Diamond Beauty College

School Catalog

Jan 1-Dec 31 2016

Campus Location
10301 Garvey Avenue, Suite 200
El Monte, CA  91733
Phone: (626) 350-1195
Fax: (626) 350-4307
Website: www.diamondbeautycollege.com
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Approval Disclosure Statement
Diamond Beauty College, as a private institution and for-profit corporation was licensed to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. The following courses are licensed:

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
<th>Months</th>
<th>Inst. Weeks</th>
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<tr>
<td>Cosmetology*</td>
<td>1600</td>
<td>12</td>
<td>54</td>
<td>Diploma</td>
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<td>Esthetician*</td>
<td>600</td>
<td>7</td>
<td>30</td>
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<tr>
<td>Manicuring</td>
<td>400</td>
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<tr>
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<td>30</td>
<td>Diploma</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>600</td>
<td>7</td>
<td>30</td>
<td>Diploma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>CIP</th>
<th>SOC</th>
<th>O*NET</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Cosmetology*</td>
<td>12.0401</td>
<td>39-5012</td>
<td>39-5012</td>
<td>Hairdressers, Hairstylists and Cosmetologists</td>
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<tr>
<td>Esthetician*</td>
<td>12.0409</td>
<td>39-5094</td>
<td>39-5094</td>
<td>Skin Care Specialists</td>
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<tr>
<td>Manicuring</td>
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<td>39-5092</td>
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<td>Manicurists and Pedicurists</td>
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<td>Cosmetology Instructor Trainee</td>
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<td>39-5010</td>
<td>25-1194</td>
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<td>31-9011</td>
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<td>Massage Therapists</td>
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</table>

*Students enrolling Cosmetology and Esthetician courses are eligible to participate in the USDE Title IV program (Pell Grant). Diamond Beauty College does not offer any Federal, private or institutional loan program.

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

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov 888.370.7589(phone) or 916.253.1897(fax).

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

As a prospective student, you are encouraged to review this catalog prior 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 or by completing a complaint form, which can be obtained on the bureau's Internet Website (www.bppe.ca.gov).
Course Approval by:
Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road Suite 100, Sacramento, CA 95834
(Phone) 800-952-5210, (Fax) 916-575-7281, Web site: www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education (BPPE)
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 85833
(Phone) 916-431-6959, (Toll Free) 888-370-7589, (Fax) 916-263-1897
Web site: www.bppe.ca.gov

Accreditation by:
National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432
(Phone) 703-600-7600, (Fax) 703-379-2200, Web site: www.naccas.org

US Department of Education
400 Maryland Ave, SW, Washington, D.C. 20202
(Phone) 800-872-5327, Web site: www.ed.gov

All information contained in this School Catalog is current and correct and is certified as true. The college researches and updates its Catalog at least once a year.

______________________________
Tony Do
President/Owner

Revised on January 2016
About Diamond Beauty College

Welcome to Diamond Beauty College. It is a pleasure to introduce Diamond Beauty College where we offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. Diamond Beauty College strives to work with our students in order that they may find success and fulfill their dream as a cosmetology professional in the beauty industry. The relationship between the College and its students begins with the introductions of intensively focused classes and training that they will able to easily find their place in the real world even after graduation.

Diamond Beauty College is wholly owned and operated by BICH NGOC BEAUTY COLLEGE, INC, which is owned by Tony Do.

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

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

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

Instructional Facilities
Diamond Beauty College occupies a floor space of approximately 6,500 square feet, which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms. The college is located at 10301 Garvey Avenue, suite 200, El Monte, CA 91733. Mirrored stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and VCR equipment, visual aids, teaching machine and tape records, which are for the use of students. A kit consisting of all equipment necessary to complete the course is to be purchased by the students. The cost of the kit is charged separated of the tuition charges. Facilities for the handicap can be discussed with the school before enrollment.

School Calendar
Classes begin EVERY MONDAY for all classes.

Hours of Operation
Monday through Friday: 8:30 a.m. to 9:00 p.m.

Full Time Class: 8:30 a.m. to 5:00 p.m.
1:00 p.m. to 9:00 p.m.
Evening Class: 5:00 p.m. to 9:00 p.m.

Holidays
Diamond Beauty College observes the following holidays during which the school is closed:
- New Year’s Day
- Chinese New Year’s Day
- Memorial Day
- Independence Day
Pre-Enrollment Information and General Rules
Each prospective student receives a catalog. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students’ learning process.

