



school **catalog**



**alameda beauty college
2318 Central Ave.
Alameda, CA 94501
510-523-1050
alamedabeautycollege.edu**

School Catalog

Effective dates: 1/1/2012 to 12/31/2012

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FROM THE ADMINISTRATION

Dear Student:

Welcome to **alameda beauty college**, and thank you for selecting us to assist you in your beauty industry training needs. You are entering a field that we hope will provide you with the opportunity for a successful future in the beauty profession.

alameda beauty college was founded in 1960 in its current location and has a long history of success. Many of our graduates have had long and successful careers in the field of cosmetology. In October 1979, the college was incorporated by Mrs. Martha Beazley who owned **alameda beauty college** for the next 18 years. In January 1994, Martha sold the college to Marie and Douglas Ladd. The Ladd's sold the school to Tracy and Roger Becker in 2008. It is the intention of the Becker's to continue the fine tradition that began 60 years ago. Our plan is to enhance the curriculum and bring the college to a new level of excellence.

All information contained in this school catalog is current and correct, and is so certified as true by Tracy and Roger Becker, President and Vice President.

Best Wishes,
Tracy and Roger Becker
President and Vice President

MISSION STATEMENT

alameda beauty college is committed to educating future professionals in the beauty industry to become gainfully employed in the fields of Cosmetology and Esthetics.

PHILOSOPHY

At **alameda beauty college** we offer students the training needed to pass the state licensing examination and prepare for employment in the beauty industry. We emphasize how to be successful in the beauty field and how to take advantage of every opportunity offered so students can create the lifestyle they desire. To achieve these goals, students must focus on their programs, work hard, have dedication, and be determined to fulfill their dreams!

To assist students in meeting academic training and career goals, **alameda beauty college** has set the following College objectives:

- Pass the State Board Exam
- Prepare graduates to secure positions in their chosen field of study.
- Supply the industry with skilled, responsible, mature, and trained professionals.
- Utilize appropriate instructional objectives, provide for individual differences among students, and motivate students in learning how to achieve their goals.
- Conduct a continuous program of self-evaluation and feedback to ensure program improvement.
- Maintain the highest standards in training.
- Maintain a reputation as a respected training institution in the cosmetology/esthetics field.

Our philosophy is to offer training designed to prepare graduates with the skills needed to pass State Board and to secure gainful employment in the beauty industry. Our educators provide one-on-one attention as well as class instruction. This combination ensures that students are able to realize their goals efficiently.

The highest academic and career standards are maintained to assure graduates superior capability in their profession. The curriculum is flexible enough to allow for new procedures and techniques as they are

developed and yet solid enough to maintain high academic standards. The final objective is to graduate students who are able to pass the State Board Exam, obtain licensure in the State of California, and be able to secure and retain employment in order to advance in the beauty industry.

alameda beauty college believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

ACCREDITATION AND APPROVALS

alameda beauty college is accredited by:

National Accrediting Commission Of Cosmetology Arts And Sciences (NACCAS)

4401 Ford Ave., Suite 1300
Alexandria, Virginia, 22302
Telephone: (703) 600-7600
Fax: (703) 379-2200

alameda beauty college's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, effective January 1, 2010. **alameda beauty college** under section 94802 (a) of CPPEA, will by operation of law, be approved until December 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, phone 888.370.7589.

alameda beauty college is either certified by, approved by, or is a member of the following agencies. Documentation may be reviewed upon request in the college's main office.

- United States Department Of Education
400 Maryland Ave. SW
Washington, D.C. 20202
- National Accrediting Commission of Cosmetology
Arts and Sciences (NACCAS)

- Career College Association (CCA)
- Veteran's Administration (VA)
- Vocational Rehabilitation (Voc Rehab)
- American Association of Cosmetology Schools (AACCS)
- California Association Private Postsecondary Schools (CAPPS)

APPROVAL DISCLOSURE STATEMENT

alameda beauty college is approved to offer the following courses:

- Cosmetology 1600 Hours
- Esthetician 600 Hours
- All courses are taught at 2318 Central Avenue, Alameda, CA, 94501 and 1361 Park Street, Alameda, CA

alameda beauty college has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

alameda beauty college is not a public institution. The following State Board sets minimum standards for programs of study in accordance with the Education Code, section 94316.12:

California Department of Consumer Affairs Board of Barbering and Cosmetology: requires a minimum of 1600 hours to become licensed as a Cosmetologist and 600 hours to become licensed as an Esthetician.

Prospective students are encouraged to visit the school to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The college currently participates in programs designed to provide grants and other financial assistance for students who qualify.

The following is a list of the financial assistance programs:

- Federal Direct Student Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Veteran's Benefits
- Alternative Loan Programs

CAREER OPPORTUNITIES

The curriculum is designed to offer training for entry-level positions in the Cosmetology and Esthetics field.

- Stylist
- Perm specialist
- Platform artist
- Color specialist
- Salon owner
- Competitions
- Educator
- School administrator
- Instructor
- School owner
- Make-up-artist
- Skin care specialist
- Manufacturer
- Manufacturer's rep
- Salon manager
- Esthetician
- Spa Owner
- Waxing Specialist
- Facial Specialist
- Nail Technician

FINANCING

Financing is available to qualifying students through Federal and State funded programs such as Federal grants and loans, Veteran's Benefits for eligible students in approved programs, and Vocational Rehabilitation for qualifying individuals with handicaps.

GETTING STARTED

ENROLLMENT AND CLASS START SCHEDULE

New classes begin every month for both day class and evening classes. Although every effort is made to follow this schedule, **alameda beauty college** reserves the right to change entrance dates and class schedules within the limitation of our facilities. Orientation will typically be on the Monday before the start at 11:00 am.

ADMISSION POLICIES & PROCEDURES

- **alameda beauty college** will admit as regular students, students who are at least 17 years of age (or beyond the age of compulsory school attendance in the State of California) and have received a High School Diploma or GED.
- All potential students must take and pass an entrance exam. The college uses the Wonderlic SLE Test. There are no testing fees charged to applicants. The passing score is 13. This test is taken online; results will be provided on site after administered prior to time of enrollment. Prospective students are allowed to take the test up to four within a 90-day period. Students are not recruited from other cosmetology schools and a transfer student will not be allowed to enroll if they are currently enrolled in the same program at another institution.
alameda beauty college also accepts Ability-To-Benefit students. Prospective students who do not have a high school diploma or GED, but have a 10th grade education or higher, may be allowed to enroll provided they pass the Wonderlic Ability-To-Benefit Basic Skills Test. This test is administered by an independent third party and sent to the manufacturer for scoring. It may take up to two weeks for the school to receive the results. Test dates are determined based on the number of requests. **alameda beauty college** reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college.
- All potential students must write a letter to the Director of Admissions indicating why they want to enroll at **alameda beauty college** and how they plan to complete their education at the college.
- 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.

