



# School Catalog

*July 1, 2020 - June 30, 2021*

***Campus & Class Locations***

10301 Garvey Avenue, Suite 200, 204, 300 & 302  
El Monte, CA 91733

***Phone:*** (626) 350-1195

***Fax:*** (626) 350-4307

***Website:*** [www.diamondbeauty.edu](http://www.diamondbeauty.edu)

## TABLE OF CONTENTS

<b>Approval Disclosure Statement</b> .....	<b>4</b>
Accreditation .....	5
Notice of Probation .....	5
<b>About Diamond Beauty College</b> .....	<b>6</b>
Welcome.....	6
Ownership .....	6
Mission Statement.....	6
College Objectives .....	6
Non Discrimination .....	6
Facilities .....	6
School Calendar/Holidays.....	6
Health Considerations .....	7
Bankruptcy.....	7
Courses of Study .....	7-8
<b>Organization Chart</b> .....	<b>9</b>
<b>Admission Policy</b> .....	<b>10</b>
Admission Requirements.....	10
GED Certification .....	10
Transferability of Credits Earned .....	10
Notice Concerning Transferability of Credit .....	11
Language.....	11
Orientation Class .....	11
Freshman Class Enrollment .....	11
Textbooks & Supplies .....	11
Re-Entry .....	11
<b>Tuition Policy</b> .....	<b>12</b>
Tuition Charges.....	12
Collection of Tuition .....	12
Extra Instruction Charges .....	13
Scholarship .....	13
Pre-Application for Licensing Exam .....	13
<b>Withdrawal and Refund Policy</b> .....	<b>14</b>
Student’s Right to Cancel.....	14
Refund Policy .....	14
Withdrawal Calculations.....	15
Return of Title IV Funds .....	15
Post Withdrawal Disbursement.....	15
Institutional Refund Policy.....	15
<b>Satisfactory Academic Progress Policy</b> .....	<b>16</b>
Evaluation Periods .....	16
Grading System.....	16
Attendance Status .....	17
Leave of Absence .....	17
Academic Probation & Re-establishing SAP .....	17
Appeal Procedures.....	18
Reinstatement of Financial Aid Eligibility .....	18
Course Incompleteness .....	18
<b>Distance Education Policy</b> .....	<b>19</b>
Faculty .....	19
Education Standards.....	19
Equipment .....	20
Privacy .....	20
Academic Evaluation .....	21

Accessibility .....	21
<b>School Rules and Regulations .....</b>	<b>22</b>
Diploma .....	22
Attendance Policy, Tardy and Make-Up Policies .....	22
Students Clock Hour Policy .....	22
Time Card-Credit.....	22
Student Conduct .....	23
Other Rules and Regulations .....	23
Disciplinary Procedure and Dismissal .....	24
<b>Student Services.....</b>	<b>25</b>
Job Placement.....	25
Student Records .....	25
Housing.....	25
Career Counseling and Personal Attention .....	25
Voter Registration.....	26
Grievance Policy .....	26
<b>Consumer Information.....</b>	<b>27</b>
Notice of Student Rights.....	27
Notification of Right under FERPA .....	28
Drug and Alcohol Abuse Policy .....	29
Campus Security Information .....	31
Student Tuition Recovery Funds.....	36
<b>Federal Student Aid .....</b>	<b>37</b>
Financial Aid Mechanism .....	37
Federal PELL Grant.....	38
Documentation Required .....	39
Definitions Related to Financial Aid.....	40
Financial Aid-Consumer Information.....	41
<b>Academic Courses .....</b>	<b>42</b>
Curriculum for Cosmetology Course.....	42
Curriculum for Esthetician Course .....	45
Curriculum for Manicuring Course .....	48
Curriculum for Advanced Manicuring Course.....	50
Curriculum for Barbering Course.....	53
Curriculum for Cosmetology Instructor Trainee Course.....	56
Curriculum for Massage Therapy Course .....	58

## ***Approval Disclosure Statement***

**Diamond Beauty College** is a private institution and a for-profit corporation. Diamond Beauty College is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards.

The following courses are approved:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology*	1600	10-20	40-80	Diploma
Esthetician*	600	4-8	15-30	Diploma
Advanced Manicuring*	600	4-8	15-30	Diploma
Manicuring	400	3-5	10-20	Diploma
Cosmetology Instructor Trainee	600	4-8	15-30	Diploma
Massage Therapy	600	4-8	15-30	Diploma
Barbering	1500	10-18	40-72	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology*	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Esthetician*	12.0409	39-5094	39-5094	Skin Care Specialists
Advanced Manicuring*	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Cosmetology Instructor Trainee	12.0413	39-5010	25-1194	Cosmetology Instructors
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists
Barbering	12.0402	39-5011	39-5011	Barber

\*Students enrolling Cosmetology, Esthetician and Advanced Manicuring courses may be eligible to receive Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) of the USDE Title IV programs. Diamond Beauty College does **not** offer any Federal, private or institutional **loan** program.

**CIP Codes:** US Department of Education regulations as of July 1, 2011, require the institution to identify 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](http://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/](http://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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818, website address [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free (888) 370-7589, phone (916) 574-8900 or by fax (916) 263-1897.**

**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 Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

**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.**

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.

