

# *Diamond Beauty College*

## **Consumer Information Handbook**

*January 1, 2021 – December 31, 2022*

***Campus & Class Location***

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)

Revised on June 30, 2022

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## **Campus Location, Contact Information & Facilities**

### **Campus Location**

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)

Email: [diamondbeautyschool@yahoo.com](mailto:diamondbeautyschool@yahoo.com)

### **Contact Information**

Students or prospective students can call or visit the college's office to obtain any institutional or financial aid information.

Students or prospective students can get consumer information by contacting Admission Office or Financial Aid Office.

You can make an appointment by calling the college at (626) 350-1195 or emailing at [diamondbeautyschool@yahoo.com](mailto:diamondbeautyschool@yahoo.com). Walk-in is always welcomed also.

### **Facilities**

Diamond Beauty College occupies a floor space of approximately 6,500 square feet, which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms.

### **Students with Disabilities**

It is the policy of Diamond Beauty College (DBC) to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which are Federal laws that prohibit discrimination on the basis of disability, as well as California laws that prohibit discrimination on the basis of disability. DBC does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of DBC. This applies to all students and applicants for admission to DBC. DBC will provide students with disabilities academic adjustments, auxiliary aids and reasonable accommodations that are necessary to ensure students are not denied the benefits of, or excluded from participation in, DBC programs. DBC will make reasonable modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. DBC will ensure that it provides physical access to students with disabilities. It is also the responsibility of DBC to permit students with disabilities to use service dogs on campus. The person responsible for implementing these responsibilities is the Academy Director at each campus. When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the Academy Director.

However, prospective students should consider the reality that 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 field, there is a great deal of standing, walking, pushing, bending and stretching, 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.

## **ACCREDITATION and APPROVALS**

**Accredited by:**  
NATIONAL ACCREDITING COMMISSION  
OF CAREER ARTS & SCIENCES (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
Web site: [www.naccas.org](http://www.naccas.org)

NACCAS is recognized by the U.S. Department of Education  
as a national agency for the institutional accreditation  
Of postsecondary schools of cosmetology arts and sciences,  
including specialized schools.

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### **Approvals**

Board of Barbering and Cosmetology (BBC)  
2420 Del Paso Road Suite 100, Sacramento, CA 95834  
Phone: (800) 952-5210, Fax: (916) 575-7281  
Web site: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

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)

### **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)

## HEALTH AND SAFETY

### **Campus Security**

Any person witnessing some form of criminal action or other emergency should report it to the supervisor on duty at the college. The College Director will investigate the incident and report it to the local Police Department if appropriate.

All facilities are locked during non-business hours. During these hours, only authorized personnel are permitted on the premises. The College Director or supervisor will unlock the premises and terminate the alarm each morning. The College Director or supervisor will lock up and set the alarm in the evening at closing time. If the alarm system is activated, the police are summoned automatically.

The college does not employ any private security personnel. All incidents of criminal or emergency nature are reported to the local Police Department.

During orientation, theory, and staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars or bus. Parking is at your own risk in the parking lot. Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked. Also, they must report any suspicious situation to the supervisor.

The college does not recognize any off-campus student organizations.

Our college policy for all our employees requires them to sign a drug policy prior to hire. The sale or use of alcohol and illegal drugs are not permitted at the school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to the College Director and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226.

### **Drug Policy**

The college has a Zero Tolerance Policy regarding possession and/or use of drugs or alcohol on college premises or at college-related events. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity.

Any student who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and the severity of the individual offense.

Students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) are subject to dismissal and/or referral to authorities for prosecution, as appropriate.

### **Drug and Alcohol Abuse Prevention Program**

Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is updated regularly and is available in the student resource binder in the College Director's office.

**Emergency Response and Evacuation Procedures**

Diamond Beauty College has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities. Fire Drills are conducted at least once a year.

**Sexual Harassment Policy**

Diamond Beauty College has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the college including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on college premises. Sexual Harassment Prevention training is presented to students and staff at least once a year.

**Title IX and Violence Against Women Act (VAWA) Policy**

Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities receiving federal financial assistance. Diamond Beauty College is committed to providing an environment free of discrimination on the basis of sex (gender), including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. The college provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and college policy.

**Vaccination Policy**

Diamond Beauty College does not require vaccinations for its students or staff members.