Enrollment may occur at any time by appointment. At the enrollment interview, applicants will complete an admissions application, receive a tour of the facility, and have a personal interview. During the interview, job opportunities, curriculum, tuition fees and graduation requirements will be discussed. A meeting with the financial aid office will be needed to discuss financial aid for those who qualify.

All prospective students must demonstrate English language proficiency through the entrance exam, enrollment interview, and letter to the Director of Admissions. All instruction will occur in English.

TRANSFER IN POLICY

Students transferring into **alameda beauty college** from a school within the State of California must submit a record of withdrawal from the prior school. Earned hours and written and practical operations for prior training will be evaluated for credit. Students must provide an Official Academic Transcript from their previous school for evaluation two (2) weeks prior to enrollment. Accepted hours from transferred students will be accepted on an individual basis. **alameda beauty college** reserves the right not to accept any transfer students and does not accept appeals. Evaluation of credit is provided upon request at no charge.

RE-ENROLLMENT/ CHANGE OF SCHEDULE STUDENT FEES

A re-enrolling student will be charged a \$75.00 application fee. A \$100.00 fee will apply to a change in schedule. The student will be charged for remaining hours at the current tuition rate. If the student has books and equipment, these items must be evaluated for publishing date and content prior to enrollment. If the books and equipment are not comparable to current **alameda beauty college's** books and equipment, the new books/supplies must be purchased.

DOCUMENTS NEEDED FOR ADMISSIONS

THE ITEMS BELOW ARE NECESSARY FOR ADMISSIONS:

1. Student Enrollment Agreement
2. Proof of Education (High School Diploma or High School Transcript with graduation date or G.E.D.)
3. Proof of ATB testing (if applicable)
4. Proof of Age (valid Driver's License, CA ID card, or Birth Certificate)
5. Non-refundable Application Fee of \$75.00 due and payable at the time of enrollment. We accept cash, money order or credit card
6. Signed copy of Social Security Card

7. Permanent Resident Card (if applicable)
8. Letter to Director of Admissions

Please note: the Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions at the time of enrollment.

RE-ENTRY AND WITHDRAWAL POLICIES

DROP OUT POLICY

A student's enrollment may be terminated at the election of the School Director at any time. If the student's academic progress, behavior, absence rate, tardiness or dress does not conform to the requirements, and/or rules and regulations **alameda beauty college** has every right to terminate the student's enrollment. Whether dropped from the program by the school or at the student's own choosing, the extent of the student's tuition obligation shall be in accordance with the school's refund policy.

TERMINATION AND RE-APPLICATION

Students who temporarily withdraw from a program at **alameda beauty college** will be evaluated prior to re-entering the program. Students who were previously expelled may be eligible for readmission at the discretion of the School Director. If a prior student is allowed to return, the student must be deemed in good standing. The student's hours from the prior attendance will be evaluated for acceptability, based on the length of time the student has been withdrawn. Prior credit for written and practical operations will be reviewed on an individual basis. No student shall return unless all previous balances are cleared and paid in full.

RE-ADMISSION TUITION CREDIT POLICY

BOOKS/EQUIPMENT

An inspection of books and equipment will be made to determine content and publishing date of books. It will be the student's responsibility to replace all missing items or purchase any updates to books or kits due to curriculum changes.

TUITION

Students returning to **alameda beauty college** who wish to be re-admitted will need to settle any unpaid balances prior to re-enrollment. Student will be required to go through the reinstatement process. Students returning before a 90 day lapse will be reenrolled at their original tuition rate.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

RECORDS RETENTION

alameda beauty college maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at this school. The College maintains permanent records of the following for each student granted certificate:

1. The certificate granted and the date on which certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.

The College maintains, for a period of not less than five years, at its location at 2318 Central Avenue, Alameda, CA, 94501, complete and accurate records of all of the following information:

- a. The educational programs offered by the College and the curriculum for each.
- b. The names and addresses of the members of the College's faculty and records of the educational qualifications of each member of the faculty.
- c. Any other records required to be maintained by BPPE.

- d. Student transcripts showing all of the following:
 - The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
 - The final grades or evaluations given to the student.
 - Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.
 - Credit for courses earned at other institutions.
 - Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes.
 - Diplomas awarded the student.
 - The name, address, email address, and telephone number of the institution.

PROGRAMS

COSMETOLOGY

PROGRAM LENGTH: 46 WEEKS (35 HOURS PER WEEK)
64 WEEKS (25 HOURS PER WEEK)

CURRENT FEES AND TUITION:

Program	Registration Fee <small>Non-Refundable</small>	Student Tuition Recovery Fund <small>(See Below) Non-Refundable</small>	Books, Kits, and Supplies	Tuition	Total Cost*
Cosmetology	\$75.00	\$52.50	\$1700.00	\$19,200.00	\$21,027.50

* Charges for the period of attendance for the entire program. Does not include potential overtime charges.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or

personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

TUITION PAYMENT ARRANGEMENTS CAN BE MADE FOR STUDENTS WISHING TO MAKE MONTHLY PAYMENTS.

All charges are due and payable according to financial aid disbursements or payment schedules. Students are directed to consult with the Financial Aid Office to arrange payment terms. Financial aid is available to qualifying students and students may request individual payment plans. All books and equipment purchased on-campus are non-returnable once issued.

The college offers an interest free payment plan for cash paying students. If a student fails to make payments as agreed, the student will have to sign a new payment plan that includes interest.

PRICES ARE SUBJECT TO CHANGE, BUT CHANGES WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS (see enrollment agreement for actual amounts)

THE CHART BELOW SHOWS THE CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS CURRICULUM REQUIREMENTS FOR THE COSMETOLOGY COURSE.