**Course Approval by:**

Bureau for Private Postsecondary Education (BPPE)  
1747 North Market Blvd., Suite 225, Sacramento, CA 95834  
Phone: (916) 574-8900, Toll Free: (888) 370-7589, Fax: (916) 263-1897, Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Accreditation by:**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street, Alexandria, VA 22314  
Phone: (703) 600-7600, Fax: (703) 379-2200, Web site: [www.naccas.org](http://www.naccas.org)

**Federal Student Aid Program Participation with:**

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

**NOTICE OF PROBATION**

Dear Student/Prospective Student:

Please be advised that Diamond Beauty College's license to operate in the State of California is currently on probation by the Bureau for Private Postsecondary Education as a result of the Decision and Order in Case No. 997438. To view a copy of the Accusation Against Diamond Beauty College and the Stipulated Settlement in Case No. 997438, please go to the link below.

[www.bppe.ca.gov/enforcement/disciplinary\\_actions.shtml#d](http://www.bppe.ca.gov/enforcement/disciplinary_actions.shtml#d)

Sincerely,

Diamond Beauty College

---

**Selenas Do**  
**President/Owner**

**Revised on April 5, 2021**

## *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 be 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 Selenas 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, Equipment and Library**

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, 204, 300 & 302, 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. Facilities for the handicap can be discussed with the school before enrollment. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body. Staff and students are to utilize the materials in conjunction with assigned textbooks to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and sign them back in with a school staff. Students are responsible for the materials they check out and may be charged for any materials not returned. Administrative office is open from 8:30 am to 5:00 pm Monday to Friday or by appointment.

### **School Calendar**

Classes begin EVERY MONDAY for all classes.

### **Hours of Operation**

Monday through Friday: 8:30 a.m. to 5:00 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

- Labor Day
- Thanksgiving Break
- Christmas Break

### **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 and/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 does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **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).

### **Advanced Manicuring (600 Clock Hours)**

The course of study for students enrolled in Advanced Manicuring course shall consist of the six hundred (600) 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. This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion for the State Program Examination and Licensure, will allow the graduate Manicurist to perform all skills as Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Wraps and Repairs. **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).

**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).

**Barbering (1,500 Clock Hours)**

The course of study for students enrolled in Barbering course shall consist of fifteen hundred (1,500) clock hours of the state mandated instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices. **Educational Goals:** The Barbering course of study is designed to prepare students to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, give facial and scalp massages, apply cosmetic treatments, and to prepare for licensure as professional barbers at various levels (CIP Code 12.0402, SOC Code 39-5011).

**\*Temporary Distance Education due to COVID 19 pandemic is available for the students enrolling in Cosmetology (1600 Hours), Esthetician (600 Hours), Advanced Manicuring (600 Hours), Manicuring (400 Hours) and Barbering (1500 Hours) courses only.**

**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 as massage therapists (CIP Code 51.3501, SOC Code 31-9011).

## ***Organizational Chart***

**President/Director** Selenas Do

**Chief Financial Officer** Cindy Cho

**Financial Aid Director** Jason Lee

**Admission/Registrar /Financial Aid Assistant** Linh Vong

**Registrar / Admission/Placement** My Lam

<b>Instructor</b>	<b>Course</b>	<b>Instructor Qualifications</b>
Selenas Do	Advanced Manicuring	Licensed Manicurist from BBC Has 6 years of experience in teaching the subject
Paulia Huynh	Esthetician	Licensed Cosmetologist from BBC Has 20 years of experience in teaching the subject
Tanya Nguyen	Advanced Manicuring	Licensed Cosmetologist from BBC Has 5 years of experience in teaching the subject
Adelina Frank	Cosmetology Advanced Manicuring	Licensed Cosmetologist from BBC Has 12 years of experience in teaching the subject
Onix Euceda	Barbering	Licensed Barber from BBC Has 8 years of experience in teaching in subject
Cuc Troung	Manicuring (Substitute Instructor)	Licensed Manicurist from BBC Has 34 years of experience in teaching in subject

## ***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, Scholastic Level Exam test 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 an official 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 10<sup>th</sup> 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 these 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. The approved passing scores on this test are as follows: CELSA Form 1 (97) and CELSA Form 2 (97). 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 language proficiency in English or Vietnamese. A student must prove his/her level of proficiency in either English or Vietnamese by providing a high school diploma or its equivalent (i.e. GED, ATB etc.) from a country where the language is an official language. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency also.

Cosmetology Instructor Trainee and Massage Therapy courses are taught in English. Cosmetology, Esthetician, Barbering, Cosmetology Crossover, Barber Crossover, Manicuring and Advanced Manicuring courses are taught in English and Vietnamese. The college provides Catalog, School Performance Fact Sheet and Enrollment Agreement in English and Vietnamese as well.

### **GED Certification**

For information on obtaining a General Education Diploma (GED) please refer to Adult School location in your area.

El Monte-Rosemead Adult Center  
10807 Ramona Blvd  
El Monte, California 91731  
Phone: 626.258.5800  
Fax: 626.258.5809

### **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 B of credit hours from the California Board of Barbering and 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.

