

**DIAMOND BEAUTY COLLEGE**  
***School Catalog***

*July 1, 2026 - June 30, 2027*

***Campus & Class Locations***

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

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

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

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**Catalog published 07/01/26 Expires 06/30/2027 The following revisions have been made: 05/08/2026**

THIS INSTITUTIONAL POLICIES AND PROCEDURES ARE EVALUATED BY THE INSTITUTIONAL ADMINISTRATORS BIENNIALY TO MAKE ANY NEEDED IMPROVEMENTS AND PROVIDE IT TO PROSPECTIVE AND CURRENT STUDENTS VIA THE INSTITUTIONAL CATALOG. EMPLOYEES RECEIVED A COPY ON A HARD COPY ONCE A YEAR.

The catalog and Enrollment Agreement are one document.

## ***Approval Disclosure Statement***

**DIAMOND BEAUTY COLLEGE:** "This institution is a private institution and that approved to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations." The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

Approved are the courses: **Cosmetology 1000 Clock Hours, Barber 1000 Clock Hours, Esthetician 600 Clock Hours and Manicuring Advance 600 Clock Hours.** Instruction is in residence with facilities occupancy level accommodating: **80** students at any one time.

Prospective enrollees are encouraged to visit the physical facilities of the school where all classes are held (**10301 Garvey Avenue, Suite 200, 204, 300 & 302 South El Monte, CA 91733**) to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. **FEDERAL PELL GRANT PROGRAM, FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT.** This institution was granted approval from the Bureau for Private Postsecondary Education, 1747 N. Market Blvd #225 Sacramento CA 95834; Phone Number (916) 574-8900 or (888) 370-7589 Toll-Free, [www.bppe.ca.gov](http://www.bppe.ca.gov). This institution was granted approval from The Board of Barbering and Cosmetology, P.O. Box 944226 Sacramento, CA 94244; Phone Number (916) 574-8900 Fax (916) 263-1897; [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

This institution is accredited by National Accrediting Commission Of Career Arts & Sciences, 3015 Colvin Street, Alexandria VA 22302; P (703)600-7600 F (703) 379-2200 [www.naccas.org](http://www.naccas.org). Current Accreditation Status – Accredited. (NACCAS) is recognized by the United States Department of Education.

This institution was granted approval from the US Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202; P (800) 872-5327 [www.ed.gov](http://www.ed.gov).

\*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. **Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, Toll Free: (888) 370-7589 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)**

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

**Bankruptcy Statement:** Diamond Beauty College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101et.seq.)

### **OUR SCHOOL DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER ANY TYPE OF HOUSING**

**ASSISTANCE** i.e. housing referral, location assistance or financial housing assistance. We are located in the City of South El Monte and there are many apartment complexes and rentals, the approximate cost of housing varies depending on location and size of the rental, the range can be as low as \$ 1,400.00 up to \$ 2,600.00.

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

## ***About Diamond Beauty College***

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

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

### **Mission Statement/Educational Objectives**

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straight forward pragmatic methodology. Upon completing the course of study. The graduate student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber, Hair Colorist, Manicurist, Skin care and Make-Up Artist or as a Beauty Salon, Barber Shop or Esthetician Licensed professional.** Normal progression should move him or her to positions such as **Barber Shop/Beauty Salon Skin Care SPA Manager, Barber/Beauty Salon Owner, Barber, Esthetician or Cosmetology Teacher, Supervisor Director, or School Owner.**

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon/shop conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in. Our objective is to help the student become "salon/shop-ready" for an entry level position of employment in a Beauty Salon, Full Service Spa or Barber Shop This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology and barber professions.

### **Statement of Non-Discrimination**

Diamond Beauty College does not discriminate on the basis of race, age, color, religion, sex, handicap, financial status, age, ethnic origin or residence in its admissions, staffing, instruction, and/or graduation policies.

### **Instructional Facilities, Equipment and Library**

Diamond Beauty College occupies a floor space of approximately 6,050 square feet, which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms. The college is located at 10301 Garvey Avenue, Suite 200, 204, 300 & 302, El Monte, CA 91733. Mirrored stations, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment are furnished for the benefit of students. Educational classroom equipment consists of TV and VCR equipment, visual aids, teaching machine and tape records, which are for the use of students. A kit consisting of all equipment necessary to complete the course is to be purchased by the students. Facilities for the handicap can be discussed with the school before enrollment. The school maintains a reference library containing many audio and visual aid, books, periodicals and magazines for the use of the staff and Student body. Staff and students are to utilize the materials in conjunction with assigned textbooks to augment their classes with additional material and in the up-dating and creation of their class lesson plans. Student must sign the materials out and sign them back in with a school staff. Students are responsible for the materials they check out and may be charged for any materials not returned.

### **Calendar/Holidays**

The institute observes the following holidays: Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day July 4<sup>th</sup>, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Winter Break (December 21, 2026 thru January 03, 2027). A "special" holiday may be declared for emergencies or special reasons. **Unscheduled Holidays will cause your contracted completion date to change. Excused absences for observance of all religious holidays are respected and allowed.** **School Calendar:** Classes begin **EVERY MONDAY** for all classes. **Hours of Operation** Monday through Friday: 8:30 a.m. - 5:00 p.m.

### **Pre-Enrollment Information and General Rules**

Each prospective student receives a catalog. Although general rules are reviewed during orientation, students are individually responsible

for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog and/or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

### **Orientation Class Effective 6/8/2026**

Orientation classes for students is held **THE WEEK PRIOR TO ACTUALLY STARTING CLASS BY APPOINTMENT ONLY!**

All new students, transfers and re-enrollment students are required to attend an orientation class prior to attending a course.

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

### **Freshmen Class Enrollment**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology & Barber 100 hrs. Esthetician: 60 hrs. Manicuring: 60 hrs.** Diamond Beauty College considers the freshman classes to be the foundation for your future.

### **Handicapped (Wheelchair Access)**

Accesses for handicapped students to the institution's facilities are available at the campus. We follow the requirements established by the Americans with Disabilities Act. **Diamond Beauty College** does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee. Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled student depending on the student's disability.

### **R4551 Health and Physical Considerations**

Generally, the professional in the Cosmetology and/or Barber field must be in good physical health since he/she will be working in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. The student needs to provide a letter from the his/her Doctor stating the student disability restrictions if any.

### **Career Counseling**

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

### **Course of Study:**

#### **Cosmetology (1,000 Clock Hours)**

The course of study for students enrolled in Cosmetology course shall consist of one thousand (1,000) clock hours of the state mandated instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations. **Educational Goals:** The Cosmetology course of study is designed to prepare students to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons (CIP Code 12.0401, SOC Code 39-5012).

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

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

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

The course of study for students enrolled in Advanced Manicuring course shall consist of the six hundred (600) clock hours of the state mandated instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices.

This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion for the State Program Examination and Licensure, will allow the graduate Manicurist to perform all skills as Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail Wraps and Repairs. **Educational Goals:** The course of study is designed to prepare students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists (CIP code 12.0410, SOC Code 39-5092).

### **Barbering (1,000 Clock Hours)**

The course of study for students enrolled in Barbering course shall consist of one thousand (1,000) 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).

### **Grievance Procedure: Policy**

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is subject of the grievance occurred.

2. The complaint form will be given to the school Director. **Ms. Selenas Do**

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interview with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who hasn't had any involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students may submit a complaint at any time to the school's **BPPE** (State oversight agency). **P.O.** Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, Toll Free: (888) 370-7589 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)

### **Disclosure and Retention of Student Records**

Adult students, parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Educational records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution.

School will maintain paper files for **SIX (6) years** from the date of completion or withdrawal, after **SIX (6) years** the files will be destroyed. All student data is retained by "RGM" (Our third-party software servicer) in a data base and Transcripts are available indefinitely. Students are not entitled to inspect the financial records of their parents.

Written consent is required by the student, (parents or guardians of dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

Any inquiries or complaints to the above should be directed to the Admissions Office or School Director Selena Do.