SUBJECT	Min. Hours of Technical Instruction	Min. Practical Operations
(1) Technical Instruction and Practical Training in Hair Dressing: The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	1100	
(A) Hairstyling: The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
(B) Permanent Waving and Chemical Straightening: The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105

SUBJECT	Min. Hours of Technical Instruction	Min. Practical Operations
(C) Hair Coloring and Bleaching: The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
(D) Hair Cutting: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
(2) Technical Instruction in Health and Safety: The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical	200	
Instruction for each subject-matter as follows:		
(A) Laws and Regulations: The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	
(B) Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
(C) Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20	
(D) Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	
(3) Technical Instruction and Practical Training in Esthetics: The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:	200	

SUBJECT	Min. Hours of Technical Instruction	Min. Practical Operations
(A) Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
(B) Eyebrow Beautification and Make-up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
(4) Technical Instruction and Practical Training in Manicuring and Pedicuring: The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:	100	
(A) Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
(B) Artificial Nails and Wraps: Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120

Additional training may include professional ethics, personal hygiene, good grooming, and normal clean up duties. Training requires student record keeping, desk and reception duties, and the care and styling of wigs, it may also include not more than sixty (60) hours of credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. The date, time and description of the field trip shall be recorded on the student's daily record.

COURSE DESCRIPTION – 1600 HOURS

COSMETOLOGY COURSE

The purpose of alameda beauty college's cosmetology course is to train all students in both theory and practical experience that will prepare them for immediate employment opportunities. The course will cover all technical and practical operation instruction relating to all practices constituting the art of cosmetology. The course is directed toward developing desirable work habits and attitudes with respect to health, sanitation and safety, and encourages self-reliance, readiness to assist others, and an ethical approach to this profession.

COSMETOLOGY COURSE OUTLINE

DESCRIPTION OF COURSE

- **alameda beauty college** offers all students a modern, up-to-date educational system of planned curriculum, theory, and clinical experiences.
- The curriculum is organized in a progressive sequence, which is intended to prepare graduates for entry level into the cosmetology profession.

COURSE GOALS

Upon completion of the Cosmetology Course, students shall have achieved and maintained a 75% average GPA on all written exams and practical applications required by **alameda beauty college**. Students will be prepared for the written and practical examination for the California Department of Consumer Affairs Cosmetology License as a result of the course of study, use of textbooks, workbooks, audio visual aids and review exams, as well as for the practical application of procedures for all services offered in the industry.

The course is designed to assist students in the development of professional ethics, salesmanship, practical skills and effective communication skills to be successful in the cosmetology industry and professional salon environment.

Our goal is for students to develop an understanding of the industry and the skills needed to excel in the rapidly changing cosmetology profession.

COURSE FORMAT

The Cosmetology Course is divided into four (4) parts:

- **THEORY AND LECTURE:**
This is the presentation of the theory that builds the foundation that plays an important role in the underlying success of the Cosmetologist. A thorough understanding of all aspects of cosmetology helps develop the practical application that technicians must master before the completion of the course.
- **DEMONSTRATION:**
This is the presentation of the procedures performed in the professional hair care industry. Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. Students will receive training from various manufacturers for products and services that directly relate to the cosmetology curriculum. Demonstrations are enhanced by audio-visual materials. Audio-visual materials consist of industry-related videos and detailed illustrated handouts. Students will be expected to utilize the videos and illustrations when they begin the practical aspect of the course.
- **PRACTICAL:**
Students will perform procedures on each other enabling them to develop techniques and speed. Students will be expected to complete practical worksheet assignments for grading purposes. These practical class simulations will provide them with the confidence needed to complete the Professional Clinic Training portion of their training.
- **PROFESSIONAL CLINIC TRAINING:**
Students will experience an actual salon environment daily by working on clients, which will put demands on them (much of the same demands they will face in the future). This practice will develop their techniques and applications as well as the professional communication skills clients expect. Students will benefit greatly from working in this environment and be able to enter the professional industry proficient at applications with the discipline necessary to compete with veteran technicians.

TEXTBOOKS

- A. Milady's Cosmetology Textbook
- B. Milady's Study Practical Workbook
- C. Milady's Theory Workbook

REFERENCES

- A. Creative Color, 2ND Edition
- B. The Professional Cosmetologist
- C. Tapes by Redken, Milady, CVS, KMS, Matrix, etc.
- D. Salon Management by Milady
- E. 28 Styles for Student Practice
- F. Dictionary of Cosmetology
- G. Beautiful Braids
- H. Redken Science and Beauty II
- I. Retailing in the Hairstyling World
- J. Science and Beauty IV
- K. Professional Guide to Skin Care
- L. Beauty Culture, Theory and Practical
- M. Salon Solutions
- N. Beyond Hair, The Ultimate Makeover Book
- O. Soul and Hair Collection

All courses are taught in English.

ESTHETICIAN PROGRAM

PROGRAM LENGTH: 24 WEEKS (25 HOURS PER WEEK)

CURRENT FEES AND TUITION:

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund (See Below) Non-Refundable	Books, Kits and Supplies	Tuition	Total Cost*
Esthetician	\$75.00	\$15.00	\$850.00	\$6,000.00	\$6,890.00

* Charges for the period of attendance for the entire program. Does not include potential overtime charges.

COURSE DESCRIPTION – 600 HOURS

ESTHETICIAN COURSE

This course covers basic concepts of esthetics, and state board principles. Topics include makeup, skin analysis, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, professionalism, and advanced skin care topics and treatments. Upon completion, students should be able to demonstrate basic knowledge and concepts of esthetics, and obtain an entry level position in the beauty industry.

COURSE OBJECTIVE

Upon completion of the esthetic course requirements, the graduate should be able to:

- Relate the history of Esthetics.
- Expound upon the various careers available to the Esthetician.
- Summarize the importance of personal appearance and conduct in the work place.
- Demonstrate sanitation and disinfection techniques.
- Relate the anatomy and physiology of the body as related to skin, nails and hair.
- Relate chemistry used by an Esthetician.
- Explain the role nutrition plays in skin care.
- Relate basic principles of electricity as related to skin care techniques.
- Demonstrate knowledge of the skin, its functions, and effects the environment.
- Identify and contrast selected skin disorders and skin diseases.
- Analyze various skin types.
- Conduct a salon and a spa visit, and present a written critique of your visit.
- Display personal integrity with self confidence and a positive attitude.
- Display effective communication skills, visual poise and proper grooming.
- Display effective employer-employee skills.
- Perform all skills at or above a basic level.
- Apply learned theory, technical information and related matter to assure sound judgments, and procedures.

To continue to grow as an Esthetician, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

COURSE TEXT AND SUPPLIES

(Purchased by the student and available for purchase through ABC):

Course text will come from various sources to include but not limited to:

Milady's Standard Esthetics: Fundamentals 10th Edition, Student Workbook, State board Exam Booklet

Dermalogica Product kit and Esthetics kit (includes wax pot/supplies, and make up kit

Library of Books, Magazines, and DVD's

The Esthetic course is 600 clock hours and meets the requirements of the California Board of Barbering and Cosmetology. The average finish time for this course is 6 months on a part-time schedule. Students will attend three phases for this program. Phase I is the initial training; Phase II builds on the skills obtained in Phase III and introduces advanced treatments while giving the student the opportunity to increase speed and become self sufficient. Phase III is designed to prepare students for the California state board exam.