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 the educational program 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.**

### **Foreign Students**

The College does **not** offer English as a Second Language (ESL) course, visa services or vouch for student status.

### **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 Monday 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.

The hours of orientation class are not accepted as credit hours. Students are not allowed to clock in their time cards for orientation class.

### **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 36) 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.

### **Re-Entry**

Students who have withdrawn from Diamond Beauty College may re-enter into the program without the loss of credit hours. 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.

### **Students with Foreign High School Diploma**

Students, who graduated from foreign high schools, must have their high school diploma translated to English and evaluated by an independent third-party servicer.

### **Distance Education**

Any student who earns academic achievement via distance education may not be accepted for reciprocity or eligible for licensure in other states.

All transcripts or other documents listing academic achievement earned by distance education shall identify the distance education component of the course.

## 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.

Program	Reg. Fee*	STRF Fee*	Books & Supplies	Tuition	Schedule of Total Charges for a Period of Attendance				Estimated Schedule of Total Charges for the entire Educational Program
					1 <sup>st</sup> PP*	2 <sup>nd</sup> PP	3 <sup>rd</sup> PP	4 <sup>th</sup> PP	
Cosmetology	\$150	\$6.50	\$1200	\$11,200	\$3,644.00	\$3,487.50	\$2,712.50	\$2,712.50	\$12,556.50
Esthetician	\$150	\$2.50	\$850	\$4,200	\$2,677.50	\$2,525.00			\$5,202.50
Advanced Manicuring	\$150	\$2.50	\$850	\$4,200	\$2,677.50	\$2,525.00			\$5,202.50
Manicuring	\$150	\$1.00	\$500	\$1,400	\$2,051.00				\$2,051.00
Massage Therapy	\$150	\$2.00	\$300	\$3,400	\$2,002.00	\$1,850.00			\$3,852.00
Cosmetology Instructor Trainee	\$150	\$2.00	\$300	\$3,400	\$2,002.00	\$1,850.00			\$3,852.00
Barbering	\$150	\$5.00	\$1,200	\$9,000	\$3,215.00	\$3,060.00	\$2,040.00	\$2,040.00	\$10,355.00

\*PP is for Payment Period.

\***Registration Fee:** Non-Refundable

\***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. Effective **February 8, 2021**, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

\***Books/Supplies:** Once used, books and supplies are **not** refundable due to sanitary considerations.

\* **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.**

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, Barber Crossover and Cosmetology Crossover courses.

For students enrolled in Cosmetology, Esthetician, Advanced Manicuring, 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 Aid, Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG), is available to those that qualify to cover educational expenses. Federal Grant is a gift aid that does not need to be repaid. Students enrolling Cosmetology, Esthetician and Advanced Manicuring courses may be eligible to receive Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) of the USDE Title IV programs. 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 with their means. It is also our policy not to participate any loan program. 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/FSEOG grant as payment of monies owed to the school.

**Extra Instruction Charges**

Students are expected to complete their training by the On-Time Graduation Date as specified in Enrollment Agreement. On Time Graduation date includes a grace period to complete the course. Additional training time beyond this date will cost the student \$7.00 per hour needed. These charges would **not** be covered by Title IV Federal Student Aid.

**Right to withhold Proof of Training for Non-Payment of Tuition**

An institution may withhold a student's Proof of Training if the student is in default on a student tuition contract. 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 and BPPE.

### **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 \$150.00 non-refundable registration fee through attendance at the **first class session (first day of classes)**, or the **seventh day after enrollment (seven days from the date when enrollment agreement was signed)**, whichever is **later**.

CANCELLATION shall occur when the student or the legal guardian gives signed written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

### **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 \$150.00 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.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

**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.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has been completed, 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. BBC 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 all relevant agencies and dispose school records in accordance with state laws.

### 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:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee	Tuition Cost
\$12,556.50	\$150.00	\$1,200.00	\$6.50	\$11,200.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$11,200.00	1600 Hours	\$7.00/ Hour	\$11,200.00	600 Hours	\$4,200.00	\$7,000.00

## *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) (66.7%) 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 ( $2/3 \times 30 = 20$ ).

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 Rules and Regulations" section of this catalog on pages 19-21.

3. Complete the course within one and one-half times (150%) the length of the course as defined in the enrollment agreement. For example, a student who enrolls in a 400 hour/ 20 week long Manicuring program must complete within 30 weeks. Any student, who exceeds the maximum time frame, will be terminated. 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** (1600 hours, 1.78 academic years): When a student is scheduled to complete 450, 900, 1250 and 1600 hours

**Esthetician** (600 hours, 0.67 academic years): When a student is scheduled to complete 300 and 600 hours

**Advanced Manicuring** (600 hours, 0.67 academic years): When a student is scheduled to complete 300 and 600 hours

**Manicuring** (400 hours, 0.45 academic years): When a student is scheduled to complete 200 and 400 hours

**Cosmetology Instructor Trainee** (600 hours, 0.67 academic years): When a student is scheduled to complete 300 and 600 hours

**Massage Therapy** (600 hours, 0.67 academic years): When a student is scheduled to complete 300 and 600 hours.

**Barbering** (1500 hours, 1.67 academic years): When a student is scheduled to complete 450, 900, 1200 and 1500 hours

All SAP evaluation shall be completed within seven (7) business days following the evaluation points. Students are required to sign every SAP evaluation form and will receive a copy of every SAP evaluation form.