Bankruptcy
Diamond Beauty College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

Health Considerations
Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

Courses of Study

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

Esthetician (600 Clock Hours)
The course of study for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of the state mandated instruction in skin anatomy, physiology, and health; principles of nutrition; decontamination and infection control; health and safety; facial and body massage; body wrapping and spa treatments; temporary hair removal including waxing and tweezing; color and skin analysis; client consultation and care; applicable laws and regulations; business practices; and sometimes related alternative healing regimens. Educational Goals: The Skin Care course of study is designed to prepare students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists (CIP code 12.0409, SOC Code 39-5094).

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

Cosmetology Instructor Trainee (600 Clock Hours)
The course of study for students enrolled in a Cosmetology Instructor Trainee course shall consist of six hundred (600) clock hours of instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management. Educational Goals: The Cosmetology
Instructor Trainee course of study is designed to prepare cosmetologists to teach their specializations in licensed and accredited schools of cosmetology, and to prepare for licensure as instructors (CIP Code 12.0413, SOC Code 25-1194).

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

**President/Director**
Tony Do

**Director of Administration**
Cindy Cho

**Financial Aid Director**
Jason Lee

**Financial Aid Officer/Placement**
Mimi Tu

**Registrar / Admissions/Placement**
Thanh Huynh

**Registrar Assistant / Admission Assistant**
Chelsea Dao

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<tr>
<th>Instructor</th>
<th>Course</th>
<th>Instructor Qualifications</th>
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<tr>
<td>Tony Do</td>
<td>Cosmetology</td>
<td>Licensed Instructor from BBC&lt;br&gt;Licensed Cosmetologist&lt;br&gt;Certified Instructor from BPPVE&lt;br&gt;Have 10 years of experience in teaching the subject&lt;br&gt;Owned and worked for many different Beauty Salons.</td>
</tr>
<tr>
<td></td>
<td>Instructor Trainee</td>
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</tr>
<tr>
<td></td>
<td>Manicuring</td>
<td></td>
</tr>
<tr>
<td>Annie Nguyen</td>
<td>Esthetician</td>
<td>Licensed Instructor from BBC&lt;br&gt;Certified Instructor from BPPVE&lt;br&gt;Have 13 years of experience in teaching the subject.</td>
</tr>
<tr>
<td>Adelina Frank</td>
<td>Cosmetology</td>
<td>Certified Instructor from BPPVE&lt;br&gt;Licensed Cosmetologist&lt;br&gt;Have 21 years of experience in teaching the subjects.</td>
</tr>
<tr>
<td>Jennifer. Nguyen</td>
<td>Manicuring</td>
<td>Licensed Cosmetologist from BBC&lt;br&gt;Have 3 years of experience in teaching the subject.</td>
</tr>
<tr>
<td>Chieu(Cathy)Lee</td>
<td>Cosmetology</td>
<td>Licensed Cosmetologist from BBC&lt;br&gt;Licensed Instructor from BBC&lt;br&gt;Have 24 years of work experience in teaching</td>
</tr>
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</table>
Admission Policy

Admission Requirements
Enrollees are admitted as regular students once one of the following criteria has been met.
A) Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test. SLE test (Scholastic Level Exam) Form IV. Diamond Beauty College will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment.
B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability-to-Benefit (ATB) exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.
*If you enroll by passing an ATB test, you may be eligible to receive Federal Student Aid only if you 1) passed the ATB test before July 1, 2012, 2) were attending a FSA eligible institution and 3) were eligible to receive Federal Student Aid at an eligible institution before July 1, 2012.
C) Student must show English language proficiency. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency.

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

GED Certification
For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area.
Rosemead Adult Center
4105 Rosemead Boulevard
Rosemead, California, 91770
Phone: 626.258.5900
Fax: 626.258.5909

Transferability of Credits Earned
Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Diamond Beauty College for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:
1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College’s approved curriculum for that program of study and/or
2) Administer a comprehensive exam for each course that measures and affirms the student’s previous education. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for previous education. If a satisfactory result is achieved, the student’s training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.
All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. The transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

The college does not charge for assessment of student’s previous training.
The college does not offer credit for experiential learning.
"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

English as a Second Language
The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. Cosmetology, Cosmetology Instructor Trainee and Massage Therapy instructions are provided in English language. Esthetician and Manicuring instructions are provided in English and Vietnamese by instructors who are bilingual in English and Vietnamese. A student must prove his/her level of proficiency in either language by providing a high school diploma or its equivalent (i.e. GED, ATB etc.) from a country where the language is an official language.

Students Admitted to Other Schools
The College does not recruit students who are admitted or attending other schools offering similar program of study.