Practical Requirements/Technical Training Hours:

Subject	Practical Operations	Technical Requirements
Facials	140	70 hours
Manual Facials	40	
Chemical Facials	40	
Electrical Facials	60	
Preparation		15 hours
Sanitation and Disinfection		10 hours
Hair Removal	50	25 hours
Waxing	35	
Tweezing	15	
Makeup	40	20 hours

Makeup Application	25	
Eyelash Application	15	
Health and Safety		40 hours
Rules and Regulations		10 hours
Salon Business/Professionalism		20 hours
Anatomy		15 hours

COMPLETION/GRADUATION REQUIREMENTS

To complete Esthetician program each student will:

- Complete all written work including tests, assignments, projects and all required practical and clinic work with a minimum cumulative grade of 75%
- Complete written finals with a minimum grade of 75%
- Complete three mock state board practical exams with a minimum grade of 75%
- Complete 600 clock hours and all technical requirements required by ABC
- Complete an exit interview and exit paperwork
- Complete satisfactory arrangements for payment of all debts to the school

PHYSICAL DEMANDS OF A COSMETOLOGIST / ESTHETICIAN

In a typical work setting, people in this career frequently:

- Stand for long periods of time.
- Repeat the same motions.
- Use hands to handle, control, or feel objects or tools.
- Bend or twist the body when working on client's hair or applying makeup.

It is important for most people in this career to be able to:

- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use hands or fingers to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.

- Use stomach and lower back muscles to support the body for long periods without getting tired.
- See differences between colors, shades and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is not as important, but still necessary, for people in this career to be able to:

- Bend, stretch, twist or reach out.
- Make quick, precise adjustments to machine controls.
- Focus on one source of sound and ignore others.
- See details of objects that are more than a few feet away.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Make fast, repeated movements of fingers, hands, and wrists.

EDUCATIONAL OBJECTIVES AND GOALS

(C.I.P. # 332.271-0110)

1. To train students in basic cosmetology skills, successfully pass the State Board of Licensure Exam, and prepare them for a successful career as hairstylists, salon managers, hair colorists, salon owners, product demonstrators, and after working three years in the profession, instructors.
2. To enhance our profession with skilled individuals ready to use the education received while training in school.
3. To develop good work habits to ensure a successful career.
4. To promote a professional attitude for cosmetologists.

PRE – GRADUATION REQUIREMENTS

All students are required to begin the process of applying for state licensure at 1200 hours for Cosmetology and 450 hours for Esthetician. Pre-graduation requirements include having 75% of their workbook completed, a GPA of 75% or better and a minimum attendance record of 85%. Upon completion of 1200 hours (Cosmetology) and 450 hours (Esthetician), students will be required to complete the Department of Consumer Affairs pre-application. The pre-application requires each student to disclose any prior convictions of a criminal offense, felony, or

misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Students are responsible for paying the licensure exam fees to the applicable Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$125.00. All students must complete two **alameda beauty college** final course completion exams with a passing rate of 70% or better.

GRADUATION REQUIREMENTS

All students are required to complete 1600 hours (Cosmetology) and 600 hours (Esthetician) of instruction. This includes hours and operation requirements. Students are awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours with a minimum 75% GPA and must attend a Mock State Board test. **alameda beauty college** assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned in to their instructor. At this point, all institutional charges and fees must be either paid in full or otherwise accounted for.

LICENSURE REQUIREMENTS

A cosmetology / esthetician graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the State written and practical examinations. The graduate must receive 75% or better on the written examination and 225 points or better on the practical examination. Graduates are required to take a model for the examination and have a valid/current California Drivers License, California I.D., or valid/current Passport and a copy of their Social Security card. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once graduates have become licensed, they must renew the license every two (2) years.

What are the requirements to become licensed as a cosmetologist or esthetician California? To become licensed, an individual must:

- Submit an appropriate application and fee.

- Not be less than 17 years of age.
- Have completed the 10th grade in the public schools of this state or its equivalent.
- Not be subject to denial pursuant to Section 480 of the Business and Professions Code (see Denial of Licenses).
- Have done any of the following:
 - o Completed a course in cosmetology or esthetics from a school approved by the board (1,600 hours) .
 - o Practiced cosmetology/esthetics outside of this state for period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - o Hold a license as a barber in this state and have completed a cosmetology crossover course in a school approved by the board
 - o Completed a barbering course in a school approved by the board and have completed a cosmetology crossover course in a school approved by the board.
 - o Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

GRADING

- A. Achievement is evaluated by means of written and practical exams. Exams are based on the theory and practice of cosmetology / esthetics.
- B. Written tests require demonstrations of competency for the required comprehension and knowledge of:
 - Theory
 - Principles
 - Practice of Cosmetology / Esthetics
- C. A 75% cumulative grade point average is required to meet minimum satisfactory progress requirements.
- D. Students are monitored daily during class and/or clinic sessions for progress.

PROGRESS REPORTS

Progress reports are issued to students on a bi-monthly basis and include progress in clinic, theory, practical, and accumulated hours.

EVALUATION

- A. Students are monitored with progress reports monthly to assist in keeping them on track. If students are not meeting satisfactory progress requirements, then they must retake tests. They must also attend make up days before the next evaluation.
- B. Prior to Completion the instructor will make certain that students' graduation requirements have been met and mock state board exam training has been set up for them.
- C. At the Final Evaluation students will hand in their job seeking cards and interview analysis forms, as well as exit interviews and graduation surveys.

SATISFACTORY ACADEMIC PROGRESS

MINIMUM REQUIREMENTS

In order to have satisfactory academic progress, students must maintain a minimum of 70% on each written exam and practical operation, and a minimum of 67% attendance. The maximum time frame to complete any program is 1.5 times the original course length. Course length is defined as the period of time defined on the enrollment agreement. Leave of absences are not included in this total.

COSMETOLOGY: Written exams, GPA and attendance are checked at 450, 900, and 1250 hours. Practical Evaluation Periods are at 480, 1200, and 1600 scheduled hours.