### **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**

100% - 90% A.....Excellent  
89% - 80% B.....Above Average  
79% - 70% C.....Average  
69% - 60% D.....Unsatisfactory  
59% - 00 % F.....Fail

#### **Point Grades for Practical Work**

(GPA 4) 4 POINTS = A  
(GPA 3) 3 POINTS = B  
(GPA 2) 2 POINTS = C  
(GPA 1) 1 POINTS = D  
(GPA 0) 0 POINTS = F

**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.

**Distance Education Participation**

Any student enrolled in courses offered through the institution's distance education program must participate in at least 80% of the required online lectures and/or discussion board. Lack of participation may cause a reduction of the student's grade.

**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. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the students at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. Do not request a Leave of Absence unless you absolutely need one. To be granted an approved LOA there must be a reasonable expectation that the student will return from the LOA. A student on approved LOA that meets these criteria is not considered withdrawn and therefore no refund calculation is required. 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.

**Academic Progress Warning**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. A student who does not achieve the minimum standards after an SAP evaluation shall be placed on warning until the next evaluation point.

Students on warning status can reestablish SAP if they meet the college's SAP requirement at the next evaluation point.

**Academic Progress Probation and Reestablishing SAP**

A student who fails to make satisfactory progress after the warning period is no longer eligible for Title IV, HEA program funds, unless the student has prevailed upon appeal of the determination that has resulted in the status of probation. Students who fail to meet SAP standards during an academic progress warning period will be placed on academic progress probation for one additional evaluation period, if the student prevails upon appeal of a 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 16 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 or other special circumstances. 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 him to make satisfactory progress at the next evaluation, 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.

**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.

## ***Distance Education Policy***

Due to the unprecedented pandemic surrounding COVID 19, Diamond Beauty College will employ Distance Education in most or all of its courses for the foreseeable future.

Distance education is defined as a planned teaching/learning experience in which teacher and students are separated by physical distance and teacher-student interaction occurs through multiple modalities of existing and evolving media. Distance education requires special techniques of course design, instructional techniques, assessment, and methods of communication by electronic and other technology, as well as special organization and administrative arrangements. We accept the Higher Learning Commission's definitions for Distance Education courses and programs:

Distance education courses are those in which all or the vast majority (typically 50% or more) of the instruction and interaction occurs via electronic communication or equivalent mechanism with the faculty and students physically separated from each other.

Distance education programs are those certificate or degree programs in which 50% or more of the required courses may be taken as distance education courses. In other courses, the instructor may require students to meet at a given time in a chat room intended specifically to provide interaction between students and the instructor. Web-based instruction may indeed be a component of a traditional course, teleconference or interactive video instruction. In some instances, students will be required to come to campus for the opening session and to take one or more examinations.

### **Faculty**

Faculty members engaged in distance education shall have academic freedom as teachers and researchers in full accordance with the provisions of the 1940 *Statement of Principles on Academic Freedom and Tenure*, including "freedom in the classroom in discussing their subject" and "full freedom in research and in the publication of the results."

Methods of presentation and course materials are to be under the control of the faculty member assigned to develop and/or teach the distance education course. Oversight by the faculty member's colleagues within the department or program shall be subject to the usual norms and responsibilities of supervision and oversight associated with the functions of the department.

Individual faculty members should have the same responsibility for selecting and presenting materials in courses offered through distance education technologies that they have in those offered in traditional classroom settings.

### **Education Standards**

Distance education courses (or modifications thereto) shall comply with all of the standard practices, procedures, and criteria which have been established for traditional in-the-classroom courses including but not limited to, faculty involvement at the level of course development and approval, selection of qualified faculty to teach the course, pedagogical determinations about appropriate class size, and oversight of all final course offerings by the appropriate faculty committee to ensure conformity with previously established traditions of course quality and relevance to programs.

### **Disclaimer**

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

### **Office Hours**

A faculty member teaching a distance-education course shall conduct the normally expected total number of office hours. In order to accommodate distance education student needs, if it is deemed appropriate by the faculty member, some of the normally expected office hours may be held online to conduct business and consult with students utilizing technology.

The precise terms and conditions of every appointment should be stated in writing and be in the possession of the faculty member and the institution before the faculty member is assigned to utilize distance education technologies in the delivery of instructional material in a course for academic credit. No member of the faculty

should be required to participate in distance-education courses or programs without adequate preparation and training, and without prior approval of such courses and programs by the appropriate faculty body.

### **Equipment**

Prior to distance education courses being taught, the technology and equipment needs should be identified and in place. The institution will provide the faculty member with the necessary equipment to teach the distance education course.

Prior to distance education courses being taught, appropriate training both technical and curricular will be available to potential users. If new technologies are added, further training will be offered. If the necessary training is not available on campus, the college/university shall arrange for and pay the costs of any special training required.