## ***Organizational Chart***

**President/Director/CEO & CFO** Selenas Do

**Registrar/Admission/Placement** My Lam

**Financial Aid Officer** Bonny Golz

**Adelina Frank/CAO**

| <b>Instructor</b>        | <b>Course</b>                                     | <b>Instructor Qualifications</b>                                                      |
|--------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------|
| Selenas Do               | Manicuring                                        | Licensed Manicurist from BBC<br>Has 6 years of experience in teaching the subject     |
| Maria Guerrero<br>De Paz | Esthetician                                       | Licensed Esthetician from BBC<br>Has 4 years of experience in teaching the subject    |
| Tanya Nguyen             | Advanced Manicuring                               | Licensed Cosmetologist from BBC<br>Has 10 years of experience in teaching the subject |
| Adelina Frank            | Cosmetology<br>Advanced Manicuring<br>Cosmetology | Licensed Cosmetologist from BBC<br>Has 14 years of experience in teaching the subject |
| Fang Christina<br>Lu     | Cosmetology                                       | Licensed Cosmetologist from BBC<br>Has 8 years of experience in teaching the subject  |
| Onix E Alvarez           | Barbering                                         | Licensed Barber from BBC<br>Has 8 years of experience in teaching the subject         |

## ***Admission Policy***

The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- a. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, Hi-set, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or
- b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- c. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certificate regulations.

### **Transfer Student/ Credit for Previous Training**

Students who have had previous training from outside the State of California must furnish proof of the number of hours of training to the California Board of Barbering and Cosmetology (BBC) and to the school. The BBC will evaluate the training and assign the number of hours of training to be granted. Students with prior training in the State of California must furnish the Official Previous School Transcript to the Director of Admission of Diamond Beauty College and only accepts transfer students under certain conditions and does not recruit from other schools. Diamond Beauty college does not award hours 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 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 certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Diamond Beauty College to determine if your certificate will transfer.

### **Re-Entry Policy**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to (DIAMOND BEAUTY COLLEGE), those hours and projects earned at that institution may also be credited to the student for the new re-enrollment at the DIAMOND BEAUTY COLLEGE discretion. Each re-entry is treated on an individual basis. (DIAMOND BEAUTY COLLEGE) reserves the right to reject students that had withdrawn from (DIAMOND BEAUTY COLLEGE) twice before. Students re-entering in unsatisfactory standing will re-enter under the same status.

***DBC known as DIAMOND BEAUTY COLLEGE does not have an articulation agreement with other institutions nor does it offer courses in any other language than English and Vietnamese.***

**C)** Student must show language proficiency in English or Vietnamese. A student must prove his/her level of proficiency in either English or Vietnamese by providing a high school diploma or its equivalent (i.e., GED, ATB etc.) from a country where the language is an official language. A passing score on either the SLE admissions test or the CELSA Ability-to-Benefit test will be acceptable in showing English language proficiency also. The students who present a foreign high school diploma must have evidence that the verification of said diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

**ENGLISH AS A SECOND LANGUAGE (ESL):** All courses offered at the college 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

### **Students Admitted to Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

**Tuition and Fees Policies.****EFFECTIVE 07-01-2026**

Institutional charges for tuition, registration and supplies are posted to the student tuition account on the basis of payment periods depending on program.

**Total charges below reflect the period of attendance for the entire course and is an estimated schedule of charges for the entire educational program. \*After the cancellation period; the registration fee of \$150.00 is a non-refundable item and Equipment, books, supplies, tools, uniforms, and any other items issued and received by the student would not be returnable or refundable.**

**COSMETOLOGY**

| Itemized Charges<br>By Payment Period                                | 1 <sup>st</sup> Payment<br>Period | 2 <sup>nd</sup> Payment<br>Period | 3 <sup>rd</sup> Payment<br>Period | 4 <sup>th</sup> Payment<br>Period | Total Course<br>Institutional Charges |
|----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Tuition                                                              | 3,600.00                          | 3,600.00                          | 800.00                            | N/A                               | 8,000.00                              |
| Registration Fees (Non-Refundable)                                   | 67.50                             | 67.50                             | 15.00                             | N/A                               | 150.00                                |
| Kit/Supplies (Non-Refundable)                                        | 427.50                            | 427.50                            | 95.00                             | N/A                               | 950.00                                |
| E-Book (Non-Refundable)                                              | 135.00                            | 135.00                            | 30.00                             | N/A                               | 300.00                                |
| STRF (Non-Refundable)                                                | 0.00                              | 0.00                              | 0.00                              | N/A                               | 0.00                                  |
| <b>Total Estimated Charges</b>                                       | <b>4,230.00</b>                   | <b>4,230.00</b>                   | <b>940.00</b>                     | <b>N/A</b>                        | <b>9,400.00</b>                       |
| <b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>            |                                   |                                   |                                   |                                   | <b>9,400.00</b>                       |
| <b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>    |                                   |                                   |                                   |                                   | <b>9,400.00</b>                       |
| <b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b> |                                   |                                   |                                   |                                   | <b>0.00</b>                           |

**BARBER**

| Itemized Charges<br>By Payment Period                                | 1 <sup>st</sup> Payment<br>Period | 2 <sup>nd</sup> Payment<br>Period | 3 <sup>rd</sup> Payment<br>Period | 4 <sup>th</sup> Payment<br>Period | Total Course<br>Institutional Charges |
|----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Tuition                                                              | 3,600.00                          | 3,600.00                          | 800.00                            | N/A                               | 8,000.00                              |
| Registration Fees (Non-Refundable)                                   | 67.50                             | 67.50                             | 15.00                             | N/A                               | 150.00                                |
| Kit/Supplies (Non-Refundable)                                        | 427.50                            | 427.50                            | 95.00                             | N/A                               | 950.00                                |
| E-Book (Non-Refundable)                                              | 135.00                            | 135.00                            | 30.00                             | N/A                               | 300.00                                |
| STRF (Non-Refundable)                                                | 0.00                              | 0.00                              | 0.00                              | N/A                               | 0.00                                  |
| <b>Total Estimated Charges</b>                                       | <b>4,230.00</b>                   | <b>4,230.00</b>                   | <b>940.00</b>                     | <b>N/A</b>                        | <b>9,400.00</b>                       |
| <b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>            |                                   |                                   |                                   |                                   | <b>9,400.00</b>                       |
| <b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>    |                                   |                                   |                                   |                                   | <b>9,400.00</b>                       |
| <b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b> |                                   |                                   |                                   |                                   | <b>0.00</b>                           |

**ESTHETICIAN**

| Itemized Charges<br>By Payment Period                                | 1 <sup>st</sup> Payment<br>Period | 2 <sup>nd</sup> Payment<br>Period | 3 <sup>rd</sup> Payment<br>Period | 4 <sup>th</sup> Payment<br>Period | Total Course<br>Institutional Charges |
|----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Tuition                                                              | 2,400.00                          | 2,400.00                          | N/A                               | N/A                               | 4,800.00                              |
| Registration Fees (Non-Refundable)                                   | 75.00                             | 75.00                             | N/A                               | N/A                               | 150.00                                |
| Kit/Supplies (Non-Refundable)                                        | 475.00                            | 475.00                            | N/A                               | N/A                               | 950.00                                |
| E-Book (Non-Refundable)                                              | 150.00                            | 150.00                            | N/A                               | N/A                               | 300.00                                |
| STRF (Non-Refundable)                                                | 0                                 | 0                                 | 0                                 | 0                                 | 0                                     |
| <b>Total Estimated Charges</b>                                       | <b>3,100.00</b>                   | <b>3,100.00</b>                   | <b>N/A</b>                        | <b>N/A</b>                        | <b>6,200.00</b>                       |
| <b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>            |                                   |                                   |                                   |                                   | <b>6,200.00</b>                       |
| <b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>    |                                   |                                   |                                   |                                   | <b>6,200.00</b>                       |
| <b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b> |                                   |                                   |                                   |                                   | <b>0</b>                              |

**ADVANCE MANICUTRING**

| Itemized Charges<br>By Payment Period                                | 1 <sup>st</sup> Payment<br>Period | 2 <sup>nd</sup> Payment<br>Period | 3 <sup>rd</sup> Payment<br>Period | 4 <sup>th</sup> Payment<br>Period | Total Course<br>Institutional Charges |
|----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| Tuition                                                              | 2,400.00                          | 2,400.00                          | N/A                               | N/A                               | 4,800.00                              |
| Registration Fees (Non-Refundable)                                   | 75.00                             | 75.00                             | N/A                               | N/A                               | 150.00                                |
| Kit/Supplies (Non-Refundable)                                        | 400.00                            | 400.00                            | N/A                               | N/A                               | 800.00                                |
| E-Book (Non-Refundable)                                              | 100.00                            | 100.00                            | N/A                               | N/A                               | 200.00                                |
| STRF (Non-Refundable)                                                | 0                                 | 0                                 | 0                                 | 0                                 | 0                                     |
| <b>Total Estimated Charges</b>                                       | <b>2,975.00</b>                   | <b>2,975.00</b>                   | <b>N/A</b>                        | <b>N/A</b>                        | <b>5,950.00</b>                       |
| <b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>            |                                   |                                   |                                   |                                   | <b>5,950.00</b>                       |
| <b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>    |                                   |                                   |                                   |                                   | <b>5,950.00</b>                       |
| <b>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b> |                                   |                                   |                                   |                                   | <b>0</b>                              |

**\*After the cancellation period; the registration fee of \$150.00 is a non-refundable item and Equipment, books, supplies, tools, uniforms, and any other items issued and received by the student would not be returnable or refundable.**

Institutional charges for tuition, registration and supplies are posted to the student tuition account on the basis of payment periods depending on program.

**Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate** will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to **zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.** (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above according to their enrollment agreement, an extra instruction charge will be made for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per hour as follows:  
**Cosmetology: \$8.00, Barber: \$8.00, Esthetician: \$8.00 and Advance Manicuring \$8.00 per hour for all courses.**

**Kits:** Once used, kits are not returnable or refundable due to sanitary considerations. \* Above kits prices include 10.75% sales tax. \***NOTE:** Length of time in course depends on the number of hours scheduled hours weekly the student contracts for on a monthly basis as specified in the Enrollment Agreement.

**Title IV funds may not be used to pay for the additional charges.**

**\* 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.

**Method of Payment: Diamond Beauty College** accepts Cash, Apple Pay, Personal Check, Money Order, and Cashier's Check, and Financial Aid as method of payment. Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available for individual students as needed from Diamond Beauty College. **Scholarships: Diamond Beauty College does not provide scholarships for current or potential students**

**Federal Student Financial Aid** is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. **Please refer to Pages 19-32**

**STUDENT'S RIGHT TO CANCEL/CANCELLATION PERIOD DEFINED:** 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. A Notice of Cancellation form is given to the student upon enrollment.

**The Notice of Cancellation shall be in writing and submitted directly to the Financial Aid Office, if sent by mail, it is effective when deposited and properly addressed with postage prepaid. A withdrawal may be initiated by the student's written notice or by institution due to the student's academics or conduct, including but not necessarily limited to, a student's lack of attendance. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for part of the course not taken. Your refund rights are described in the Refund Policy and in the enrollment Agreement.**

**REFUND POLICY—WITHDRAWAL PRIOR TO COURSE COMPLETION:** Once the student has been determined by the institution to have withdrawn from the course of study, refund policy calculations are performed under the two distinctive and different calculations formulas: The Institutional Refund Policy applicable to all regular students, and the Federal Return to Title IV refund calculation that applies to students who received federal aid.

**INSTITUTIONAL REFUND POLICY:** **After the cancellation period,** the institution will provide 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 elapsed (including absences) there will be no refund to the student. If the student has received federal student aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. **After the cancellation period; A registration fee of \$150.00 is a non-refundable item and Equipment, books, supplies, tools, uniforms, and any other items issued and received by the student would not be returnable or refundable.** Once received by the student it will belong to the student and will represent a liability to the student. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. 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 I accept a student loan I will be responsible to repay the full amount of the loan plus interest, less any amount of any refund.**

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last physical date of attendance recorded in the institutional records. Return of Title IV Funds and Institutional Refund Policy will use this date in their calculations as the end date of the payment period or enrollment period. The student would be determined to have withdrawn from school on the earliest of:

|                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid 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 and fail to inform the school that you are not withdrawing.                                                                                                                       |
| 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. |

**DISMISSAL POLICY** A student may be dismissed for failing to maintain Diamond Beauty College policies. Below is a list of violations that may result in a student dismissal. Please note this list may not cover all situations: Failure to maintain SAP, Failure to comply with Diamond Beauty College policies, Academic Dishonesty, Failure to pay, Failure to maintain attendance, Poor conduct in the classroom.

**Return of Title IV:** Special note students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG Grants, Cal Grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. **Refund Payments:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG, 10. Cal Grant 11. This order would apply in accordance to the aid programs available at the institution.

**SCHOOL CLOSURE OR COURSE CANCELLATION:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination. **PLACEMENT:** This institution does not guarantee placement to any student. However, job placement & assistance is provided to graduates upon completion of the student's course of study at no additional charge.

**STUDENT TUITION RECOVERY FUND (S.T.R.F.) (a)** A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. **Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate** will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to **ZERO Dollars (\$0.00)** per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

**(b)** In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section: 94924 and 94925, Education Code.

**Academic Transcripts:** Academic transcripts are available to students at the completion of their course. In the event of a student withdrawal or transfer the student may request a copy of his/her academic transcript in writing.

## **CLOCK HOUR POLICIES**

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

- Attendance must be maintained at an average of 66.7 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.
- An absence may be excused by calling-in the same day prior to the beginning of class.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the College.

### **Student Clock Hour Policy/Tardy Policy**

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

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded

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

### **Time Card Credit**

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

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

## SCHOOL RULES AND REGULATIONS

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber and/or Licensed Cosmetologist. Violation of school rules may result in suspension or termination. Depending on the infraction of the rule (s) and the severity of the offense the Director shall apply the following discipline action. 1<sup>st</sup> Offense = Written Warning, 2<sup>nd</sup> Offense will be suspended for up to 3 days and 3<sup>rd</sup> Offense may be terminated at the discretion of the Director.

### Student Conduct

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

### Rules and Regulations

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school, whether enrolled full-time or part time. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

The institution will evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All evaluations will be completed within seven (7) school business days following the established evaluation periods. Students are evaluated for Satisfactory Academic Progress (based on actual hours) as follows:

| <b>Program Name</b> | <b>Program Length</b> | <b>1<sup>st</sup> Evaluation</b> | <b>2<sup>nd</sup> Evaluation</b> | <b>3<sup>rd</sup> Evaluation</b> |
|---------------------|-----------------------|----------------------------------|----------------------------------|----------------------------------|
| Barber              | 1000 Clock Hours      | 450 and 14 weeks                 | 900 and 27 weeks                 | 1000 and 30 weeks                |
| Cosmetology         | 1000 Clock Hours      | 450 and 14 weeks                 | 900 and 27 weeks                 | 1000 and 30 weeks                |
| Esthetician         | 600 Clock Hours       | 300 and 9 weeks                  | 600 and 18 weeks                 |                                  |
| Advance Manicuring  | 600 Clock Hours       | 300 and 9 weeks                  | 600 and 18 weeks                 |                                  |

**\*Based on a full-time schedule of 34 hours per week, with an academic year of 900 clock hours and 27 weeks**

**\*\*Transfer Students-** Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student had maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

### **MAXIMUM TIME ALLOWED**

| <b>COURSE</b>             | <b>Normal Course Length in Hours</b> | <b>Maximum Time Frame in Hours</b> |
|---------------------------|--------------------------------------|------------------------------------|
| <b>Barber</b>             | 1000                                 | 1500                               |
| <b>Cosmetology</b>        | 1000                                 | 1500                               |
| <b>Esthetician</b>        | 600                                  | 900                                |
| <b>Advance Manicuring</b> | 600                                  | 900                                |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **ACADEMIC PROGRESS EVALUATIONS AND GRADING**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation.

**Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:**

| <u>GRADING</u> | <u>LETTER</u> | <u>DESCRIPTION</u> | <u>GRADE POINT</u> |
|----------------|---------------|--------------------|--------------------|
| 100% - 90%     | A             | EXCELLENT          | 4.00               |
| 80% - 89%      | B             | ABOVE AVERAGE      | 3.00               |
| 70% - 79%      | C             | AVERAGE            | 2.00               |
| 60% - 69%      | D             | UNSATISFACTORY     | 1.00               |
| 59% - BELOW    | F             | FAILING            | 0.00               |

#### **DETERMINATION OF PROGRESS STATUS**

Students who meet minimum academic (70%) and attendance (67%) requirements at the are considered to be making satisfactory academic progress until the next evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning, probation or has prevailed upon appeal resulting in a status of probation.

#### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. At that time the student will be informed on the steps to initiate and appeal process.

#### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

Course incompletes, withdrawals, repetitions and non-credit remedial courses do not apply to this institution and therefore have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence **The school must extend the students contract period and maximum time frame period by the same number of calendar days taken in the LOA.** Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**DISMISSAL POLICY** A student may be dismissed for failing to maintain Diamond Beauty College policies. Below is a list of violations that may result in a student dismissal. Please note this list may not cover all situations.

