counselling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid nor certify Stafford/PLUS loan

applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death of the student
- Not an aid recipient
- Applicant verified by another institution. Student's FAFSA data must be the same as it was at the previous institution, and the prior institution must provide a letter to this institution stating that it verified student's application and providing the same transaction number of the pertinent valid ISIR.
- Post enrollment. If student was selected for verification after ceasing to be enrolled at this institution and all (including late) disbursements were made.

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid For non-tax filers
- Income earned from work For tax filers
- Adjusted gross income (AGI)
- US income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid and other tax data

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return and not change it. It is the fastest, easiest, and most

secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS - if the data is changed, the student/parent will need to provide other documentation as explained below. If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid and untaxed income by providing an IRS tax return transcript.

There are a few ways to request a tax transcript online at www.irs.gov by calling 1 -800-908-9946 or by mailing or faxing the paper form 4506T-EZ which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Retrieval process. Instead they must request a tax return transcript, but because that document only contains the information on the original return they must also request a tax account transcript, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, they must use IRS form 4506T rather than Form 4506T-EZ.

Also students and parents are required to complete and sign the verification worksheets developed by the Department which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

Household size:

To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by them and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. If the student completed the Department's verification worksheet, no further documentation for this item is required.

Number in college:

Student can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and if they are dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's sample verification worksheet will satisfy the requirements for both items.

SNAP Benefits (food stamps)

IF the ISIR indicated that someone in the parents or students' household received SNAP benefits, the student must provide signed statement indicating receipt of the benefit. A completed verification worksheet from the Department does this. The institutional FAO at their option may require the student to show documentation to satisfy this requirement.

Child support paid:

If the ISIR indicated that the student or parent paid child support the student will need to provide a statement signed by the student, or, if they are dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to and the name(s) of the child(ren) it was paid for. A completed verification worksheet accomplishes this.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation to the School's financial aid office within 90 days from the ISIR processing date.

APPLICANT RESPONSIBILITIES: To be able to receive Title IV funds we require applicants to provide requested information during the time period(s) specified in these policies.

Applicants must certify that the following data items are correct as listed on the original application; if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions
- Change in dependency status

Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that an update due to marriage is required to better represent the student's ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):

If the student cannot provide all required documentation within 90 days from the ISIR processed date, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis
- The student may withdraw, or
- The student may make other financial arrangements to cover the school cost.

INTERIM DISBURSEMENTS:

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

TOLERANCES: Any discrepancy greater than \$25,000 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

REFERRAL PROCEDURE: The school shall forward the U.S. Secretary of Education, a referral of discovered fraud cases.

EXTERNSHIP POLICY: Students enrolled in this institution may, upon completion of a minimum of 60% of the clock hours required for graduation in the course, work as an unpaid extern in a cosmetology establishment participating in the educational program of the institution.

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