ESTHETICIAN: Written exams, GPA and attendance are checked at 300 hours. Practical Evaluation Periods are at 150 hours and 525 hours scheduled hours.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at **alameda beauty college** and is the same for all students within each course. Satisfactory progress complies with all laws and regulations applicable to the college. Students receiving funds under any Title IV financial aid programs must maintain satisfactory

progress in order to continue eligibility for such funds.

GRADE SPECIFICS

All students are required to have at least 70% or above GPA for each written exam and practical operation and a cumulative attendance of 67% or above. Students who fall below the above average are placed on probation for a period of 60 days. Students on probation are considered to be making satisfactory progress until the next evaluation period. Students are expected to complete practical worksheets and a number of practical assignments at various intervals. Students who fail to do so will be given two weeks to finish assignments or incompletes will be recorded. The incomplete grade will be replaced with the letter grade of "F" if the makeup work is not completed.

ATTENDANCE SPECIFICS

Daily attendance, tardies, early time-outs, and absences will be the factors evaluated. Students must maintain a cumulative 67% attendance average to be considered making satisfactory progress at each checkpoint. Students who are absent fourteen (14) consecutive calendar days may be dismissed from school. Only the School Director may grant re-entry.

RETAKES/RESCHEDULED/REVIEW TESTS

Failed tests must be retaken until at least a 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors. All tests must be taken and completed with a passing grade of at least 75% to graduate.

PROBATION

Students not meeting academic and/or attendance requirements will be placed on probation until the next evaluation period. If at the end of the probationary period a student has not achieved Satisfactory Progress, the student may be terminated from school and financial aid may cease. During the probation period, students are eligible to receive Title IV funds; however, they will be monitored monthly for improvement. Financial aid will not be disbursed if students are not maintaining Satisfactory Progress at the conclusion of the probationary period, and they may be

dropped. Students can re-establish Satisfactory Progress during the probationary period by meeting the minimum 75% GPA and/or 67 % attendance average. Failure to re-establish could result in termination. The School Director/ Instructor will monitor students' GPAs at each evaluation period. All students will be advised by the School Director and/or instructors at the end of each evaluation period and periodically by the Financial Aid Director.

APPEAL POLICY

A student has the right to appeal either unsatisfactory progress and/or termination due to unsatisfactory progress (See Appeal Policy).

A student may appeal the following actions or terminations:

- Unsatisfactory academic progress
- Attendance
- Termination from school
- Loss of financial aid due to unsatisfactory academic progress

The School Director may grant the student's appeal if the student is making satisfactory progress towards a diploma despite the failure to conform to the standards of satisfactory progress. A student whose appeal is accepted will continue on probation until the next scheduled checkpoint.

The appeal process is as follows:

- The student MUST submit a letter in writing to the School Director
- The letter must be detailed, stating the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal.
- The letter must be received within (10) days of the termination date.
- Student may appeal termination only once during the student's enrollment period.
- The School Director shall evaluate the appeal and notify the student in writing of the decision.
- If the student's appeal is denied, the student may appear before the appeals committee.
- The committee shall provide written notice to the student of its decision within a reasonable time frame (10 days).
- The student may not attend classes while the appeal is pending.

- No refunds shall be made to the student until the final determination is made by the School Director and/or appeals committee. However, refunds to the Federal financial aid programs will be made in accordance with Department of Education regulatory requirements.

The decision of the committee shall be final.

RE-ENROLLMENT STATUS

Students will re-enter training after an interruption at the same status; i.e., satisfactory or unsatisfactory, as the status when the interruption began.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the college and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory progress requirements at the point of withdrawal will be placed on probation until the first scheduled evaluation.

SPECIAL REQUIREMENTS

State funded Financial Aid programs have satisfactory academic progress policies that must be maintained in addition to the above. If a student is receiving funds from those sources, the individual agency funding the student will inform the student of their requirements.

GRADING POLICY – ALL PROGRAMS

All students are graded in the following two main areas:

1. Written Exams and/or completed work projects;
2. Practical Operations: Work performed on mannequins and clients.

GENERAL REQUIREMENTS

Periodically, the School Director will meet with each student to discuss the student's progress towards a positive attitude, personal appearance, attendance, and grades.

The California Department of Consumer Affairs requires an accumulated

score of 75% or higher to pass the State Board Exam. At **alameda beauty college**, we require a grade of 75% on each test (written and practical) or higher to ensure success in passing the State Board Exam.

GRADING SCALES:

Students are graded using the following scale:

100% - 90%	=	A	=	4	=	Excellent
89% - 80%	=	B	=	3	=	Above Average
79% - 70%	=	C	=	2	=	Satisfactory
69% - 60%	=	D	=	1	=	Unsatisfactory*
59% or below	=	F	=	0	=	Failing*

*NOTE: Students with 69% and below grade point averages must meet the probationary requirements and standards in the Satisfactory Academic Progress policy in order to remain enrolled at **alameda beauty college**.

MAKE-UP HOURS POLICY

All required tests and all minimum practical skill operations must be completed prior to the scheduled graduation date. **alameda beauty college** reserves the right to allow the school to remain open certain days and nights to allow for make up hours. Please check postings for those hours. Students must have permission from the Dean of Education in order to attend.

LEAVE OF ABSENCE (LOA) POLICY

Students may request a leave of absence not to exceed 60 consecutive calendar days within a twelve month period. Primarily the LOA must be for jury duty, military duty, or medical reasons for the student or an immediate family member (an immediate family member is the student's parent, sibling, spouse, or child). Only one LOA will be granted.

The request must:

- be in writing (use LOA form) obtained from office
- have beginning and ending dates
- state the reason for the leave
- be made in advance whenever possible

Please note the following stipulations:

- The LOA will not include previously missed days unless the student/immediate family member is hospitalized.
- The LOA will not reduce the program completion requirements.
- The LOA will not be considered in determining the amount of elapsed time for refund calculations or maximum time frame.
- Medical, military or jury duty leaves do not have to be 60 consecutive days, but may be granted at different intervals within the 12-month period.
- No LOA will be granted if there is not a reasonable expectation that the student will return.
- A student who is not meeting satisfactory progress standards when the leave begins will remain in unsatisfactory status upon returning for the remaining portion of the probationary period.
- A student who does not return from the leave will be terminated.

Documented extenuating circumstances may be presented to the School Director in writing. The School Director will determine if the extenuating circumstance is an acceptable reason for an LOA and will either approve or deny the LOA. However, the LOA must be longer than 14 consecutive school days.