- Failure to maintain SAP
- Failure to comply with school policies
- Academic Dishonesty
- Failure to pay
- Failure to maintain attendance

- Poor conduct in the classroom

A student will be notified in writing if he or she is being dismissed. A student may appeal the school's decision. Please refer to the appeal policy below.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **LEAVE OF ABSENCE POLICY**

There may be times when a student may experience personal, medical, or other problems which will make it difficult for them to attend classes for a period that extends beyond 14 days. In such case, the school may allow a student to take a LOA (Leave of Absence) from the program.

A student requesting a LOA are required to apply in advance in writing, and must include the reason for the request, an include the student's signature. A student is required to apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. Because of the situation, the school may grant a LOA to the student who did not provide the request prior to the LOA due to "unforeseen circumstances", if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

The start and end date of LOA must be included in the written request. There must be a reasonable expectation that the student will return from the given LOA. The school's administration will review and determine the requested LOA for approval. A leave of absence may be granted for up to **180** days within a 12-month period. These 12 months initiate from the first day the student goes on the first leave. A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceeds a total of 180 days in any 12-month period. Students **will not be assessed additional tuition charges while on their leave of absence.** Students returning from an authorized LOA, the student must report to the school administration.

**The school must extend the students contract period and maximum timeframe period by the same number of calendar days taken in the LOA.** Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. Students who do not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA) will be considered dismissed from the program as of their last class day of attendance prior to the start of the leave. Withdrawal date for the purpose of calculating a refund is always student's last day of attendance. A refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days. A record in the form of documentation will be maintained in your student file.

## 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.**

### 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.

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

### **2026-2027 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."

- Students or eligible parents have the right to inspect and review the student's education record 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.
- Students or eligible parents 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 students or eligible parents 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 about 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 students or eligible parents 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 students or eligible parents 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

## **2026-2027 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.

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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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 privileged 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 violation reported and disciplinary actions taken.

### **2026-2027 Voter Registration:**

We encourage students to register to vote. You can go to the following website and follow the instructions to register <http://www.vote.gov> or [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

**2026-2027 Constitution Day and Citizenship Day: Diamond Beauty College** holds a class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787.

**VACCINATION POLICY:** We do not have a policy but all students must have their required vaccinations up to date and it is the student responsibility to maintain their vaccination schedule.

**VISA SERVICES:** DBC does not provide any type of VISA services.

## DRUG ABUSE & ALCOHOL POLICY STATEMENT:

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

## 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        |

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. 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.

## **FINANCIAL AID—CONSUMER INFORMATION 2025-2026 AWARD YEAR**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college.

A list of these programs include:

**Federal PELL Grant:** Does not require repayment (FPELL)\*\*\***Does not require repayment, for 2026-27 award year is \$ 7,395.00**

**Federal Supplemental Education Opportunity Grant:** Does not require repayment (FSEOG)\*\*\*

\*\*\*denotes the programs available at this institution

### **Our College does not participate in any Federal Direct Loan Programs at this time**

FDirect Stafford Loans - Subsidize: Must be repaid FDirect Stafford Loans - Unsubsidized: Must be repaid

FDirect Plus Loans: Must be repaid

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at may be found in “**The Student Guide**” 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 between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at: 1-(800) 433-3243. (Internet access is also available <http://www.studentaid.gov>)

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

### **FINANCIAL AID MECHANISM**

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

### **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- 1.Be admitted as a regular student;
- 2.Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- 3.Be a citizen or an eligible non-citizen;
- 4.Not owe a refund on a FPELL Grant or FSEOG at any school;
- 5.Not be in default on a Perkins Loan or Stafford
- 6.Loan/SLS/PLUS/Direct Loan at any school;
- 7.Have financial need;
- 8.Be making satisfactory progress (as defined by the school’s policy) in the course of study;
- 9.Have a high school diploma (or its equivalent), a GED, Home-schooled certification by the state that you were home schooled in and that you completed all statutory requirements for High School completion or have demonstrated the ability-to-benefit prior to June 30, 2012.
- 10.Agree to use any federal student aid received solely for educational purposes.

### **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:**

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

**Federal PELL Grant: Does not require repayment (FPELL)**

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)**

### **Our College does not participate in any Federal Direct Loan Programs at this time**

**FDirect Stafford Loans - Subsidize: Must be repaid**

**FDirect Stafford Loans - Unsubsidized: Must be repaid**

**FDirect Plus Loans: Must be repaid**

**APPLICATION PROCEDURES AND FORMS:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Using FAFSA on the Web provides the student and/or parents the ability to use the IRS retrieval tool to obtain tax information from the IRS on completed taxes. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. The FAFSA may be filed on paper and delivered to the school or the student and parents may go to FAFSA on the Web, [www.studentaid.gov](http://www.studentaid.gov) OR call 1-800 (433) 3243

**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 June 30th, of the award year from which aid is requested from, or your last day of enrollment in 2026-2027, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

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

**Maximum Annual Award: \$7,395.00 for 2026-2027**, (one academic year in two equal payment periods) **Maximum Lifetime Eligibility Used for Pell 600%.** A student's maximum amount of Pell Eligibility is 6 scheduled awards, as measured by the percentage of "Lifetime Eligibility Used" (LEU) field in COD (one scheduled award equals 100% LEU)

### **Federal William D. Ford Direct Loan Program**

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the ED, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

**Federal Direct Subsidized Loan (Interest Rate on or after July 01, 2026 is 6..52% is a fixed interest rate) Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).**

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

**Maximum Annual Award:** First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000). These loans are subject to a maximum eligibility of up to 150% of the length of the program of study. Previous loans obtained could affect the student 150% eligibility.

**Federal Direct Stafford Unsubsidized Loan (Interest Rate on or after July 01, 2026 is 8.07% is a fixed interest rate.)**

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions: Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**ALL STUDENTS THAT RECEIVE STUDENT LOANS: (Entrance/Exit Counseling):**

*You are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov), and sign in using your FSA ID. Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>. All students that receive student loans upon graduation or withdrawal from the course are required to complete exit counseling and/or go to <https://studentloans.gov>*

*If a student withdraws or terminates and the institution is unable to have the student complete Exit Counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov)*

**Deadlines:**

Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**Maximum Annual Award:**

Dependent student: **with Parent** loan first year \$2,000, second year \$2,000, third year and beyond undergraduates \$2000

Dependent student **without Parent** loan or **independent** students: first year \$6,000, second year \$6,000, third year and beyond undergraduates \$7,000

**Aggregate Limits for Sub/Unsub Loans Subsidized Total (subsidized & unsubsidized)**

Dependent Undergraduates (excluding those whose

**PLUS LOANS (Interest Rate on or after July 01, 2026 is 9.07% is a fixed interest rate)**

Parents can't borrow PLUS) .....\$ 23,000 ..... \$31,000

Independent Undergrads & Dependent Students whose

Parents can't get PLUS.....\$ 23,000 .....\$ 57,500

**Disbursement:**

Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. Determining Need: **Diamond Beauty College** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution. A SAR will be mail to the student and an ISIR to the institutions listed on the FAFSA. Both forms will provide the Expected Family Contribution (SAI) that will be used against the student Cost of Attendance (COA), the difference between these two is what is called student Need.

**DETERMINING NEED The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.**

Nine Month Student Expense budget for the **26-26**Academic Year.

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

Elements included in the budget: Tuition: Actual cost, Registration Fee: Actual cost, Books and supplies: **\$1,089.00** per academic year.

Total institutional cost: Total. Living cost allowance (**2026-2027**) Sample uses a nine-month period):

| <b>Living Arrangements While in School</b> | <b>With Parents</b>            | <b>On Campus</b>            | <b>Off Campus</b>              |
|--------------------------------------------|--------------------------------|-----------------------------|--------------------------------|
| <b>Room and Board (Food)</b>               | \$1,393/mo × 9 = \$12,537/year | Actual cost                 | \$2,729/mo × 9 = \$24,561/year |
| <b>Transportation</b>                      | \$134/mo × 9 = \$1,206/year    | \$154/mo × 9 = \$1,386/year | \$ 184/mo × 9 = \$1,656/year   |
| <b>Personal/Misc.</b>                      | \$507/mo × 9 = \$4,563/year    | \$441/mo × 9 = \$3,969/year | \$ 634/mo × 9 = \$5,706/year   |
| <b>Yearly Totals</b>                       | \$2,179/mo × 9 = \$19,611/year | \$740/mo × 9 = \$6,660/year | \$3,692/mo × 9 = \$33,228/year |

(The cost of uniforms is included in the personal allowance or included in the school charges)

**OUR INSTITUTE DOES NOT HAVE ANY ON CAMPUS HOUSING.**

**DEADLINES:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**DISBURSEMENT:** Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. Federal PELL Grant Program Funds received under this program are not subject to repayment from the student.