### **Technical Assistance**

Prior to distance-education courses being taught, appropriate forms of assistance should be made available to the faculty members and the students. The institution will provide adequate support services at both the sending and receiving site for all distance education classes. Further, the institution will provide adequate security for all faculty members teaching distance education courses. Provisions will be made for clerical, technical, and library support as needed.

### **Visual Aids**

Assistance will be provided by Diamond Beauty College, to develop study guides, teaching aids, and other course materials, and in clearing copyrights for use of material in the course.

### **Prohibition of Recording of Course Presentation**

Courses and course presentations shall not be recorded without prior knowledge and consent of the faculty member. Such recordings are not to be reused or revised without the written consent of the faculty member.

Copyright of recordings of courses and course presentations shall be owned by the faculty member(s) as in the case of traditional course materials.

The faculty member (or an appropriate faculty body) who creates the course (or adapts a pre-existing course) for use in distance education shall exercise control over the future use, modification, and distribution of recorded instructional material and shall determine whether the material should be revised or withdrawn from use.

### **Safeguards**

The University will ensure that safeguards have been built into the distance-education course format to require that students be held to the same standards of academic honesty as students in traditional courses.

### **Privacy**

Diamond Beauty College verifies the identity of a student who participates in class or coursework by using a secure login and pass code. The student must first sign into the "Moodle" course management system with the ID number assigned to the student upon admission and a pin number issued specifically to the student through the Information Technology Department.

The student must change his temporary password to a privately selected one to be used for all future logins into the course. The student is allowed access to the coursework only after the registration process is complete. The student can only access the course through the secure login and pass code. Each time the student enters the course the ID and password must be verified. If the course is a hybrid course, the student must meet at least four sessions on campus which allow proctoring of tests. Passwords of online students are known only to them. The college is continuing to seek additional and improved methods to help ensure that students participating in online courses, and taking online exams, are the same individuals enrolled in the classes as the distance education program is more fully developed. The two-tier approach ensures the confidentiality of the student and his/her coursework.

### **Periodic Review of Policies and Procedures**

The policies and procedures stated in this policy will be reviewed and updated on a regular basis.

### **Faculty Evaluation**

The institution shall implement a process to assure that students are able to evaluate the teaching performance of faculty members who offer courses taken via the distance-education format. Distance-education

equipment shall not be used to evaluate faculty performance. Faculty members participating in the distance-education program shall be evaluated in the same manner as all other faculty members in accordance with the appropriate provisions of the collective bargaining agreement or institutional policy. If any classroom observations or evaluations take place, the observer shall be in the same room as the faculty member. No outside visitor shall be allowed unless the faculty member agrees in advance to the visit.

### **Course Evaluation and Maintenance**

Distance education course offerings shall be evaluated according to the course evaluation procedures in effect for on-campus courses.

Additional items to be evaluated shall include the effectiveness and efficiency of delivery systems, academic resources, student services, and access to faculty.

Records of evaluations and the analyses of the evaluations must be kept on file, as well as documentation of the proactive use of the results of the evaluations in the enhancement of course offerings.

### **Clock Hour Policy**

The Institution requires students to attend online lectures by “clocking in” and “clocking out” of the online system according to the class schedule in order to record the number of “clock hours” required for graduation.

Clock hours will be recorded pursuant to the Satisfactory Academic Policy as delineated in the Catalog.

All assessments that will be used for calculating a student’s GPA must be executed while the student is physically on campus.

### **On Campus Policy for Distance Education**

Students must participate in learning activities while physically present at the contracted campus at least once every ten-business days for the length of a scheduled class day as outlined in the enrollment contract.

### **Transcripts**

Any student who obtains instruction in a course offered solely through distance education shall be furnished a transcript that identifies the distance education component.

### **Academic Evaluation**

Any academic response or evaluation of student lessons, projects, or dissertations shall be completed and returned to the student within 7 days from the date the institution’s receipt of student lessons, projects, or dissertations.

### **Accessibility**

To be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, all programs, services, and activities offered by Diamond Beauty College must be accessible to and usable by persons with documented disabilities who have met the technical and academic standards for admission.

Online courses are required to be ADA compliant. For additional information on accommodation services, contact the Institution.

### **Orientation**

Orientation will be provided for all distance education students online by the course instructor. The orientation is designed to familiarize new and prospective students with the online learning environment.

# *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.

## **Attendance, Tardy and Make-up Policies**

- Attendance must be maintained at an average of 66.7 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. Personal 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 ask 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 may result in probation or 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 be 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. Payments for tuition or fees are to be made by the first day of payment period unless other arrangements have been made on the date of enrollment. The school reserves the right to refuse a student, who is delinquent in tuition or fees. Students should get validated receipts for all monies paid to the school for tuitions and fees.
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.