Orientation Class
Orientation classes for students are held each Friday morning, from 8:30 a.m. until 10:30 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend an orientation class prior to attending a course.

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

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

Tuition Charges
Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement.

<table>
<thead>
<tr>
<th>Program</th>
<th>STRF Fee*</th>
<th>Registration Fee*</th>
<th>Tuition 1st PP*</th>
<th>2nd PP</th>
<th>3rd PP</th>
<th>4th PP</th>
<th>Books &amp; Supplies</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>$5</td>
<td>$75</td>
<td>$2,671.88</td>
<td>$2,671.88</td>
<td>$2,078.13</td>
<td>$2,078.11</td>
<td>$675</td>
<td>$10,255</td>
</tr>
<tr>
<td>Esthetician</td>
<td>$2</td>
<td>$75</td>
<td>$1,800</td>
<td>$1,800</td>
<td></td>
<td></td>
<td>$675</td>
<td>$4,352</td>
</tr>
<tr>
<td>Manicuring</td>
<td>$0</td>
<td>$75</td>
<td>$187.50</td>
<td>$1,700</td>
<td></td>
<td></td>
<td>$225</td>
<td>$487.50</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>$2</td>
<td>$75</td>
<td>$1,700</td>
<td>$1,700</td>
<td></td>
<td></td>
<td>$300</td>
<td>$3,777</td>
</tr>
<tr>
<td>Cosmetology Instructor Trainee</td>
<td>$2</td>
<td>$75</td>
<td>$1,700</td>
<td>$1,700</td>
<td></td>
<td></td>
<td>$300</td>
<td>$3,777</td>
</tr>
</tbody>
</table>

*Registration Fee*: Non-Refundable after attendance at the first class session or the seventh day after enrollment, whichever is later.

*PP*: is for payment period.

*Kit/Books*: These charges include all applicable sales tax.

*STRF Fee*: Student Tuition Recovery Fund Fee is Non-Refundable after attendance at the first class session or the seventh day after enrollment whichever is later. This fee is paid by the school on behalf of the student.

*Cosmetology and Esthetician courses are eligible for Federal Student Aid Pell Grant program.*

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

Collection of Tuition
Students are expected to contribute from their own family resources toward the student’s cost of attendance. At the student’s option, the college may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement for Manicuring course. For students enrolled in Cosmetology, Esthetician, Cosmetology Instructor Trainee and Massage Therapy courses, the college charges tuition proportionately according to the payment periods, which shall not exceed more than one term or four months of advance payment of tuition at a time.

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

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

Extra Instruction Charges
Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the three (3) weeks beyond the expected completion date, an extra instruction charge will be assessed for the additional time necessary to complete the required hours based on the student’s scheduled hours of attendance (not the actual hours attended). An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: $6.00 / Hour, Esthetician: $6.00 / Hour, Massage Therapy: $6.00 / Hour, Manicuring: $4.00 / Hour
Brush-Up
Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of $75.00. Students must furnish their own equipment. **The College reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who enrolled before the change.**

Right to withhold Transcripts and Grades for Non Payment of Tuition
An institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPVE Reform Act January 1, 1998.**
DBC does not use collection correspondence such as banks, collection agencies, lawyers or any other third parties representing the college.
The college does not sell or discount promissory notes or contracts to third parties.

Scholarship
The College does not award any institutional scholarships or incentives.

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

School Closure: If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option:
1. Provide a pro-rata refund of all money paid; or
2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge.
3. The college will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such.
4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to NACCAS and dispose school records in accordance with state laws.
Withdrawal and Refund Policy
Diamond Beauty College’s withdrawal and refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The college’s withdrawal and refund policy complies with all federal and state regulatory agencies such as UDSE, BPPE etc.

Student’s Right to Cancel
The student or legal guardian has the right to cancel the enrollment agreement and obtain a refund of charges paid except a $75.00 non-refundable registration fee through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.
The notice of cancellation shall be in writing and submitted directly to the Registrar Office. A withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person.

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

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

Refund Policy
After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

A registration fee of $75.00 and STRF fee is non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement within cancellation period, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. The college will perform refund calculation within 6 weeks of official withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal determination date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

Rejected Enrollment: All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment
Course Cancellation: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

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

Return of Title IV Funds
This formula determines the percentage of time (scheduled hours) that the student completed of the payment period
or enrollment period in a course at the time of the student’s withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order: 1. Pell Grant, 2. Other Recourse and 3. The student. If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student’s tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

Post Withdrawal Disbursement
If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, and then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

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

The Institutional Refund Policy
This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school 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 within 45 calendar days from the Determination of withdrawal from school date.