**DEADLINE:** FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 15, 2026 or earlier, of the award year from which aid is requested from, or your last day of enrollment in 2025-2026 whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**MEDIAN LOAN DEBT:** This preliminary median loan data is pending confirmation from the U.S. Department of Education. It reflects total debt, including costs of living, while the median loan amount prescribed under the Department's gainful employment regulations excludes such costs of living.

**DISBURSEMENT:** They are made based on the following: 0-450, 450-900 and 900-1000 payment periods via a check payable to the student or via a direct credit to the student's tuition account.

**DEADLINE: DISBURSEMENT:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant and have a zero (0) SAI first. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year \$300.00 up to \$350.00 per award depending on the availability of the funds. If SEOG funds still available, a second priority will be given to students having a higher SAI or Non-Pell recipient students with the lowest Expected Family Contributions enrolled during the last three months. Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE.

**TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY: Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants, Cal Grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

#### **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30). Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select

FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start every other Monday of each Month or Tuesday if Monday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, SAI and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 60 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/25 to 6/30/26 period. Therefore, the awards to those students will be up to **\$125.00** through the entire period and may be increased up to \$200.00 depending on the availability of funds.

As of **July 01, 2026** the first selection of **SEOG** recipients will be made from students with “exceptional need”. Students with “exceptional need students” are defined by this institution as students that have an expected family contribution (SAI) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students’ ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students’ eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

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

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

**CLOCK HOUR:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

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

**DEPENDENT STUDENT:** Is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents’ income and assets data. **See below “Your Dependency Status”**

**DEPENDENT:** Is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student. **See below “Your Dependency Status”**

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

Your [dependency status](#) determines whose information you must report when you fill out the [Free Application for Federal Student Aid \(FAFSA®\) form](#).

- If you’re a [dependent student](#), you will report your and your parents’ information.
- If you’re an [independent student](#), you will report your own information (and, if you’re married, your spouse’s).

A dependent student is assumed to have the support of parents, so the parents’ information must be assessed along with the students to get a full picture of the family’s financial resources. If you’re a dependent student, it doesn’t mean your parents are required to pay anything toward your education; this information is simply used to determine the student’s maximum eligibility for federal student aid.

Certain information on this page refers specifically to the 2026–27 FAFSA form. If you plan to fill out the 2026–27 FAFSA form, be sure to read the questions and instructions on the form carefully to avoid mistakes.

## Dependent or Independent

Your answers to questions on the FAFSA® form determine whether you are considered a dependent or independent student.

### Personal Circumstance Questions to Determine Dependency Status on the 2026–27 FAFSA® Form

Here are the questions that determine your dependency status for the 2026–2027 school year

As of today, are you married? (Answer “No” if you are separated but not divorced.) Yes No

|                                                                                                                                                                                                                           |     |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| At the beginning of the 2026–27 school year, will you be working on a master’s or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?                                         | Yes | No |
| Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?) | Yes | No |
| Are you a veteran of the U.S. armed forces?*                                                                                                                                                                              | Yes | No |
| Do you have children or other people (excluding your spouse) who live with you and who receive more than half of their support from you now and between July 1, 2026, and June 30, 2027?                                  | Yes | No |
| At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?                                                                                                                        | Yes | No |
| At any time since you turned age 13, were you a ward of the court?                                                                                                                                                        | Yes | No |
| At any time since you turned age 13, were you in <a href="#">foster care</a> ?                                                                                                                                            | Yes | No |
| Are you or were you a legally <a href="#">emancipated minor</a> , as determined by a court in your state of residence?                                                                                                    | Yes | No |
| Are you or were you in a legal guardianship with someone other than your parent or stepparent, as determined by a court in your state of residence?                                                                       | Yes | No |
| At any time on or after July 1, 2025 were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?**                                                                               | Yes | No |

\*Answer “Yes” (you are a veteran) if you (1) have engaged in active duty (including basic training) in the U.S. armed forces (military, naval, air, or space service) and were released under a condition other than dishonorable; (2) served full-time as a Reservist or member of the National Guard; or (3) were called to federal active duty. Also answer “Yes” if you are not a veteran now but will be one by June 30, 2027.

\*Answer “No” (you are not a veteran) if you (1) have never engaged in active duty in the U.S. armed forces, (2) are currently a Reserve Officers’ Training Corps (ROTC) student or a cadet or midshipman at a service academy, (3) are a National Guard or Reserves enlistee activated only for state or training purposes, or (4) were engaged in active duty in the U.S. armed forces but released under dishonorable conditions. Also answer “No” if you are currently serving in the U.S. armed forces and will continue to serve through June 30, 2026.

\*\*You’ll be considered provisionally independent and will be allowed to fill out the FAFSA form as an independent student if you indicate that you are unaccompanied and homeless or at risk of being homeless on the FAFSA form for the first time and you don’t have a determination from an individual at an eligible agency. An individual at an eligible agency includes one of the following:

- your high school or district homeless liaison or designee
- the director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving those experiencing homelessness
- the director or designee of a project supported by a federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant
- a financial aid administrator

**Answered “Yes” to One or More of the Questions Above.** If so, then for federal student aid purposes, you’re considered to be an independent student and will not be required to provide information about your parents on the FAFSA form.

**Answered “No” to Every Question:** If so, then for [federal student aid](#) purposes, you’re considered a dependent student, and you must provide information about your parents when you fill out the [FAFSA form](#).

**Student Unusual Circumstances:** Do unusual circumstances prevent the student from contacting their parents or would contacting **Yes or No** their parents pose a risk to the student? *This information will help us evaluate the student’s ability to pay for school. A student may be experiencing unusual circumstances if they:*

- Left home due to an abusive or threatening environment;
- Are a victim of human trafficking;
- Are abandoned by or estranged from their parents;
- Are incarcerated, or their parents are incarcerated, and
- Have refugee or asylee status and are separated from their contact with the parents would pose a risk to the student; or parents, or tparents are displaced in a foreign country;
- Are otherwise unable to contact or locate their parents.

If the student does not have a safe, stable place to live because of such circumstances, they may be considered a homeless youth

and should review the answer to question 6 about being unaccompanied and homeless.

**Not living with parents or not being claimed by them on tax forms does not make you an independent student for purposes of applying for federal student aid** <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>

**SPECIAL CIRCUMSTANCES:** *If you or your family experienced significant changes to your financial situation (such as loss of employment or pay cuts), or other special circumstances (such as tuition expenses at an elementary or secondary school or high unreimbursed medical or dental expenses), complete and submit this form as instructed. Once you submit the form, discuss your special circumstances with the financial aid office at our college. Ms. Laura Martinez*

**Not living with parents or not being claimed by them on tax forms does not make you an independent student for purposes of applying for federal student aid** <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency>

**SPECIAL CIRCUMSTANCES:** *If you or your family experienced significant changes to your financial situation (such as loss of employment or pay cuts), or other special circumstances (such as tuition expenses at an elementary or secondary school or high unreimbursed medical or dental expenses), complete and submit this form as instructed. Once you submit the form, discuss your special circumstances with the financial aid office at our college. Ms. Erica Chavez*

**FAMILY CONTRIBUTION (SAI):** The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. Permanent resident; who has an I-551 or I-551C (Alien Registration receipt card). Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations: **This documentation must have a valid date and not be an expired document.**

Refugee, Asylum Granted, Parole for a minimum of one year that has not expired T-Visa holder ( T-1, T-2, T-3etc), Cuban-Haitian entrant, Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking".

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

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

**PAYMENT PERIOD:** 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**EVALUATION PERIODS:** **Student receiving aid from Title IV Aid Programs** must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period of the course. A payment period is at least half of the academic year in instructional weeks or clock hours, semester credits, trimester credits or quarter credits. Both, instructional weeks must have elapsed and credit/clock hours must have been completed in order for the payment period be considered completed.