**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.

## ***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 register 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 except for the transcripts, which will be retained indefinitely. 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 who has been 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. The institution has no responsibility to find or assist a student in finding a housing. However, students can find housing located reasonably near the school. 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:  
**SELENAS 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)**

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

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

Phone (916) 574-8900, Toll Free (888) 370-7589, Fax (916) 263-1897

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

### **Board of Barbering and Cosmetology**

400 R Street, Suite 4080

Sacramento, CA 94244

Phone (916) 323-9020

Website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### **National Accrediting Commission of Career Arts & Sciences (NACCAS)**

3015 Colvin Street, Alexandria, VA 22314

Phone (703) 600-7600, Fax (703) 379-2200, Web site: [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](http://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  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834**

**Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

**Phone: (916) 574-8900**

**Toll Free: (888) 370-7589**

**Main Fax: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

## Family Educational Rights and Privacy Act (FERPA)

All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office,

U.S. Department of Education, at

400 Maryland Avenue,

SW Washington, D.C. 20202-8520

## 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 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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 AND ALCOHOL ABUSE PREVENTION PROGRAM

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

Entity Name	East Los Angeles Health Task Force
Street Address	10806 Ramona Blvd
City, State and Zip	El Monte, CA 91733
Phone/website	626-443-4036/ <a href="http://www.healthcare.com">www.healthcare.com</a>

Entity Name	BHC Alhambra Hospital Inc
Street Address	4619 N Rosemead Blvd
City, State and Zip	Rosemead, CA 91773
Phone/website	626-286-1191/ <a href="http://www.bhcalhambra.com">www.bhcalhambra.com</a>

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. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

**THIS INSTITUTIONAL POLICY AND PROCEDURES ARE EVALUATED BIANNUALY BY THE INSTITUTIONAL ADMINISTRATORS TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, PROCEDURES ARE UPDATED BIANNUALY AND PROVIDED TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.**

**DOCUMENTATIONS OF EVALUATIONS IS RETAINED BY SCHOOL ADMINISTRATORS**

## Campus Security Information

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution 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 statistic for the period between 01/01/2017 and 12/31/2019.

PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE IS NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

### Report Distribution Date: October 1, 2020 Occurrences REPORTED within the 2017, 2018 and 2019 Calendar Year

Crimes Reported	2017	2018	2019	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	NA	NA
(B) Negligent manslaughter	0	0	0	NA	NA
(ii) Sex Offenses:					
(A) Rape	0	0	0	NA	NA
(B) Fondling	0	0	0	NA	NA
(C) Incest	0	0	0	NA	NA
(D) Statutory Rape	0	0	0	NA	NA
(iii) Robbery	0	0	2	C	No
(iv) Aggravated assault	0	0	0	NA	NA
(v) Burglary	0	0	0	NA	NA
(vi) Motor Vehicle Theft	0	0	0	NA	NA
(vii) Arson	0	0	0	NA	NA
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	NA	NA
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	NA	NA
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)	0	0	0	NA	NA
(A) Larceny-theft	0	0	0	NA	NA
(B) Simple Assault	0	0	0	NA	NA
(C) Intimidation	0	0	0	NA	NA
(D) Destruction, Damage or Vandalism of Property	0	0	0	NA	NA
(viii) Liquor law violations	0	0	0	NA	NA
<b>New reporting as of 10/01/2020</b>	0	0	0	NA	NA
Incidents of sexual assault		0	0	NA	NA
Domestic Violence		0	0	NA	NA
Dating Violence		0	0	NA	NA
Stalking		0	0	NA	NA

***NOTE - Crimes reported under any of the category listed in this section 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.

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.  
  
(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.  
  
(III) 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)**.
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 CARRY on them 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 starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional 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, the security guard(s) and or 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 institution 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 institution 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 school 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 Daily Incident Log at the institutional official's station. 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. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
    - I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
    - II. A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
    - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
    - IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
    - V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
    - VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:

- a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense

VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

12. The following website to obtain information concerning the registration of sex offenders arrest.

<https://www.city-data.com/so/so-el-monte-california.html>

13 **Description of school's emergency response and evacuation procedures.**

Required elements:

-Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus

-Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency

-A description institution's process to confirm there is a significant emergency

-Determine whom to notify

-Determine content of the notification

-Initiate the notification system

-List of titles of persons/organizations responsible for carrying out these actions

-Procedures for disseminating emergency information to the larger community

-The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis

-Tests Announced or unannounced

-Publicized in conjunction with at least one test per calendar year

-Documented (description of the exercise, the date, time, and whether it was announced or unannounced)

14 **Revised Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

15 **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

16 **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

- A description of the law enforcement authority of the campus security personnel.
- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

- A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report 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 does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.**

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

**This institution encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.**

**This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:**

**Fire safety (668.49)**

**Missing students (668.46(h))**

**Emergency notifications 668.46(g))**

**Hate crimes 668.46(c))**

**Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.**

**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).**

Campus Security Officer	Selenas Do
Title	President
School Name	<b>DIAMOND BEAUTY COLLEGE</b>
Street address	10301 GARVEY AVE. #200
City, State Zip	EL MONTE CA 91733-0000
Phone/Email	626-350-1195/diamondbeautyschool@yahoo.com

## **Student Tuition Recovery Fund (STRF)**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

## ***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 does **not** offer any 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) \$6,345 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](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 June 30, 2011.

**Application for Aid, Procedures and forms:** DBC's Financial Aid Administrator provides all financial aid applicants with necessary forms and information required by federal regulations. A financial aid package is considered complete once the student has completed the enrollment process, paid all applicable fees, and been found

to be academically qualified for enrollment. 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:** FAFSA 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 2020 - 2021, 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).