## Faculty

Diamond Beauty College hires duly qualified instructors per California State Law. Each instructor possesses current state license issued by the California Board of Barbering and Cosmetology. The instructor possesses a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

### TEXTBOOK INFORMATION

All textbooks, workbooks and study guides are included in the students' books & supplies. If a student requires a replacement, the following list indicates the cost to the student if purchasing from Diamond Beauty College. The listed costs do not include the additional sales tax that would be charged.

Supplier	Description	ISBN-13	Cost
<b>Cosmetology - CIP Codes 12.0401, 12.0407, 12.0499</b>			
Milady/Cengage	Milady Cosmetology	978-0357378908	\$150.00
<b>Esthetician - CIP Codes 12.0408, 12.0409, 12.0414</b>			
Milady/Cengage	Esthetics Standard Milady Book	978-0357263792	\$171.95
<b>Advanced Manicuring (Viet.) - CIP Code 12.0410</b>			
Milady	Milady Vietnamese Translated Nail Technology	978-0357640807	\$91.00
<b>Advanced Manicuring (Eng.) - CIP Code 12.0410</b>			
Milady	Milady Nail Technology	978-0357446867	\$143.95
<b>Barbering - CIP Code 12.0402</b>			
Milady	Professional Barbering	978-1305100558	\$156.00
<b>Massage Therapy and HHP CIP Codes 51.3501, 51.3306</b>			
Cengage	Complete Spa Book for Massage Therapists	9781418000141	\$58.00
Cengage	Therapeutic Massage Workbook and Textbook Bundle - 6th Edition	9781111490256	\$146.00

#### Disbursement for Books and Supplies

For Title IV recipients, as soon as the student completes financial aid process and signs the Award Letter, the student can receive the books and supplies for the program the student is enrolled in.

## 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

## **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.

## **VOTER REGISTRATION**

In California you may register to vote by completing the online voter registration form at:

<http://registertovote.ca.gov/>. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: <http://www.sos.ca.gov/elections/voter-registration/>

## **CONSTITUTION DAY AND CITIZENSHIP DAY**

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year.

Diamond Beauty College presents programs pertaining to the United States Constitution on September 17 of each year.

## COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Peer-to-peer (P2P) is a method of file sharing that allows normal users ("peers") to connect directly to other users to share files. This can be contrasted with a server-based distribution method, where users connect to a server (such as a web server via their web browser) to download files. P2P typically requires a "client" – a software program installed on their personal computer – to share files. Examples of clients are Kazaa, Limewire, BearShare, etc. and the various BitTorrent clients. These clients connect to other clients over the Internet and allow users to send files that they have marked as "shared" to other users, as well as to download copies of files that other users have shared. Because of its decentralized and unregulated nature, peer-to-peer file sharing is often used to share copyrighted works that those sharing the works do not have the right to share. However, it is important to remember that *peer-to-peer is not anonymous, not secret, and can be unsafe.*

Using peer-to-peer software is a risky venture. Installing peer-to-peer software can expose your computer to attack, and using P2P software to share copyrighted works violates DBC's Copyright Infringement Policy and various copyright laws, all of which have serious consequences.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The college may make computers available to students in a Resource Room. However, the use of the computers is limited to text-editing programs and/or digital media that the college has created internally or have permission to use from publishers of student textbooks. Internet access is blocked for most sites except for the college's webpage.

The college does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.

Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

## STUDENT BODY DIVERSITY

### Student Body Diversity by Gender and Ethnicity

For the Reporting Year July 1, 2020 through June 30, 2021

Total Students Enrolled for this Time Period = 123

	<u>Female</u>	<u>Male</u>
Non-Resident Alien	1	1
Hispanic/Latino	15	0
American Indian/Alaska Native	3	0
Asian	91	11
Black/African American	1	0
Native Hawaiian/Pacific Islander	0	0
White	0	0
Race/ethnicity unknown	0	0
Two or more races	0	0
Total	111	12

60 out of 123 students at this college received Pell Grants for the period.

Link to the Diamond Beauty Academy College Navigator website at

[Diamond Beauty College-College Navigator Website](#)

## **Health and Safety Exemption Requirement**

Diamond Beauty College (DBC) adheres to all requirements pertaining to the protection of student information. Our FERPA Policy, with information about Student Records and confidentiality can be found at page 9 of this handbook.

There are limited exceptions to FERPA regulations under which DBC is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

## **Protection of Personally Identifiable Information**

Personally Identifiable Information (PII) is defined as any information that permits the identity of an individual to be directly or indirectly inferred, including any information which is linked or linkable to that individual regardless of whether the individual is a U.S. citizen, lawful permanent resident, visitor to the U.S.