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

<table>
<thead>
<tr>
<th>Total Tuition</th>
<th>Less Registration fee</th>
<th>Less Kit/books</th>
<th>Less STRF fee</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,255.00</td>
<td>$75.00</td>
<td>$675.00</td>
<td>$5.00</td>
<td>$9,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition Cost</th>
<th>Hours in Course</th>
<th>Hourly charge</th>
<th>Tuition Paid</th>
<th>Hours attended</th>
<th>Tuition owed</th>
<th>Refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,500.00</td>
<td>1600 Hours</td>
<td>$ 5.94/ Hour</td>
<td>$9,500.00</td>
<td>600 Hours</td>
<td>$3,564.00</td>
<td>$5,936.00</td>
</tr>
</tbody>
</table>
Satisfactory Academic Progress (SAP) Policy

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

The student must:

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

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

3. Complete the course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 400 hour/20 week long Manicuring program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student’s educational program are counted both as attempted and completed hours.

4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods

SAP evaluation periods are based on actual contracted hours at this school. Students’ compliance with the Satisfactory Academic Progress is assessed as follows (all hours are scheduled hours completed and based on actual contracted hours at the college):

- Cosmetology: When a student is scheduled to complete 400, 800, 1200 and 1440 hours
- Esthetician: When a student is scheduled to complete 300 and 540 hours
- Manicuring: When a student is scheduled to complete 200 and 400 hours
- Cosmetology Instructor Trainee: When a student is scheduled to complete 300 and 540 hours
- Massage Therapy: When a student is scheduled to complete 300 and 540 hours

Grading System

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

Academic Grading

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 90%</td>
<td>A.....Excellent (GPA 4)</td>
<td>4 POINTS = A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B.....Above Average (GPA 3)</td>
<td>3 POINTS = B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C.....Average (GPA 2)</td>
<td>2 POINTS = C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D.....Unsatisfactory (GPA 1)</td>
<td>1 POINTS = D</td>
</tr>
<tr>
<td>59% - 00%</td>
<td>F......Fail (GPA 0)</td>
<td>0 POINTS = F</td>
</tr>
</tbody>
</table>

Attendance Status

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

Academic Probation

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who fail to meet SAP standards
during a given evaluation period will be placed on satisfactory academic progress probation for one additional evaluation period, if the student appeals the negative progress determination, and if the college determines that SAP can be met by the end of the subsequent evaluation period or the college develops an academic plan for the student, if followed, will ensure that the student is able to meet the college’s SAP requirement by a specific point within the maximum timeframe established for the individual student.

Students on SAP probation will be notified by the college that they are no longer eligible to receive additional Title IV financial aid during the probation period. For the students under SAP probation, satisfactory academic progress and financial aid eligibility will be reinstated only after the student has re-established SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of SAP standards as described on page 15 of the school catalog. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will be considered making SAP and eligible to receive further financial aid. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

**Appeal Procedures**

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

**Reinstatement of Financial Aid Eligibility**

Financial aid recipients, who lose their eligibility for financial aid due to unsatisfactory progress or to other forms of disciplinary actions, may have their financial aid reinstated. Conditions for reinstatement include, but are not limited to, the achievement of academic standing consistent with graduation requirements. The student may request reinstatement by writing a letter documenting the reasons the student believes he/she should be reinstated. The school committee reviews such requests after academic advising with the student.

**Transfer Hours**

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

**Re-entering Students**

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

**Leave of Absence**

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

**Course Incompleteness**

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

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

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

Attendance, Tardy and Make-up Policies
- Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.
- An absence may be excused by calling-in the same day prior to the beginning of class.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

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

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

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

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

**Other Rules and Regulations**

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

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

**Grounds for Disciplinary Action**

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

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

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

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

Student Records
The college maintains a file for each student who enrolls in the college for a period of 6 years from the student’s date of completion or withdrawal. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into RGM school management system on a daily basis to back up students’ information in electronic format. Student’s file consists of admission records, academic records, and financial records as one file. Each student’s file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student’s qualification for admission to the college or the college’s award of credit or acceptance of transfer credits such as: (A) Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student’s age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit for courses earned at other institutions; (C) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student’s progress; (10) Complaints received from the student. All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The college observes the “Right to Privacy Act” and will not release any information of any student without the student’s written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student’s records without the student consent. The college maintains, for each student granted a certificate by the college, permanent records of all of the following: (1) The certificate granted and the date on which that certificate was granted. (2) The courses and units on which the certificate was based. (3) The grades earned by the student in each of those courses.