Elements included in the budget:	Tuition and Fees	Actual cost
	Books and supplies	\$1,080 PER ACADEMIC YEAR
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$976/MO	\$1,842/MO
Transportation	\$104/MO	\$95/MO
Personal/misc.	\$358/MO	\$420/MO

### 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 birth 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 (2018).
- U.S. income tax paid for the base year (2018).
- 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) IRS 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, 2021, 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 process before disbursement of any Title IV funds.

### **Tolerances**

If there is no non-dollar item error 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:
  - F1 or F2 student visa
  - J1 or J2 exchange visitor visa only
  - 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, 1997?
  2. As of today, are you married? (Separated but not divorced)
  3. At the beginning of the 2020-2021 school year, will you be working on a master's or doctorate

program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?

4. Are you 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 you have children who will receive more than half of their support from you between July 1, 2020 and June 30, 2021?
  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, 2021?
  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. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
  11. At any time on or after July 1, 2019, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
  12. At any time on or after July 1, 2019, 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 or were self-supporting and at risk of being homeless?
  13. At any time on or after July 1, 2019, 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).

## Academic Courses

### Instructors, Textbook and Reference Books

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.

### 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:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p><b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.</p>	30	30
<b><u>200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40

<p><b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p>	25	30
<p><b>SUBJECT</b></p>	<p><b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b></p>	<p><b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b></p>
<p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>		
<p><b><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b></p>		
<p><b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails
<p>The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.</p>		

**Cosmetology Performance Objectives**

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.

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry.

Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

**Grading Procedure**

Student’s academic performance is graded four times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	450 hrs	70
89% - 80%	B	Above Average Performance	900 hrs	70
79% - 70%	C	Satisfactory Performance	1250 hrs	70
69% - 60%	D	Unsatisfactory Performance	1600 hrs	70
59% - or below	F	Fail		

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.

Scheduled Completion Hours	Required Completed Hours
450	300
900	600
1,250	834
1,600	1,067
2,000	1,334
2,400	1,600

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

There is **no** requirement for final test/exam or internship or externship.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th Grade, 1600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

## 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:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p><b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</p>	15	
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.</p>	40	
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS –

		NOT HOURS)
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
<b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	30	30
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.		

**Esthetician Performance Objectives:** 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 Occupations 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 two times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	300 hrs 70
89% - 80%	B	Above Average Performance	600 hrs 70
79% - 70%	C	Satisfactory Performance	

69% - 60%	D	Unsatisfactory Performance
59% - or below	F	Fail

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.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

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

There is **no** requirement for final test/exam or internship or externship.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

## 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:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<p><b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	
<p><b>Health and Safety Course on Hazardous Substances:</b>  The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.</p>	20	20

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

**Manicuring Performance Objectives:** 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.

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

**Grading Procedure**

Student's academic performance is graded two times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	200 hrs 70
89% - 80%	B	Above Average Performance	400 hrs 70
79% - 70%	C	Satisfactory Performance	
69% - 60%	D	Unsatisfactory Performance	
59% - or below	F	Fail	

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.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

**Potential Occupations after Completion:** Manicurist, Nail technician, Pedicurist

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

There is **no** requirement for final test/exam or internship or externship.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

## Curriculum for Advanced Manicuring Course (600 Clock Hours)

The curriculum for students enrolled in an Advanced Manicuring course shall consist of 600 clock hours, which include 140 hours of technical instruction (lecture, demonstration, classroom, and/ or examination) and the following minimum numbers of **specified hands-on practical operations**:

60	Disinfection and Sanitation	40	Water and Oil Manicures
20	Complete Pedicures	10	Spa Manicure
10	SPA Pedicure	80	Acrylic: Liquid and Powder Brush on Nails
60	Nail Tips	20	Nail Art
25	Nail Wraps and Repairs	80	Gel Polish

TECHNICAL SUBJECT	MINIMUM THEORY HOURS
1. The Cosmetology Act and the Program's Rules and Regulations.	10
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations)	10
3. Health and Safety/ Hazardous Substances (Shall include 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.)	15
4. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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.	40
5. Bacteriology, Anatomy, Physiology, skin analysis and conditions	10
6. Water and Oil Manicures, including hand and arm massage	15
7. Complete Pedicure, including foot and ankle massage	10
8. Application of Artificial Nail:	
(A) Acrylic: Liquid and Powder Brush-ons	20
(B) Nail Tips	10
(C) Nail Wraps and Repairs	10
(D) Gel Enhancements	10
(E) Gel Polish	10
(F) Nail Art	10

The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

Total Theory Hours:	180
Total Practical Hours:	420
Total Hours:	600

**Description of the Course** (D.O.T. # 331.674-010, CIP Code 12.0410, SOC Code 39.5092): This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion for the State Program Examination and Licensure, will allow the graduate Manicurist to perform all skills as Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Wraps and Repairs.

### Definition of Terms

Technical Instruction means instruction by demonstration, lecture, classroom participation, studying textbooks (Milady) and related materials, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations mean the actual performance by the student of complete services on another person or a mannequin hand with fingers.

### Instructional Techniques and Methods

Students will attend regularly scheduled theory classes for lecture daily, read assigned chapters of their textbooks (Milady), must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing, manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee, relationships, personal and business ethics, customer relations and communication skills.