**SAMPLE CHART BELOW IS BASED ON AN ACADEMIC YEAR DEFINED AS 900 CLOCK HOURS AND 26 WEEKS.**

| Course         | 1 <sup>st</sup> Payment Period |       | 2nd Payment Period |       | 3 <sup>rd</sup> Payment Period |       |
|----------------|--------------------------------|-------|--------------------|-------|--------------------------------|-------|
| Requirements   | Hours                          | Weeks | Hour#              | Weeks | Hour#                          | Weeks |
| Cosmetology    | 1-450                          | 13    | 451-900            | 14-26 | 901-1000                       | 27-30 |
| Barber         | 1-450                          | 13    | 451-900            | 14-26 | 901-1000                       | 27-30 |
| Esthetician    | 1-300                          | 09    | 300-600            | 15-18 | NONE                           | NONE  |
| MANICURING 600 | 1-300                          | 09    | 300-600            | 15-18 | NONE                           | NONE  |

On a credit hour program, the number of semester/trimester credits is 24 credit hours, in a quarter system it will be 36 quarter credit hours and in both cases the number of instructional weeks would be not less than 30 weeks

If at the end of a payment period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

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

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

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

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, CAL GRANT other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before the enrollment at **Diamond Beauty College** is no longer required to obtain a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. However, all institutions must have a registered password with NSDLS.

### **INSTITUTIONAL VERIFICATION Policy and Procedures**

**What is verification?** The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution's Financial aid Office.

### **How do I know that my application has been selected?**

The verification flag will have a value of "Y," and next to the SAI will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation.

For 2026–2027 verification tracking flags will place the student in one of three 1,4 & 5 verification tracking groups, which will be explained later. The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications.

The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies. Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

**What Items need to be verified?** Once the student is placed in a group, each group contains different items that need to be verified.

### **Verification tracking groups**

Students who are selected for verification will be placed in one of the three following groups, V1,V4,V5. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student spouse and, or, if applicable, the parent whose data was also included in the FAFSA.

**Verification tracking groups**  
The data to be reviewed will correspond to the data required in each of the following groups:

- V1      **Standard Verification Group.** Tracking flag V1
- V4      **Custom Verification Group.** Tracking flag V4.
- V5      **Aggregate Verification Group.** Tracking flag V5.

### **Items to verify per group assigned**

#### **2026-2027 Tracking**

| Items to be verified                  | V1 | V4 | V5 |
|---------------------------------------|----|----|----|
| Adjusted gross income                 | X  |    | X  |
| U.S. income tax paid                  | X  |    | X  |
| Untaxed portions of IRA distributions | X  |    | X  |

|                                           |   |   |   |
|-------------------------------------------|---|---|---|
| Untaxed portions of pensions              | X |   | X |
| IRA deductions and payments               | X |   | X |
| Tax-exempt interest income                | X |   | X |
| Education credits                         | X |   | X |
| Household size                            | X |   | X |
| Number in college                         | X |   | X |
| Income earned from work                   | X |   | X |
| High school completion status             | X |   | X |
| Identity/statement of educational purpose |   | X | X |

**Who can be excluded from the verification process?** Death of the student. Not an aid recipient.

**The applicant is eligible to receive only unsubsidized student financial assistance**

**Applicant verified by another school.** The student provides documentation that he/she completed the verification process for the current award year at another school before transferring.

The FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the application and has provided the transaction number of the pertinent valid ISIR.

**Post enrollment.** The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made. Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the parents of a dependent student if any of the following apply: Both of the parents are mentally incapacitated.

They are residing in a country other than the United States and can't be contacted by normal means.

They can't be located because the student does not have and cannot get their contact information.

Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the spouse of an independent student if any of the following apply:

The spouse has died.

He/she is mentally incapacitated.

He/she is residing in a country other than the United States and can't **be contacted by normal means.**

The spouse can't be located because the student does not have and cannot get the spouses' contact information.

**What documentation is needed?** Documenting Family income and tax paid: As a result of the recent suspension of the IRS Data Retrieval Tool. The Department of Education is providing flexibilities for institutions, that they may choose to use as part of their verification procedures. Those flexibilities include, IRS Tax Return Filers--In lieu of using the IRS DRT, or obtaining an IRS transcript, institutions may consider a signed paper copy of the 2024 IRS tax return that was used by the tax filer for submission to the IRS as acceptable documentation to verify FAFSA/ISIR tax return information. Verification of Non-filing: Institutions are required to collect documentation obtained from the IRS or other tax authorities verifying that the applicant, the applicant's spouse or the applicant's parents did not file **a 2024 tax return** (often referred to as Verification of Non-filing). Those changes begin immediately and apply to 2026-2026.

Under the following conditions the IRS Data Retrieval is **not** available in FOTW (all apply to both students and parents unless otherwise noted):

The person did not indicate on the FAFSA that the tax return has been completed.

The marriage date is January 2026 or later.

The first three digits of the SSN are 666.

The tax return was amended.

The person filed a Puerto Rican or foreign tax return.

The person is married and filed the tax return either as head of household or married but filing a separate return.

Neither married parent entered a valid SSN.

A non-married parent or both married parents entered all zeroes for the SSN.

**Tax filing extension:** For students and parents who have been granted a tax filing extension, need to present a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. Must also provide a copy of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.

You may be requested to use the DRT or submit to your school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

**Non-Tax filers:** For non-tax filers you must receive a W-2 form for each source of employment income. You must also get a signed statement providing the sources and amounts of the person's income earned from work not on W-2s and certifying that the person has not filed and is not required to file a tax return.

**Residents of Pacific Islands:** For residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year is acceptable.

**Persons from a foreign country not required to file a tax form:** Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

**Missing W-2 forms:** If a person who is required to provide a W-2 form can't do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

**Persons filling foreign taxes:** When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases, you may accept instead of the transcript a copy of the tax return, which must be signed by the filer or one of the filers of a joint return, and you must document the circumstances.

Use the income and tax information that most closely corresponds to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate.

**Electronic signatures:** On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act. **But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.**

**Tax Preparers:** For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

**When a tax return transcript is unavailable:** When the tax filer requests an IRS tax return transcript and is unsuccessful, she can use a signed copy of the **2024 tax return** (Form 1040, A Foreign Tax Return, IRS 1040NR or IRS 1040NR-EZ for verification. She must also provide your school with one of the following:

- if she tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which she must sign) mailed to her informing her that the IRS could not provide the transcript; or
- if she tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful. Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers **must** request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation. In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript. If the school has no reasonable doubt about the accuracy of the information on the copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS. However, if the school has a reason to believe that the information on the tax return may not be accurate, **your school must**, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer. See the 11/2/22 electronic announcement for more information

#### **A 2024 IRS Tax Return Transcript may be obtained through:**

**Get Transcript by MAIL-** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a Tax Transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

**Get Transcript ONLINE -** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a Tax Transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript." and NOT the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form

**Filing an amended return:** Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. A signed copy of the IRS Form 1040X that was filed **and**
2. A signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Household size: To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You don't have to verify household size in the following situations:

- For a dependent student, the household size reported is **three** for married parents or **two** for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

Number in college: You can document this item with a statement signed by the student (and, if e is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's verification suggested text can satisfy both items.

If your school has a reason to doubt the enrollment information reported, your school must obtain from each school a statement that the named person will attend there on at least a half-time basis. Your school would not have to get such a statement if the person has not yet registered, is attending less than half time, or will be attending your school.

If your school has a reason to doubt whether a reported school is Title IV-eligible, your school must insure it is, such as by checking to see if it has a federal school code.

#### **High school completion**

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2026–2027 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable **for full credit toward a bachelor's degree**.
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

#### **Identity and statement of educational purpose**

Students should appear in person at the school and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID.

Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it. Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2026–2027 year. A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity

**Updating Information:** Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.

2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification unless the update is due to a change in the student's marital status. At your schools' discretion your school may update under either 1 or 2 even when the update is due to a change in the student's marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant's ability to pay.

Verification forms, documentation: Be sure that the institutional verification document is signed, that all required sections are completed, and that the relevant tax or alternative documents are attached. Timing of signatures: Any required signatures, such as signatures on worksheets or on copies of tax returns, must be collected at the time of verification — they can't be collected after the verification deadline for that award year.

**NSLDS Disclosure:** Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

**Entrance/Exit Counseling:**

You are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to [www.studentloans.gov](http://www.studentloans.gov), and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent. For additional information, read "Direct Loan Entrance Interview" pamphlet and/or go to <https://studentloans.gov>.

If a student withdraws or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at [www.studentloans.gov](http://www.studentloans.gov)

**Interim Disbursements:** If the student is selected for verification on the original ISIR, Interim disbursements ARE NOT allowed prior to the completion of the verification process. If selected on subsequent ISIR, the student will not be eligible for additional aid until the verification process is completed. NOTE: In the 24-25 Handbook, the Department allows disbursements prior to verification, however, many times a verification stays incomplete, therefore the funds disbursed would become a liability to the institution. NO DISBURSEMENTS WILL BE MADE PRIOR TO VERIFICATION.