GENERAL TERMS AND CONDITIONS

INTERNAL SCHOOL ATTENDANCE POLICY

First 14 days probationary period:

- For the first fourteen days we allow no absences, tardies or leaving early. Attendance, attitude, level of participation, behavior and overall passion for the industry will be evaluated.
- **alameda beauty college** reserves the right to dismiss anyone during this introductory period.

Attendance Requirements following the initial probationary period:

- 85% or higher is the minimum required attendance for each student on a monthly basis.
- 85% or higher is the minimum required attendance on a monthly basis to avoid interruptions in Financial Aid.
- 85% or higher is the minimum required attendance to partici-

pate in field trips.

- 85% or higher is the minimum required attendance to participate in special events and externships.
- 90% or higher @ 1200 hrs (cosmo) and 450 hours (esti) is the minimum required attendance in order for the School to pay the fee for the State Board Exam. Must be cleared by FA office and not behind on monthly payments.
- 98% or higher on a monthly basis is the minimum required attendance avoid a large balance of overcharges.
- 100% attendance on a monthly basis is the minimum required to earn the perfect attendance award, and become nominated for Business Student of the month or the College's highlighted Successful Professional in training award.
- Two consecutive months of less than 85% attendance will result in probation for one month. If the 85% attendance requirement is not met, a student will be suspended and/or dropped from the program immediately.
- Questions regarding the attendance requirements will be answered by the Dean of Students or Director.
- To contact the school regarding absences, students should call 510-523-1050 x 108. Calling in each day is required during an absence.
- Students are expected to be present for the entire day/evening (contracted hours by schedule). Should an emergency arise requiring a student to leave, the student must ask the Instructor/Coach for permission to leave.
- Lunch periods are 30 minutes. Signing back in after 30 minutes is considered a tardy. The instructor may send a student home for being tardy upon return from lunch.

We are preparing our students for a future of success in the salon world where attendance is mandatory.

The following schedules apply to all day programs:

8:30 am to 4:00 pm Tuesday through Saturday (35 hour per week)

8:30 am to 2:30 pm Tuesday through Saturday (25 hours per week)

The following schedules apply to all night programs:

5:30 pm –10:30 pm Monday through Friday (25 hours per week)

ALL DAY STUDENTS ARE REQUIRED TO ATTEND SATURDAYS.

When beginning a career in the real world, graduates will find that

Saturday is their most important work day. It is important to start preparing now. **Prospective students who cannot commit to Saturdays SHOULD NOT START THIS PROGRAM!**

Students are required to maintain 85% attendance. It is our hope that every student will take the program seriously and attend at a much higher percentage.

COLLEGE CLOSING POLICY

In case of bad weather or some unforeseen event, students should tune in to television Channel 2, which reports school closings. You may call the school to ask if the college is closing. A staff member will be at the school or an answering machine will contain a message regarding closure. If you are an out-of-town student, you are advised to stay home if roads are unsafe or you may come in later in the day, but YOU MUST advise the college of your plans.

HOLIDAYS OBSERVED

The college is closed on New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday, Friday and Saturday), Christmas Eve, and Christmas Day. The college may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are respected and observed. Hours are not scheduled on these Holidays.

RULES AND REGULATIONS

Students are required to follow rules of conduct that are typically expected in the workplace. Students may be placed on probation or terminated for violation of the college's personal conduct rules or other policies, which include, but are not limited to: student dishonesty, use of profanity, insubordination, violation of safety rules, use of alcohol or drugs on school property, excessive absenteeism, failure to meet satisfactory academic progress requirements, and refusal to perform client services. The college reserves the right to withdraw or expel any student at any time does not meet the standards or follow the policies and rules and regulations of **alameda beauty college**.

1. Day classes will start and the doors will close promptly at 8:37

a.m.; and night classes will start promptly at 5:37 p.m. Students who are absent for the day/night must call (510) 523-1050 x 108 and leave a message that includes full name, reason for absence and phone number. When leaving a message, it is important to speak slowly and clearly allowing us to hear the message.

2. Students who do not graduate by the scheduled date on the enrollment agreement will be responsible for every hour past their contracted graduation date.
3. After clocking in, students are required to be in their designated class. After class has been completed, students are required to maintain an applied effort on the clinic floor or in self-study activities supervised by an instructor. "Applied effort" means the student is engaged in assigned clinical practice activities located on the clinic floor or self-study activities in the classroom. In all cases, activities while on the time clock must be related to training for the course of study. We request that all personal grooming of any type be done before attending any classes. It is unacceptable for students to leave the building, fraternize, read material not related to their training or activity, or generally not participate in the course of study. Students will be asked to stop such activity and/or to leave the premises for the day.
4. Students who are clocked in are either scheduled to attend theory classes or scheduled to perform operations on the clinic floor working on mannequins or clients.
5. Cheating on written examinations and/or clinical operations is cause for immediate termination from the program.
6. Students who refuse direction from the assigned instructor will be removed from the classroom or clinic floor, sent home, and scheduled to see the School Director the next day.
7. Students are only allowed at the lab counter to receive supplies or equipment. In addition, students must follow the "Station Rules:"
 - a. S.M.A. must be used with each new client
 - b. Soiled container and trash container must be in view at all times
 - c. All containers and bottles must be covered all times and LABELED according to content
8. Students must present their client ticket to the counter person

- when receiving supplies before beginning the service.
9. Students will not accept or utilize products presented by clients.
 10. Each laboratory operation and/or practice operation must be checked by an instructor prior to completion of each operation before credit can be given. Upon the instructor's review of the operation, students will record credit in the Student Progress Guide. The Student Progress Guide will be recorded bi-monthly and credit will be reflected in the Satisfactory Progress report, which is run bi-monthly. The Student Progress Guide should be left in the student mailbox each evening. It is the student's responsibility not to lose this sheet before it is recorded.
 11. Students must utilize the Bi-Monthly Student Progress Worksheet. Students should complete as many operations as they can for the day and record the operations on their sheet. All operations, whether performed on a manikin or a client, have the same credit value. Students must also record their daily theory hours on the sheet each day, add all recorded credits (theory and operations), and submit to the office every 2 weeks. Students are asked to place totaled sheet in the provided box.
 12. Each student will be assigned sanitation duties in the lab and clean-up duties each evening before leaving for the day. Students are expected to clean up around their stations after each client or procedure. Students may be asked to assist in cleaning up areas that they may not have utilized during the day.
 13. No student shall refuse a client. A student who is ill and cannot work on the clinic floor must notify the Instructor or the School Director in writing before going home. If a student refuses to perform an assigned service, the student will immediately be sent to the School Director. Students who refuse a client will be given one warning. For the second offense, the student will be suspended for three days. The third offense will result in termination.
 14. Students are to provide only the services listed/written on the client ticket. Additional services are encouraged; however, students must consult with their clinic floor instructor before beginning the client service so that additional fees may be charged/collected.
 15. Students may not leave the school during the day except for lunch or breaks without permission from their Instructor. There is no student parking in the lot behind the building. Students may not leave the building to feed parking meters. We encourage all students to park in the movie theatre garage across the street (entrance is on Oak Street) or find free street parking in the neighborhood.
 16. All Full Time day students are allowed two (2) ten (10) minute