Technical instruction will be provided to students in each skill prior to the student actually performing services (practical operations) to a client.

Each unit of instruction is divided into six levels of instruction,

- (1) Theory classes, (lectures and demonstrations)
- (2) Theory testing (written and oral)
- (3) Practical operations demonstrations,
- (4) Practical operations on mannequin or another person,
- (5) Complete operations performed on another person and
- (6) Performance reviews (progress evaluations).

**Advanced Manicuring Performance Objectives:** Acquire knowledge of laws and rules created by the California Program of Barbering and Cosmetology. Understand sterilization and sanitation procedure. The licensed Manicurist will be prepared to seek profitable employment as a manicurist specialist, pedicurist, salon manager, salon owner, products demonstrator or nail artist. They will be versed in all areas of Manicuring.

**Educational Goals:** The Advanced Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment, as a manicurist specialist, product demonstrator or nail artist.

**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.

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

### Grading Procedure

Student's academic performance is graded two times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	300 hrs	70
89% - 80%	B	Above Average Performance	600 hrs	70
79% - 70%	C	Satisfactory Performance		
69% - 60%	D	Unsatisfactory Performance		
59% - or below	F	Fail		

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.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

### 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.

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

Examination.

There is **no** requirement for final test/exam or internship or externship.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10th Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

## Curriculum for Barbering Course (1,500 Clock Hours)

The curriculum for students enrolled in a Barbering course shall consist of fifteen hundred (1500) clock hours of technical instructions and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. (D.O.T. #332.371-010, CIP#12.0402, SOC Code: 39.5012)

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination and practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500 hour course shall cover not less than 1,300 hours including training in basic hair cutting and in hairstyling of all textures of hair at the discretion of the school owner/instructor.

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction and Practical Training in Shaving</u></b>		
<b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>SUBJECT</b>	<b>MINIMUM</b>	<b>MINIMUM</b>

	<b>REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<p><b>Health and Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p><b>Health and Safety Course on Hazardous Substances:</b> The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.</p>	30	30
<p>The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.</p>		

**Course Description & Educational Goals:** The barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP #12.0402).

**Textbook:** Milady Standard Textbook of Barbering

**Barbering Performance Objectives:** With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications.

**Course Format:** Instruction is given in individual classrooms and on the clinic floor, under instructor supervision. New classes begin every week and students are assigned to classrooms according to the level of instruction of the course. Students receive instruction through demonstrations, lecture, informal handouts and classroom involvement. Occasionally, field trips may be scheduled and guest speakers are invited to reinforce the learning process.

**Resources:** Milady textbook for Barbers, class lectures, supplemental material handed out in classes, school library and demonstrations.

**Learning Strategy:** Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or mannequin.

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

### Grading Procedure

Student's academic performance is graded four times throughout the program, at the scheduled completion of: 450, 900, 1,200, and 1,500 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 counts 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	450 hrs	70
89% - 80%	B	Above Average Performance	900 hrs	70
79% - 70%	C	Satisfactory Performance	1,200 hrs	70
69% - 60%	D	Unsatisfactory Performance	1,500 hrs	70
59% - or below	F	Fail		

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.

Scheduled Completion Hours	Required Completed Hours
450	300
900	600
1,200	800
1,500	1,000
1,875	1,250
2,250	1,500

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

There is **no** requirement for final test/exam or internship or externship.

**Licensing Requirements:** Applicant must be 17 years of age or older and have completed the 10th Grade, 1500 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examinations with a minimum score of 75 (out of 100).

## 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:

### 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.

Total Theory Hours: 390  
 Total Practical Hours: 210  
 Total Hours: 600

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

### 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

**Potential Occupation after Completion:** Instructor of Cosmetology, master educator, supervisor of school, potential owner of school or company demonstrator

**Cosmetology Instructor Trainee Performance Objectives:** 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 two times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	300 hrs. 70
89% - 80%	B	Above Average Performance	600 hrs. 70
79% - 70%	C	Satisfactory Performance	
69% - 60%	D	Unsatisfactory Performance	
59% - or below	F	Fail	

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.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

### 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.

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

There is **no** requirement for final test/exam or internship or externship.

### 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 curriculum for students 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:

Total Theory Hours: 230  
 Total Practical Hours: 370  
 Total Hours: 600

### 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:

### MINIMUM HOURS

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

**Massage Therapy Performance Objectives:** 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.

**Additional training will be given in the following subject matters:** The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics, Resume Development, Job Search, Job Interview

### Grading Procedure

Student's academic performance is graded two times throughout the program, at the scheduled 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 counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	300 hrs. 70
89% - 80%	B	Above Average Performance	600 hrs. 70
79% - 70%	C	Satisfactory Performance	
69% - 60%	D	Unsatisfactory Performance	
59% - or below	F	Fail	

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.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

### 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 Cosmetology with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

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

There is **no** requirement for final test/exam or internship or externship.

### Licensing requirements

A Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the course and passed the Federation of State Massage Therapy Boards (FSMTB) Massage & Bodywork Licensing Examination (MBLEx) with an overall average of 70%.