Not all PII is sensitive, e.g. PII on a business card. Sensitive Personally Identifiable Information (Sensitive PII) includes such information such as a Social Security number or alien number (A-number), and requires stricter handling guidelines because of the increased risk to an individual if compromised.

Diamond Beauty College stores all student files in lockable file cabinets inside an administration office with a lock. Only authorized school personnel can access the student files.

## **Net Price Calculator**

Diamond Beauty College Net Price Calculator available school website at [www.diamondbeauty.edu/net-price-calculator/](http://www.diamondbeauty.edu/net-price-calculator/)

## PROGRAMS

Diamond Beauty College offers programs in Cosmetology, Barbering, Esthetician, Advanced Manicuring, Manicuring, Massage Therapy and Cosmetology Instructor Trainee. All courses are offered with English and Vietnamese languages.

### **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).

\*Currently the college is not offering this program waiting for the approval of the newly mandated Cosmetology 1000 clock-hour program from CA Board of Barbering and Cosmetology.

### **Esthetician (600 Clock Hours)**

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

### **Manicuring (400 Clock Hours)**

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

### **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).

**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).

\* Currently the college is not offering this program waiting for the approval of the newly mandated Barbering 1000 clock-hour program from CA Board of Barbering and Cosmetology.

**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).

For more information about the course outlines are available in the Diamond Beauty College school catalogs online at: [www.diamondbeauty.edu/consumer disclosure](http://www.diamondbeauty.edu/consumer_disclosure)

## Course Schedules

Class starts continuously throughout the year on a weekly basis.  
Classes begin every Monday for all courses.

## Tuition Information

### 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	\$32.50	\$1,200	\$11,200	\$3,670.00	\$3,487.50	\$2,712.50	\$2,712.50	\$12,582.50
Esthetician	\$150	\$15.00	\$1,250	\$4,200	\$2,890.00	\$2,725.00			\$5,615.00
Advanced Manicuring	\$150	\$12.50	\$850	\$4,200	\$2,687.50	\$2,525.00			\$5,212.50
Manicuring	\$150	\$5.00	\$500	\$1,400	\$2,051.00				\$2,055.00
Massage Therapy	\$150	\$10.00	\$300	\$3,400	\$2,010.00	\$1,850.00			\$3,860.00
Cosmetology Instructor Trainee	\$150	\$10.00	\$300	\$3,400	\$2,010.00	\$1,850.00			\$3,860.00
Barbering	\$150	\$25.00	\$1,200	\$9,000	\$3,235.00	\$3,060.00	\$2,040.00	\$2,040.00	\$10,375.00

\*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 **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate changed from fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges to two dollars and fifty cents (\$2.50) 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.

## Textbooks and Supplies

Textbooks will be issued before 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.



## OCCUPATIONAL INFORMATION

### Cosmetologist

#### Physical Demands of the Profession

Most full-time cosmetologists, estheticians, and manicurists put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest.

Cosmetologists, estheticians, and manicurists usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift.

#### Safety Requirements of the Profession

Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

#### Licensing Requirements

A Cosmetology license will be granted by the California State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Cosmetology course and passed the Cosmetology State Board Examination with an overall average of 75%.

#### Potential Earning of the Profession

According to the U.S. Bureau of Labor Statics, median hourly earnings in median 2022 for salaried Cosmetologists were \$15.53

#### Potential Job Position

According to the U.S Bureau of Labor Statics, name of the position in 2022 is Beautician, Cosmetologist, Hair Colorist, Hair Stylist, Hairdresser, Wig Stylist, Shampoo Technician, Shampoo Assistant

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# Esthetician

## Physical Demands of the Profession

Most full-time cosmetologists, estheticians, and manicurists put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest.

Cosmetologists, estheticians, and manicurists usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift.

## Safety Requirements of the Profession

Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

## Licensing Requirements

An Esthetician license will be granted by the California State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Esthetician course and passed the Esthetician State Board Examination with an overall average of 75%.

## Potential Earning of the Profession

According to the U.S. Bureau of Labor Statics, median hourly earnings in 2022 for salaried Esthetician were \$19.34

## Potential Job Position

According to the U.S Bureau of Labor Statics, name of the position in 2022 is Beautician, Make up Designer, Facialist, Licensed Esthetician, Skin Care Technician, Esthetician.

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# Manicurist

## Physical Demands of the Profession

Most full-time cosmetologists, estheticians, and manicurists put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest.