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

Housing
The College does not have a dormitory facility under its control or assist students in finding housing. There are rooms available for rent near the college in South El Monte area. The monthly rent starts around $600 for one bedroom apartments located within 10 mile radius of the college.

Career Counseling and Personal Attention
Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.
Voter Registration
You may register to vote by completing the online voter registration form at [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/) and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver’s licenses or state-issued ID card. For more information, please visit the California Secretary of State website at: [www.sos.ca.gov/elections/elections_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm).

Grievance Policy/Student Complaint Procedure

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor you may deliver it to the Owner/President:
   
   **TONY DO, 10301 Garvey Ave., Suite 200 South El Monte, CA 91733.**
   
   All grievances regardless of the nature will be turned over to the Owner and reviewed.
4. The President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. Any student who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**
2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798
Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897
Web site: [wwwbppv.ca.gov](http://wwwbppv.ca.gov) E-mail: bppe@ca.gov

Barbering and Cosmetology Bureau
400 R Street, Suite 4080
Sacramento, CA 94244 (916) 323-9020
Website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES,
4401 Ford Ave. Suite 1300, Alexandria VA 22302 (703) 600-7600
Website: [www.naccas.org](http://www.naccas.org)
**Consumer Information**

**Notice of Student Rights**

1. **Student’s Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract and school catalog.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

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

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

6. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

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

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

   Mailing Address:
   Bureau for Private Postsecondary Education
   P.O. Box 980818
   West Sacramento, CA 95798-0818
   Phone: (916) 431-6959
   Toll Free: (888) 370-7589
   Main Fax: (916) 263-1897
   Web site: www.bppe.ca.gov
   E-mail: bppe@dca.ca.gov
Notification of Right under FERPA

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

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

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

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.
Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901
Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

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

The report must be made within 10 days after the conviction.
In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Mid-Valley Recovery Services Inc.
3430 Cogswell Road
El Monte, CA
Phone: (626) 453-3400, Toll Free (800) 315-2056

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.
Campus Security Information

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2010 to 12/31/2012.

### Report Distribution Date: October 1, 2013

**Occurrences within the 2011 Calendar Years**

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Location: C=Campus N=Non-campus P=Public</th>
<th>* Hate Crime?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder (Includes non-negligent manslaughter)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex offenses (forcible &amp; non-forcible)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robberies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggravated assaults</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burglaries</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Thefts (on Campus)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Number of arrest made for the following crimes

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Referred for campus disciplinary action?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(Yes) (No)</td>
</tr>
<tr>
<td>Drug laws</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911" or non-emergency incident reporting call (626) 580-2100 for El Monte Police Department.

2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Annual disclosure of Crime Statistics Report is prepared with the statistics obtained from the city of El Monte Police Department and the institution’s “Daily Incident Log.”

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor’s badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school’s official or supervisor will inspect to see that it is empty and then set the alarms on and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate college official(s) shall be viewed as
trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
   a. Institution’s officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
   c. The College currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this College does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
   a. Do not leave personal property in classrooms.
   b. Report any suspicious persons to your institutional official.
   c. Always try to walk in groups outside the school premises.
   d. If you are waiting for a ride, wait within sight of other people.
   e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
   f. The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
   g. The College has no formal program, other than orientation, that disseminates this information. All information is available on request.
   h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Diamond Beauty College “Daily Incident Log.” The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. Sexual assaults (criminal offenses) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

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

The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies.

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several RGM Key places around the campus.

This institution does not provide on-campus housing.

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

<table>
<thead>
<tr>
<th>Name of Person to report</th>
<th>Tony Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>President</td>
</tr>
<tr>
<td>School Name</td>
<td>Diamond Beauty College</td>
</tr>
<tr>
<td>Street address</td>
<td>10301 Garvey Ave #200</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>El Monte, CA 91733</td>
</tr>
<tr>
<td>Phone No.</td>
<td>626-350-1195</td>
</tr>
</tbody>
</table>

The following website provides sex offenders information in our area [http://www.city-data.com/so/so- El-Monte -California.html](http://www.city-data.com/so/so- El-Monte -California.html)
Student Tuition Recovery Fund
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

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

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

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

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

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

. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897
Federal Student Aid (FSA)
Based on a combination of approvals, authorization, and accreditation, our students at Diamond Beauty College (the college) are eligible to apply for and receive Federal PELL Grant (FPELL) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do not need to pay back the FPELL.

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

*Diamond Beauty College currently is not offering Federal Student Loan.

General Financial Aid Information
If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in “Funding Education Beyond High School” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at http://studentaid.ed.gov.

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.