**How to submit corrections and updates:** Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE).

**Using FAFSA on the Web (FOTW).** Any student who has a PIN—regardless of how he originally applied— may correct any of his own data by using FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov).

**If dependent students need to change parental data, a parent must either sign electronically with her own PIN or print out and sign a signature page.**

**Deadlines and failure to submit documentation:** Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60<sup>th</sup> day after student's last day of recorded attendance or by the Department's deadline which is expected to be September 15, 2027 whichever is earlier.

**SAI changes and changes on Title IV awards:** Students making changes to their data as a result of the verification process that resulted in a change to the SAI or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

**Failure to submit documentation:** From the time the student is selected for verification By the Department or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend in the completion of the verification process. Referring students to the Office of Inspector General (OIG). The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 120 days from the last day of attendance or September 15, 2027, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

\* Number of family members in the household

- \* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- \* Change in dependency status. Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the student's ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 15, 2027, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

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

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

**TOLERANCES:** Any discrepancy greater than \$25.00 MUST be resolved.

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

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

**2024-2025 NSLDS DISCLOSURE (Direct Loan Requirements)** \*Please note that any loan borrow by the student or parent will be submitted to the National Student Loan Database system.

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid program. What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped?

**It is the student's responsibility to:**

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

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

**PLEASE REFER TO [www.studentaid.gov](http://www.studentaid.gov) FOR ALL INFORMATION REGARDING GRANTS AND FEDERAL DIRECT STUDENT LOANS**

## ***Consumer Information***

### **Notice of Student Rights**

**1. Student's Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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

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

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

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

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

**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)**

## COSMETOLOGY

**CIP #12.0401**

**Occupational codes #39.5012**

**Length in contents 1000 Clock Hours**

**Length in Instructional 7.0-12 Months**

CURRICULUM FOR COSMETOLOGY COURSE (1,000 HOURS): The curriculum for students enrolled in a cosmetology course shall consist of One Thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include: Pursuant to B&P 7362.5 (c) the curriculum for a cosmetology course shall, at a minimum include technical and practical instruction in the following areas:

| SUBJECTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Minimum<br>Technical<br>Instructional<br> <br>Hours | Minimum<br>Practical<br>Operational<br>Hours |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------|
| <b>Board Rules &amp; Regulations</b><br>The subjects of Laws & Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act & the Board's Rules & Regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20                                                  | None                                         |
| <b><u>Cosmetology Chemistry: includes the chemical composition and purpose of cosmetics, nail, hair, and skin care preparation. Shall also include the elementary chemical make-up, chemical skin peels, physical and chemical change of matter.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20                                                  | None                                         |
| <b>Health &amp; Safety Considerations</b><br>and staph & Material safety Data Sheets. The subject Health & Safety shall include, but is not limited to, the following techniques & procedures: Cosmetology chemistry including! the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical make- up, chemical skin peels & chemical & physical changes of matter. Hazardous substances include training in chemicals and health in establishments, protection from hazardous chemicals & preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/ AIDS, Hepatitis B, Basic Laws and physical and sexual assault awareness | 100                                                 | None                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------|
| <p><b>Disinfection &amp; Sanitation</b></p> <p>The subject of Disinfection &amp; Sanitation shall include, but is not limited to the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p> | 20 | 80   |
| <p><b>Bacteriology, Physiology, and Anatomy</b></p> <p>The subjects of Anatomy and physiology shall include but is not limited to the following issues.<br/>Human Anatomy, Human Physiology, <u>Bacteriology, Skin condition</u>, Skin analysis and bacteriology.</p>                                                                                                                                                                          | 15 | None |
| <p><b>Hair Styling:</b> shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, Haircutting, straightening, waving, curling with hot combs and hot curling irons and blower Styling.</p>                                                                                                                                                              | 60 | 110  |
| <p><b>Permanent Waving and Chemical Straightening</b></p> <p>The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>                                                                                            | 20 | 55   |
| <p><b>Hair coloring &amp; Bleaching</b></p> <p>The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including the use of semi- permanent, Demy- permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>                       | 60 | 45   |
| <p><b>Scalp Treatment:</b> Hair &amp; scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.</p>                                                                                                                                                                                                                                                                                              | 10 | 20   |
| <p><b>Facials:</b> shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs and masks.</p>                                                                                                                                                                                                                                                           | 20 | 30   |

|                                                                                                                                                                                                                                                                                                                                                          |    |                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------|
| <b>Electrical Facials</b> include the use of electrical modalities, dermal lights electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate or to contract, or for the purpose of contracting, the muscles of the body or face.                              | 20 | 30                               |
| <b>Chemical Facials</b> include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non- living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. | 20 | 30                               |
| <b>Eyebrow Waxing and Tweezing</b><br>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching & Hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.                                                                    | 10 | 40                               |
| <b>Make- Up:</b> the subject of Make- Up shall include, but is not limited to: skin analysis, complete and corrective make- up, lash and brow tinting, and the application of false eyelashes.                                                                                                                                                           | 5  | 15                               |
| <b>Derma-planning:</b> Eyebrow tinting and eyelash perming                                                                                                                                                                                                                                                                                               | 5  | 15                               |
| <b>Manicure &amp; Pedicure</b>                                                                                                                                                                                                                                                                                                                           |    |                                  |
| The subject of Manicuring and pedicuring shall include but are not limited to. The following issues: Water and oil manicure, including nail analysis, and hand/ foot and arm/ ankle massage.                                                                                                                                                             | 15 | 15                               |
|                                                                                                                                                                                                                                                                                                                                                          |    |                                  |
|                                                                                                                                                                                                                                                                                                                                                          |    |                                  |
| <b>Artificial Nails and Wraps</b><br><b>Artificial nails</b> including acrylic: liquid and powder brush on, artificial nail tips and nail wraps and repairs.                                                                                                                                                                                             | 30 | 15 nails<br>15 nails<br>10 nails |
| <b>The Salon Business,</b> opening a salon, retail sales, business plan, written agreement, regulations, laws, policies, payroll, insurance salon safety                                                                                                                                                                                                 | 10 | None                             |
| <b>Miscellaneous:</b> professional ethics, record keeping, client service record card                                                                                                                                                                                                                                                                    | 15 | None                             |

**TOTAL OF THEORY HOURS=475 AND OPERATIONAL HOURS= 525 = 1,000 HOURS**

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**DESCRIPTION OF COURSE: (D.O.T. # 332.271-0 I 0-) (CIP # 12.04010):** This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Cosmetologist to perform all skills as a Hair Stylist, Chemical Applications, Manicuring and pedicuring services.

**DEFINITION OF TERMS:** Technical instruction, means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:  
Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

**COSMETOLOGY COURSE EDUCATIONAL GOALS:** The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

**COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES:** The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair colorist, salon owner, product demonstrator, or styling publicist. They will be versed in all areas of Cosmetology.

**COSMETOLOGIST COURSE GRADUATION REQUIREMENTS:** When the student has completed the specified minimum required hours and operations upon the completion of the twelve hundred (1000) hour course. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

**RESOURCES: TEXTBOOK: MILADY STANDARD TEXTBOOK FOR COSMETOLOGY:**

14TH EDITION ISBN:13-978-0357871492

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

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of C (70%) or better he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Board of Barbering & Cosmetology Licensing Exam with an overall average of 70%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

#### **GRADING SCALE**

##### **ACADEMIC GRADING**

100% - 90% A.....Superior Performance (GPA 4)

89% - 80% B.....Above Average (GPA 3)

79% - 70% C.....Average (GPA 2)

69% - 60% D.....Unsatisfactory (GPA 1)

59% - 00 % F.....Fail (GPA 0)

## BARBER 1000 CLOCK HOUR COURSE

BARBER COURSE OF STUDY (1,000 CLOCK HOURS). The curriculum for students enrolled in a barbering course shall consist of One Thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,000-hour course shall cover not less than 1,000 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum

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

| Required Courses                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| <b>Hair Dressing</b><br><b>The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 600 hours of technical instruction and practical operations for each subject-matter as described below.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                           |
| Subject                                                                                                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                       | Technical Instruction | Required Operations/Hours |
| Hair Cutting/<br>Hairstyling                                                                                                                                                                                                              | This subject will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting; hair analysis, shampooing, analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling. | 100 hours             | 175 Operational Hours     |
| Chemical Hair Services                                                                                                                                                                                                                    | This subject will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions. , the use of semi-permanent, demi-permanent,                                                                                                                 | 100 hours             | 100 Operational Hours     |

|  |                                                                                                                                                                                 |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

|                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|
| General Science                                                                                                                                                                                                               | This subject will provide technical instruction in Human Anatomy and Human Physiology.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 25 hours  |                       |
| Professional/Business Development                                                                                                                                                                                             | Professional and business development shall include, but is not limited to, the following theory, techniques and procedures: orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, resume building, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety. | 50 Hours  |                       |
| <b>Shaving</b><br><b>The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                       |
| Preparation and Performance                                                                                                                                                                                                   | This subject will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.                                                                                                                                                                                                                                  | 100 hours | 100 Operational Hours |

| <b>Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|
| Laws and Regulations                                                                                                                                                                                                           | This subject will provide technical instruction in the, The Barbering and Cosmetology Act and the                                                                                                                                                                                                                                                                                                                                    | 50 hours  |                      |
| Health and Safety Considerations                                                                                                                                                                                               | This subject will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.     | 100 hours |                      |
| Disinfection and Sanitation                                                                                                                                                                                                    | This subject will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | 50 hours  | 50 Operational Hours |

The course of instruction in the theory of barbering required for a student enrolled in a 1,000-hour course shall cover not less than 100 hours of instruction in the subjects listed in Section 7389(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389). A student shall be properly instructed to cut the hair of and render barber services to all patrons.

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

**TEXT:** Milady Standard Textbook of Barbering 7<sup>TH</sup> EDITION ISBN:978-1-3051-0055-8

**PERFORMANCE OBJECTIVES:** With the aid of the textbook, the student will study technical instruction and through testing, be able to meet satisfactory progress of 70%. On the clinic floor, the learner will demonstrate practical procedures according to the State Program specifications. All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the board and to provide barber services in an establishment

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

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

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

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

**ADDITIONAL TRAINING** will be given in the following area: The student will have learned additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Barbering with a GPA of C (70%) or better and all tuition is paid in full he or she is awarded a certificate certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering & Cosmetology Licensing Exam with an overall average of 66%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

#### **ACADEMIC GRADING**

100% - 90% A.....Superior Performance (GPA 4)

89% - 80% B.....Above Average (GPA 3)

79% - 70% C.....Average (GPA 2)

69% - 60% D.....Unsatisfactory (GPA 1)

59% - 00 % F.....Fail (GPA 0)

**CURRICULUM FOR ESTHETICIAN COURSE. (600 HOURS)**

The curriculum for students enrolled in the ESTHETICIAN course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Basic Skin Care, Pursuant to B&P 7364.

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

**BASIC CURRICULUM Pursuant to B&P 7364(b) the curriculum for a skin care course shall, at a minimum, include:**

| <b>TECHNICAL INSTRUCTION</b>                                                                                                                                                                                                                 |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Health and Safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases | 100        |
| Disinfection and Sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.                         | 50         |
| FACIALS/MANUAL                                                                                                                                                                                                                               | 05         |
| FACIALS/ELECTRICAL                                                                                                                                                                                                                           | 05         |
| FACIALS/CHEMICAL                                                                                                                                                                                                                             | 05         |
| EYEBROW ARCHING-TWEEZE/WAX; INCLUDES LASH & BROW TINTING + LIFTING                                                                                                                                                                           | 05         |
| HAIR REMOVAL WAX & DEPILATORIES                                                                                                                                                                                                              | 05         |
| TOTAL THEORY HOURS                                                                                                                                                                                                                           | <b>175</b> |
|                                                                                                                                                                                                                                              |            |
| <b><u>PRACTICAL OPERATIONS</u></b>                                                                                                                                                                                                           |            |
| DISINFECTION & SANITATION                                                                                                                                                                                                                    | 50         |
| FACIALS - MANUAL                                                                                                                                                                                                                             | 105        |
| FACIALS - CHEMICAL                                                                                                                                                                                                                           | 115        |
| FACIAL - ELECTRICAL                                                                                                                                                                                                                          | 115        |
| EYEBROW ARCHING -TWEEZERS & WAX; INCLUDES LASH & BROW TINTING + LIFTING                                                                                                                                                                      | 20         |
| HAIR REMOVAL WAX & DEPILATORIES                                                                                                                                                                                                              | 20         |
| TOTAL OF <b>PRACTICAL</b> OPERATIONS                                                                                                                                                                                                         | <b>425</b> |

**TOTAL OF BASIC THEORY HOURS & OPERATIONS 600**

## **ESTHETICIAN(D.O.T. # 332.271-010, CIP #12.0409).**

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

**RESOURCES:** Milady textbook for Estheticians 12<sup>TH</sup> EDITION ISBN:978-1337095020 class lectures, and supplemental material handed out booklets in classes, school library and demonstrations.

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

**INSTRUCTORS:** As in all phases of any profession each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin boards, instructors giving these classes are also posted for the students' benefit.

**ADDITIONAL TRAINING** will be given in the following area: The student will have learned additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry. Professional Ethics, Hygiene and Grooming, Salesmanship, Record Keeping, Sanitation Duties, Desk and Lab Assignments, Salon Management and Ethics. Live presentations from different guest speakers and learning more from successful people.

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

**PROGRESS POLICY:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to /Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

### **GRADING SCALE:**

#### **ACADEMIC GRADING**

100% - 90% A.....Superior Performance (GPA 4)

89% - 80% B.....Above Average (GPA 3)

79% - 70% C.....Average (GPA 2)

69% - 60% D.....Unsatisfactory (GPA 1)

59% - 00 % F.....Failure (GPA 0)

## CURRICULUM FOR MANICURIST COURSE- Includes Basic & Advanced Trainin 600 HOURS

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of **Six Hundred (600)** clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. **CIP CODE #12.0410,**

**SOC CODE # 39-5092** Pursuant to B & P 7365(b) the curriculum for a nail care course shall, at a minimum, include technical and practical instruction in the following areas:

| <b>MINIMUM SPECIFIED PRACTICAL OPERATIONS BELOW: MANICURING 200 HOURS</b> |                              |           |                                           |
|---------------------------------------------------------------------------|------------------------------|-----------|-------------------------------------------|
| <b>50</b>                                                                 | Disinfection and Sanitation  | <b>25</b> | Water and Oil manicures                   |
| <b>25</b>                                                                 | Complete Pedicures           | <b>75</b> | Acrylic: Liquid and Powder Brush on nails |
| <b>25</b>                                                                 | Nail Wraps, repairs and Tips |           |                                           |

| <b>TECHNICAL SUBJECT THEORY HOURS</b>                                    |                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>                                                                | Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) <b>Board Approved Health &amp; Safety B&amp;P 7389</b> |
|                                                                          | <b>100</b>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>2.</b>                                                                | Disinfection and Sanitation ( shall include procedures to protect the health and safety of the and proper disinfection procedures for equipment used in establishments. Disinfection should be emphasized through-out the entire training period. and must be performed before use of all instruments and equipment.).                                                        |
|                                                                          | <b>50</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3.</b>                                                                | Bacteriology, Anatomy & Physiology, Water and Oil Manicures, including hand and arm massage. Complete Pedicure, including foot and ankle massage. Application of Artificial Nails, Acrylic: Liquid and Powder Brush-on Nail Tips & Nail wraps and repairs                                                                                                                     |
|                                                                          | <b>50</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Advance Training</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                          | Nail Art, Design, Stencil & Air Brushing and Air Brush Machine functions includes Theory hours: <b>50 hours &amp; 150 hours</b> of demonstrations and practical operations                                                                                                                                                                                                    |
|                                                                          | <b>200</b>                                                                                                                                                                                                                                                                                                                                                                    |
| <b>TOTAL THEORY HOURS: 200 AND TOTAL PRACTICAL HOURS 400 = 600 HOURS</b> |                                                                                                                                                                                                                                                                                                                                                                               |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**MANICURIST PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

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

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**TEXTBOOK:** MILADY MANICURING TEXTBOOK 8th EDITION ISBN:978-13337786553

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed Theory and Operations required by Program of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better and tuition account is paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**GRADING SCALE**

**ACADEMIC GRADING**

100% - 90% A.....Superior Performance (GPA 4)  
89% - 80% B.....Above Average (GPA 3)  
79% - 70% C.....Average (GPA 2)  
69% - 60% D.....Unsatisfactory (GPA 1)  
59% - 00 % F.....Fail (GPA 0)