Cosmetologists, estheticians, and manicurists usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift.

## Safety Requirements of the Profession

Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

## Licensing Requirements

A Manicurist license will be granted by the California State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Manicurist course and passed the Manicurist State Board Examination with an overall average of 75%.

## Potential Earning of the Profession

According to the U.S. Bureau of Labor Statics, median hourly earnings in 2022 for salaried Manicurists and Pedicurists, including tips, were \$15.19

## Potential Job Position

According to the U.S Bureau of Labor Statics, name of the position in 2022 is Manicurist, Nail Technician, Pedicurist, Fingernail Sculptor.

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# Massage Therapist

## Physical Demands and Safety Requirements of the Profession

Because massage is physically demanding, massage therapists can succumb to injury if the proper technique is not used. Repetitive motion problems and fatigue from standing for extended periods of time are most common. This risk can be limited by use of good technique, proper spacing between sessions, exercise, and in many cases by the therapists themselves receiving a massage on a regular basis.

Because of the physical nature of the work and time needed in between sessions, massage therapists typically give massages less than 40 hours per week. Most therapists who work 15 to 30 hours per week consider themselves to be full-time workers, because when time for travel, equipment set-up, and business functions, such as billing, are added, a massage therapist's hours per week may very well be more than 40 hours.

## 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 FSMTB Massage & Bodywork Licensing Examination (MBLEX) with an overall average of 70%.

## Potential Earning of the Profession

According to the U.S. Bureau of Labor Statics, median hourly earnings in 2022 for Massage Therapists, including gratuities, were \$24.39

## Potential Job Position

According to the U.S Bureau of Labor Statics, name of the position in 2022 is Massage Therapist, Masseur, Masseuses, Massotherapies', Certified Massage Therapist

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## **Barber**

### **Physical Demands and Safety Requirements of the Profession**

Most full-time barber put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest.

Barber usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift.

### **Safety Requirements of the Profession**

Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

### **Licensing Requirements**

A Barber license will be granted by the California State Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Cosmetology course and passed the Cosmetology State Board Examination with an overall average of 75%.

### **Potential Earning of the Profession**

According to the U.S. Bureau of Labor Statics, median hourly earnings in 2022 for Massage Therapists, including gratuities, were \$21.88

### **Potential Job Position**

According to the U.S Bureau of Labor Statics, name of the position in 2022 is Barber, Hairstylist, Hair Dresser.

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## Cosmetology Instructor

### Physical Demands of the Profession

Instructors usually work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important, because these workers are on their feet for most of their shift.

### Safety Requirements of the Profession

Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn.

### 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 instructors or cosmetology instructors. Therefore, the Instructor Trainee course is no longer necessary to obtain an instructor's license.

### Potential Earning of the Profession

According to the U.S. Bureau of Labor Statics, median hourly earnings in 2022 for Vocational Education Teachers were \$38.17

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## Admission Requirement

Enrollees are admitted as regular students once one of the following criteria has been met.

**A)** Applicant must provide a copy of his/her High School Diploma, GED or its equivalent, and pass an admissions test, SLE test (Scholastic Level Exam) Form IV. Diamond Beauty College will verify the authenticity of the diploma prior to enrolment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and courses completed. If transcript is not available, the student will be required to meet the Ability-to-Benefit (ATB) requirements or take and pass GED test prior to enrollment.

**B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 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 enrolled English course must show English language proficiency. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency.

Cosmetology 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

## Verification of High School Diploma

The Diamond Beauty College will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript. Students, who graduated from foreign high schools, must have their high school diploma translated to English and evaluated by an independent third party servicer.

## 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.**



## 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 US Department of Education at <https://fafsa.ed.gov>

### 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) does not require repayment.

College only offers Federal Pell Grant (FPELL) and Federal Supplemental Educational Opportunity Grant (FSEOG) programs.

For more specific information on each program please refer to the student guides available at [Student Guide](https://studentaid.ed.gov) web site <https://studentaid.ed.gov>

### Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Complete a FAFSA (Free Application for Federal Student Aid) or apply on line
- 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 2022- 2023, 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 <https://studentaid.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 for following academic year.

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

## 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 mandated policy of all federal and state regulatory agencies such as UDSE and BPPE. The college complies with applicable regulations of the federal student aid programs under Title IV of the federal Higher Education Act of 1965.

### 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 or Termination from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn or terminated 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 as soon as possible but no later than 45 days after determining the student has withdrawn. 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.