USDE Title IV Student Aid Program
The college 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:

Grant (Free) Aid (This aid does not have to be repaid)
- Federal PELL Grant Program (FPELL) $5,645 maximum annual limit (Does not require repayment)
- For more specific information on each program please refer to the student guides available at Student Guide web site http://studentaid.ed.gov/students/publications/student_guide/index.html

Student Eligibility Requirements
To be eligible for financial aid, a student must:
- Complete a FAFSA (Free Application for Federal Student Aid) or apply online
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school’s policy) in the course of study;
- Be registered for selective service (if a male aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have passed a Department approved ability-to-benefit test, was eligible for federal student aid and was enrolled in an eligible academic program on or before June30, 2011.

Application for Aid, Procedures and forms
Financial aid application for the college is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by
the FAO. Forms and assistance in completing them are available at the college during regular school hours. In addition to the FAFSA, the college requires a series of forms as they 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:** FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2013 - 2014, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

For more information of the FAFSA application available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Renewal Process:** An SAR or ISIR is valid for one award year (July 1 to June 30 of the following year), and it 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.

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account.

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

**Cost of Attendance**
The total amount it will cost a student to go to school. This institution uses the annual budgets published by the California Student Aid Commission (CSAC).

**CALIFORNIA STUDENT AID COMMISSION (CSAC).**

<table>
<thead>
<tr>
<th>Elements included in the budget:</th>
<th>Tuition</th>
<th>Actual cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,710 PER ACADEMIC YEAR</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Living cost allowance (monthly figures):</th>
<th>Student living with parents</th>
<th>Student Living off campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and board</td>
<td>$4,518</td>
<td>$11,268</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,179</td>
<td>$ 1,323</td>
</tr>
<tr>
<td>Personal/misc.</td>
<td>$3,096</td>
<td>$2,844</td>
</tr>
</tbody>
</table>

**Verification of Information**
The college is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, the college’s FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student’s file.

Verification requirements are applicable only to FSA recipients.

The college has chosen to verify 100% of its **selected** applications.

The college will request the student’s/parents’ federal income tax return transcript of applicant who is selected for verification by USDE. The applicant must submit a copy of tax return transcript(s) if filed in order to complete the verification requirement.

The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student.

When the USDE processes an application, it uses the applicant’s social security number, name and date of berth to perform several edits with federal databases. Certain data match edit can result in comment code, or “C” code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a “C” code is present on the ISIR, FAO will request documentation from the student to determine eligibility.

The college’s FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements.

The college will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

**Verification Exclusions**

Applicants excluded from verification include:
• Death- Applicant dies during the award year or before the deadline for completing the verification.
• Incarceration- Applicant is incarcerated at the time the verification is to be performed.
• Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
• Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  Letter stating that the verification process was completed, copy of the application data that was verified, and if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR and a completed Financial Aid transcript.
• Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories: Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address should be provided.
• No funds disbursed- The applicant will not receive federal aid funds,

**Required Verification Items**
Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.
Data items include:
• Total number of persons in the household.
• The number of members of household enrolled at least half-time students in postsecondary educational institutions.
• Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2012).
• U.S. income tax paid for the base year (2012).
• Certain untaxed income and benefits for the base year if certain conditions would apply include:
  Social Security benefits, child support, untaxed payments to IRA or Keogh, foreign income, earned income credit, interest on tax free bonds.
The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**Documentation Required**
Student’s, spouse’s and/or parents’ (as applicable) signed income tax return transcripts (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. Use the Verification Worksheet to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school’s financial aid officer may require/provide other appropriate forms.

**Time Period for Providing Documentation**
Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2014, whichever is earlier.

**Applicant Responsibilities**
To be eligible 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; or, if not correct, must update the data items, as of the date of verification:
- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students in postsecondary institutions
- Change in dependency status

Federal PELL Grant applicants, 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.
The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**Consequences of Failure to Provide Documentation within the Specified Time Period(s)**
If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
a. The student may continue training on a cash payment basis.
b. The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
c. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**Interim Disbursements**
The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**Tolerances**
If there is no non-dollar item errors and if the errors in dollar items total less the $25, there is no requirement to recalculate the student’s EFC.