- breaks, one in the morning and one in the afternoon. Part Time day and Night students receive one (1) fifteen (15) minute break.
17. Students who are enrolled until 4:00 pm will take lunch breaks between 12:00 p.m. and 1:30 p.m. (students must sign in and out on the attendance log and punch in and out on the time clock). There are two designated 30-minute time slots for lunch, which each student must reserve (12:00 pm to 12:30 pm or 12:30 pm to 1:00 pm). Students planning to stay less than 6 hours for the day are not allowed a lunch break.
 18. Clients are the only visitors allowed on the clinic floor. No other individuals (friends, relatives, or children) are allowed to remain on the clinic floor or in the lobby, except a parent while a child is receiving services.
 19. STATIONS AND STORAGE:
 - a. All stations must be kept clean and neat.
 - b. Mirrors are to be cleaned with glass cleaner, and station tops or style bars must be disinfected after each client.
 - c. The entire area around each station must be vacuumed / swept each time after the client leaves the area.
 - d. Students must have containers properly labeled for SOILED and CLEAN; the containers must be COVERED at all times.
 - e. All soiled brushes, combs, etc., must be removed from each station after each client and placed in the DISINFECTANT CONTAINER located by the lab area.
 20. STUDENT KITS:
 - a. Students are responsible for their kits and belongings
 - b. The college is not responsible for kits or personal belongings that are left at the college.
 - c. Student who lose any components of their kits during the course of their enrollment must replace these items immediately at their own expense.
 21. OTHER STUDENT RULES: (Any infraction will result in being immediately clocked out and sent home for the day.)
 - No smoking in or around the college. Please respect the businesses on Central Avenue and Park Street. Notification by vendors of problems with students could result in students not being able to leave the building during break or lunch periods.

- Coffee and drinks are allowed in theory class only. Only water is permitted on the clinic floor.
- No food or drinks (other than bottles of water) are allowed on the clinic floor. All other drinks and all types of food are allowed in the student lounge.
- No gum chewing in the building.
- No stealing. Theft is grounds for immediate termination.
- Damage to college property is grounds for immediate termination.
- No cell phones, earphones, iPods, headsets, Bluetooth technology or any other accessories are allowed in the college. No text messaging is allowed. Phones must be kept at home or in a student's locker. If there is an emergency, family and friends can reach a student by calling in to the reception desk. Students who are caught with cell phones or seen with a cell phone on the clinic floor and/or in classrooms will be suspended for the day. If caught talking on a cell phone in the classroom or on the clinic floor, the student will be suspended for three (3) days.
- No sunglasses may be worn in school.
- Tattoos and piercings must be kept to a minimum.
- Facial piercings are allowed with the use of small studs.
- No profanity, rude or loud language is allowed at any time.
- No loitering visitors (friends, family, etc.) are allowed on the clinic floor or classrooms during college hours.
- Professional conduct is expected from all students at all times.
- Respect for instructors and each other is mandatory. Instructors have the authority to write up and/or send a student home for the day for failure to follow any rules.
- Student conflicts will result in ALL parties involved being clocked out for the day as a cooling off period. The situation will be discussed in the office the next day.
- Once a student has clocked out, the student must leave the college premises including the parking lot. No loitering is permitted.

22. alameda beauty college reserves the right to add or change the rules and regulations and will provide notification to students.

CELL PHONE POLICY

Cell Phones are not allowed at **alameda beauty college**. Students must turn their phones off before entering the building. Students caught using/texting on their cell phones will be asked to clock out and will be sent home for the day. Lost hours will result in overtime charges.

DRUG POLICY

In order for our school to be eligible for financial aid and in the interest of the health of all students, we must have a drug policy concerning any chemical or alcohol abuse. This policy applies to non-prescription drug use. We want to help students avoid drug and alcohol abuse by giving them some important information about substance dependency. Taking drugs even once could inevitably be a person's downfall because the effect of drugs differs with each individual. The effects of alcohol may appear to take longer to affect a person's body, but can still pose negative results. The expense of developing a drug habit can be extremely high. It can ruin a person's life and the lives of loved ones.

alameda beauty college's policy on drug abuse is:

1. If drugs or alcohol are detected, we will personally advise the student and refer the student to a counselor if necessary.
2. If substance abuse is found to be a problem, the student must go into a drug prevention program at the student's expense and report progress to the school office. Six months is the least amount of time for this program.
3. A student may attend school while in treatment only if the student abstains from drug/alcohol use while maintaining satisfactory performance standards.
4. The possession or sale of drugs/alcohol in or on school premises will result in immediate termination.
5. If an infraction to any of the above rules is noted, immediate dismissal may be warranted.

UNIFORM DRESS CODE

STUDENTS MUST FOLLOW THE **alameda beauty college** DRESS CODE AT ALL TIMES!

- Specific uniform requirements are issued to each student prior to class start. The required uniform includes the following:
- Official school T-Shirt (two with each kit)
- Additional T-shirts may be purchased throughout the training

- program for a fee of \$10.00 each
- Plain black or white shirts or T-shirts may also be worn
- All students must wear solid black slacks or skirts at a minimum of knee length neat and hemmed
- Cosmetology students must wear black smocks or aprons at all times
- Students must observe the following restrictions:
- Coats, jackets, jackets with hoods, etc., cannot be worn over or under the smock/apron
- No prints, written messages, pictures, etc., are allowed on the T-shirts, smock/aprons
- No jeans may be worn
- Smocks/aprons must be worn closed (buttoned, snapped, or zipped up) in front.
- STUDENTS MAY NOT REMOVE THEIR SMOCKS/APRONS DURING SCHOOL hours or while clocked in
- No open-toed shoes (i.e., sandals, flip flops, crocs, etc.) may be worn

ALL STUDENTS MUST FOLLOW THE COLLEGE'S DRESS CODE POLICY. Uniforms must be kept clean and neat. Shoes must be kept polished and clean. Students must keep nails clean, hair clean and combed, and be free of body odors or perfumes. Makeup, if worn, must be applied correctly prior to arriving at school. No hats, visible undergarments, exposed body parts or inappropriate dress are allowed. Students not in proper uniform will be clocked out and sent home. Repeated offenses will result in a three-day suspension.