If the Return of Title IV calculation result in a credit balance on the student’s account, the credit balance must be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.

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 as soon as possible but no later than 45 calendar days after determining the student has withdrawn.

**Sample Return to Title IV Example**

Student withdraws when he/she was scheduled to complete 45 hours in a 900 clock hours program.

<b>Payment Period</b>		Total Title IV Aid Disbursed	\$2000
Total # of Hours	450	Or Could have been disbursed	
Scheduled Hours to be completed	45		
% Earned	10%	<b>Amount Earned by Student</b>	<b>\$200</b>

The student earned \$200.00 out of the \$2,000.00 disbursed. \$1,800.00 will be returned to Title IV as soon as possible but no later than 45 calendar days after determining the student has withdrawn.

**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. Grants must be disbursed within 45 days. 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 within 30 days. 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. All post-withdrawal disbursements are applied to student account first.

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
\$12,582.50	\$150.00	\$1,200.00	\$32.50	\$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

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## 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

**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

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

# NACCAS OUTCOME RATES

## 2021 Reporting Year

To help you make an informed decision about whether to sign up for one of our courses at Diamond Beauty College, we would like to provide you with the following information regarding completion, placement and licensure rates for each program offered in 2020, the most recent year for which statistics are available. These rates are as reported to our accrediting agency, NACCAS and are based on students who completed the program within 150% of the published program

Name of Program	#of Students Scheduled to Graduate	#of Students Who Completed	Completion %	#of Graduates Eligible for Work	#of Grads obtaining Training Related Work	Placement %	# of Grads Taking State Exam	# of Grads Passing State Exam
Cosmetology	1	0	0%	0	0	0%	0	0
Esthetician	12	10	83%	8	5	62%	4	3
Manicuring	3	1	33%	1	1	100%	1	1
Manicuring Vietnamese	7	7	100%	5	4	80%	4	4
Advanced Manicuring Vietnamese	76	72	94%	72	59	83%	68	68
Advanced Manicuring English	5	4	80%	0	0	0%	0	0
Cosmetology Instructor Trainee **	0	0	0%	0	0	0%	0	0
Barbering **	0	0	0%	0	0	0%	0	0
Massage Therapy **	0	0	0%	0	0	0%	0	0
<b>Overall Rates</b>	<b>104</b>	<b>94</b>	<b>90%</b>	<b>86</b>	<b>69</b>	<b>80%</b>	<b>77</b>	<b>76</b>

“The institution’s accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported above that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated”

1, “Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Student who made such attestations have been excluded from the calculation of this rate”

2, “As State and /or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution’s students to sit for licensure and/or obtain employment, this rate has not been published”



## Annual Campus Security Report

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 01/01/2018 and 12/31/2020. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE 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, 2021** Occurrences REPORTED within the 2018, 2019 and 2020 Calendar Year

Crimes Reported	2018	2019	2020	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)					
(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.
1. (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)**.
2. 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.
3. 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 of 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 incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).**

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

You can also find out this information via Diamond Beauty College website at [www.diamondbeauty.edu/consumerdisclosure](http://www.diamondbeauty.edu/consumerdisclosure) and Moodle system(LMS) at [www.moodle.diamondbeauty.edu](http://www.moodle.diamondbeauty.edu) announcement section.

## 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.**

### 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 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.

## 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 North 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)

## 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 timecard is prepared from the current weekly timecard. 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 timecard. The timecard 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.**

Timecards 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 timecard so that the hours and operations are transferred correctly to the school management system. The timecards are the property of the school and must remain in the school at all times. Timecards 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.

## Laboratory Policy

As a professional in the field of Cosmetology, student will be expected at future employment to perform these duties, it is for benefit to gain experience with such duties as answering the phone, dealing with clients via phone and in person, making appointments, assigning operators to provide the required service(s), issuing the proper chemicals or equipment to the operator for the performance of the operation or service, etc.

It is a policy of this school that all students are assigned to the reception desk for training during their course of study. A schedule will be posted at least two weeks in advance for scheduled training at the reception desk, the schedule will give the student's name and date (s) scheduled and an alternative should the student scheduled not be available due to an emergency.

## 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 BIANNUALLY BY THE INSTITUTIONAL ADMINISTRATORS TO DETERMINE THEIR EFFICIENCY AND NEED FOR UPDATES. AS NEEDED, PROCEDURES ARE UPDATED BIANNUALLY 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**