**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.

**Referral Procedure**
The school shall forward to the Secretary of Education, referral of fraud cases.

**Definitions Related to Financial Aid**
- **Academic Year:** A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours 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/ hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
- **Clock Hour:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
- **Cost of Attendance:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
- **Credit Balance:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.
- **Dependent Student:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents’ income and assets data.
- **Dependent:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.
- **Expected Family Contribution (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/Eligible Non-citizen:** You must be one of the following to receive federal student aid:
  a. U.S. Citizen
  b. U.S. National
  c. Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
     Refugee, Asylum Granted, Parole for a minimum of one year that has not expired, T-Visa holder (T-1, T-2, T-3etc), Cuban-Haitian entrant, 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 Eligible for Federal Aid:**
  a. F1 or F2 student visa
  b. J1 or J2 exchange visitor visa only
  c. G series visa (pertaining to international organizations)
- **Independent Student:** An individual who meets at least one of the following criteria:
1. Were you born before January 1, 1990?
2. As of today, are you married? (Separated but not divorced)
3. As of July 1, 2013 will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

- Parent(s): For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
- Payment Period: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
- 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 absences.
- 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.

**Financial Aid-Consumer Information**

In an effort to assist the student in making a more educated decision about enrolling, the college provides the following disclosure on either in paper, catalog and/or web site.

- Institutional Performance Fact Sheet
- Gainful Employment
- Crime statistics report and procedures
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Class availability
- Voting Information
- Copyright Infringement Policy

**Gainful Employment**

The Gainful Employment information is available on the college web site at [www.diamondbeautycollege.edu](http://www.diamondbeautycollege.edu).

**Net Price Calculator**

The Net Price Calculator is available on the college web site at [www.diamondbeautycollege.edu](http://www.diamondbeautycollege.edu).

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**Academic Courses**

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

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

Every student should have a required textbook. It is included in the supply which can be purchased at the college. Students have an option to purchase the textbook on their own. In addition to a required textbook, the college maintains a library of text and reference books for faculty and students’ use. The college library has following BBC approved text and reference books.


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

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

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

<table>
<thead>
<tr>
<th>Minimum Hours</th>
<th>Subject of Technical Instruction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Disinfection</td>
</tr>
<tr>
<td>20</td>
<td>Hair Bleaching</td>
</tr>
<tr>
<td>20</td>
<td>Scalp and Hair Treatments</td>
</tr>
<tr>
<td>20</td>
<td>Electrical Facials</td>
</tr>
<tr>
<td>10</td>
<td>Make up applications</td>
</tr>
<tr>
<td>15</td>
<td>Water and Oil Manicures</td>
</tr>
<tr>
<td>50</td>
<td>Liquid and Powder Brush on</td>
</tr>
<tr>
<td>20</td>
<td>Nail Wraps and Repairs</td>
</tr>
<tr>
<td>20</td>
<td>Wet Hair Styling</td>
</tr>
<tr>
<td>80</td>
<td>Permanent Waving</td>
</tr>
<tr>
<td>80</td>
<td>Haircutting</td>
</tr>
<tr>
<td>50</td>
<td>Hair Coloring</td>
</tr>
<tr>
<td>10</td>
<td>Manual Facials</td>
</tr>
<tr>
<td>20</td>
<td>Chemicals (Skin peels, masks &amp; scrubs)</td>
</tr>
<tr>
<td>20</td>
<td>Eyebrow Arching and Hair Removal</td>
</tr>
<tr>
<td>10</td>
<td>Complete Pedicure</td>
</tr>
<tr>
<td>50</td>
<td>Artificial Nail Tips</td>
</tr>
<tr>
<td>20</td>
<td>Thermal Press &amp; Curl</td>
</tr>
</tbody>
</table>

**Subject of Technical Instruction:**

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

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

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

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

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

Grading Procedure
Student’s academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:
1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

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

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

<table>
<thead>
<tr>
<th>Scheduled Completion Hours</th>
<th>Required Completed Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>267</td>
</tr>
<tr>
<td>800</td>
<td>534</td>
</tr>
<tr>
<td>1,200</td>
<td>800</td>
</tr>
<tr>
<td>1,600</td>
<td>1,067</td>
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<tr>
<td>2,000</td>
<td>1,334</td>
</tr>
<tr>
<td>2,400</td>
<td>1,600</td>
</tr>
</tbody>
</table>

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

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

**Licensing Requirements**
Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.
Curriculum for Esthetician Course (600 Clock Hours)
The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

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

Minimum Specified Practical Operations (Minimum number of Hands-on Practices needed):
10 Disinfection and Sanitation Facials (Manual)
60 Facials (Electrical) Chemicals (Chemical skin peels, packs, masks and scrubs)
40 Wax and depilatories Make-up & Eyelash Application
10 Hair Removal & Eyebrow Arching, Tweezers

Subject of Technical Instruction:

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

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

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

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

Grading Procedure
Student’s academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:
1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grading Period</th>
<th>Minimum Average Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 90%</td>
<td>300 hrs</td>
<td>70</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>600 hrs</td>
<td>70</td>
</tr>
<tr>
<td>79% - 70%</td>
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<tr>
<td>69% - 50%</td>
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</tr>
<tr>
<td>49% - or below</td>
<td></td>
<td></td>
</tr>
</tbody>
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In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

<table>
<thead>
<tr>
<th>Scheduled Completion Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>200</td>
</tr>
<tr>
<td>600</td>
<td>400</td>
</tr>
<tr>
<td>900</td>
<td>600</td>
</tr>
</tbody>
</table>

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

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

Licensing Requirements
Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.
**Curriculum for Manicuring Course (400 Clock Hours)**

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

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

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

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

**Subject of Technical Instruction:**

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

Additional training will be given in the following subject matter:

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

**Manicuring Performance Objective**

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

**Skills to be Developed**

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

**Attitudes and Appreciations to be Developed**

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

**Grading Procedure**

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

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

<table>
<thead>
<tr>
<th>Grading Scale</th>
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<th>Minimum Average Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 90%</td>
<td>A</td>
<td>Excellent Performance</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
<td>Above Average Performance</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
<td>Satisfactory Performance</td>
</tr>
<tr>
<td>69% - 50%</td>
<td>D</td>
<td>Unsatisfactory Performance</td>
</tr>
<tr>
<td>49% - or below</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Scheduled Completion Hours</th>
<th>Required Completed Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>134</td>
</tr>
<tr>
<td>400</td>
<td>267</td>
</tr>
<tr>
<td>600</td>
<td>400</td>
</tr>
</tbody>
</table>

**Potential Occupation after Completion**
Manicurist, Nail technician, Pedicurist

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

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

**Licensing Requirements**
Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.
Curriculum for Cosmetology Instructor Trainee Course (600 Clock Hours)
The curriculum for students enrolled in a cosmetology instructor trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a cosmetology instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Instructional Methods
This program is taught using a combination of following methods:
1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during practical sessions

Subject of Technical Instruction
Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

<table>
<thead>
<tr>
<th>Total Theory Hours:</th>
<th>390</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Practical Hours:</td>
<td>210</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Theory Hours</th>
<th>Practical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The Barbering and Cosmetology Act and the Bureau’s Rules and Regulations</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2 Preparatory Instruction:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Instructional Techniques: Methods of Instruction, lecture, demonstrations, performance, communication skills, instructional aids, and use of questions to promote learning.</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>B. Organization Techniques: 4 step teaching method, performance objectives and learning domains, etc.</td>
<td>30</td>
<td>110</td>
</tr>
<tr>
<td>C. Lesson Planning: Subject, title, outlines, development and visual aids.</td>
<td>60</td>
<td>100</td>
</tr>
<tr>
<td>D. Techniques of evaluation: purpose of test. Types of test, text administration, scoring and grading, etc.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3 Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology.</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Potential Occupation after Completion
Instructor of Cosmetology, Master educator, supervisor of school, potential owner of school or company demonstrator.

Performance Objective
Acquire knowledge of laws and rules regulating California Cosmetology establishment’s practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

Skills to be Developed
Be able to teach all areas of Cosmetology to students in all areas of the cosmetology field.

Attitudes and Appreciations to be Developed
Be able to appreciate good workmanship common to Teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.
Grading Procedure
Student’s academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:
1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

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

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<thead>
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</tr>
<tr>
<td>600</td>
<td>400</td>
</tr>
<tr>
<td>900</td>
<td>600</td>
</tr>
</tbody>
</table>

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

Graduation Requirements
When a student has completed the required theory hours and practical operations in Cosmetology Instructor Trainee with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

Licensing Requirements *:
Effective January 1, 2005 the California Board of Barbering and Cosmetology will no longer have the authority to issue new or renewal licenses for barber instructor or cosmetology instructors. Therefore, the Instructor Trainee course is no longer necessary to obtain an instructor’s license.
Curriculum for Massage Therapy Course (600 Clock Hours)
The student enrolled in a massage therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

<table>
<thead>
<tr>
<th>Total Theory Hours:</th>
<th>230</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Practical Hours:</td>
<td>370</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>600</td>
</tr>
</tbody>
</table>

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

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

SUBJECT OF TECHNICAL INSTRUCTION:  

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

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

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

Potential Occupations after Completion
Massage Therapy Specialist, product representative and company demonstrator.

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

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

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

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

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<tbody>
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<tr>
<td>49% - or below</td>
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In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

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<td>600</td>
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</tr>
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<td>900</td>
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</tbody>
</table>

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

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

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