STUDENTS MUST BE IN UNIFORM BEFORE CLOCKING IN.

alameda beauty college stresses personal appearance as a vital part of training as students ARE NOT ONLY LEARNING BEAUTY, BUT SELLING BEAUTY. Your personal appearance can mean the difference between success and failure! It is a well known fact that people make a visual decision or FIRST IMPRESSION in the first five seconds upon meeting a new person. A positive first impression can mean the difference between gaining a client's confidence or creating apprehension about a stylist's or esthetician's abilities.

STUDENT SERVICES AND POLICIES

alameda beauty college has not entered into a transfer or articulation agreement with any other college or university.

HOUSING

alameda beauty college does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com, rental properties in Alameda, CA start at approximately \$775.00 per month.

NON-DISCRIMINATION STATEMENT

In accordance with the provisions of Title VI of the CIVIL RIGHTS ACT OF 1964, **alameda beauty college**, does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status.

alameda beauty college reserves the right to revise or amend any of the items contained within this document without prior notice.

STUDENT BOOKS/EQUIPMENT/SUPPLIES

Upon entering the college, each student will be issued books and equipment. While in training, students are responsible for the tools/equipment issued to them. As the student progresses with training, any lost equipment needed must be repurchased by the student. It is NOT the college's responsibility to keep track of student kits and their content once they have been issued. Once the kit and books are issued, they are not refundable if opened due to sanitation.

ATTENDANCE POLICY

Students are required to attend class as scheduled.

If at any time a student knows in advance about an absence for personal reasons, the student must receive prior approval from the Dean of Education or School Director. Students are asked to use the "Note" to Director placed on the clipboard outside the office, and record their message, signature, student number, and the specific nature of the

request. Notes to the Director are delivered by placing the message in the office door mail box. The Director will inform students of approval or denial of their requests.

Fourteen (14) consecutive calendar days of absence, with or without contact by the student with the School Director, will result in an automatic termination as per our software system.

Students who are absent will be expected to call the college by or before 8:00 a.m. for day students and 5:00 p.m. for night students. Upon the student's return from an absence, immediate disciplinary action will be taken. Above penalties may, at the school director's discretion, be waived if the student brings in a doctor's excuse due to illness while absent or if the student arranged the absence in advance with the School Director.

TIME CLOCK POLICY

The California Department of Consumer Affairs requires that physical attendance and a time clock be used to document a student's hours of attendance. As a result, **alameda beauty college** can only allow clocked in hours to students who record their attendance by using the college's official time clock to punch in and out at arrival, breaks, lunch periods, and departure. Ten or Fifteen -minute breaks do not require clocking out. Students are required to clock in upon arrival each day; clock out and back in for each scheduled lunch period, and out when leaving the building for the day. Failure to do so will result in lost hours.

ADVISING

All students are advised on an individual basis regarding progress, attendance, conduct, grades, personal requests, career planning, and any other area of concern to student or staff. Students will be evaluated on an individual basis at the end of each checkpoint. Evaluations may also be obtained through faculty referrals or by request from students. Any student needing advisement in areas not pertaining to their education, may request information on agencies from the School Director's office.

PLACEMENT

Placement assistance is provided to graduates and students at no addi-

tional cost. However, the college does not guarantee placement or employment. The college does not use placement rates as an enticement for prospective students. Nevertheless, our primary goal is to provide specialized training that prepares graduates for employment in the Cosmetology and Esthetics profession and its related fields and for licensure by the California Department of Consumer Affairs. The staff works with salon owners and employers to provide graduates an opportunity to become gainfully employed upon completion of their program. Placement assistance will begin in the last 30-60 days of training.

FACILITIES

alameda beauty college is conveniently located close to public transportation, shopping, and recreation. The College atmosphere provides an ideal environment for learning the profession of Cosmetology/Esthetics and its related fields. The College, with its well equipped classrooms and clinic areas, is over 9,400 square feet. The facility accommodates 240 students at any given time. Classrooms for theory and demonstration are separate from the facial room and main clinic. Audio-visual equipment is used to enhance daily lectures. Demonstrations are periodically given by industry leaders and guest speakers. A library is provided to help students research the newest techniques, as well as techniques of the past. The library is available to all students at all times. A student lounge is provided for students for breaks and lunch. The spacious clinic floor has 56 salon type stations and the equipment available includes: manicure stations, dryers, facial beds, facial electrodes, thermal hair straighteners, stoves, and non-electric curling irons. Handicapped parking, ramp, and restrooms are available. The College is wheelchair accessible. Students may access facilities during school hours: 8:30 am to 4:00 pm and again from 5:30 pm to 10:30 pm.

WITHDRAWAL POLICY

Students who withdraw from the program must inform the School Director of their decision in writing. Withdrawing students must then meet with the Financial Aid Director to discuss responsibilities regarding any financial aid, tuition, and/or student loans. The refund policy provides more detailed information.

STUDENT RECORDS/ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Federal Right of Privacy Act (FERPA) of 1964 allows all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for no less than a five-year period. Students may request a review of their records by writing to the Director of the College. All such reviews will be scheduled during regular school hours under appropriate supervision. (See full discussion of FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT later in this catalog)

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurred. The director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the Director, instructor and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable.

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.

A student or any member of the public may file a complaint about this institution with the school's accrediting agency:

National Accrediting Commission Of Cosmetology Arts And Sciences (NACCAS)

4401 Ford Ave., Suite 1300
Alexandria, Virginia, 22302
Telephone: (703) 600-7600
Fax: (703) 379-2200

CANCELLATION AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: **alameda beauty college**, 2318 Central Avenue, Alameda, CA 94501. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration fee (alameda beauty college does not charge a registration fee) not to exceed \$75.00, and less any deduction for equipment not returned in new condition in original packaging, within 45 days of withdrawal after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

The refund will be less a registration fee not to exceed \$75.00, (**alameda beauty college** does not charge a registration fee) and less any deduction for equipment not returned in new condition in original packaging, within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 14 days
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of a two week period.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the

amount of the benefits received, and any remaining amount shall be paid to the student.

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

TERMINATION POLICY

The student's enrollment may be terminated at the election of the School Director, if the student's academic progress, behavior, absences, or tardiness does not conform to the requirements or rules and regulations of this school (as stated in this catalog). In the event of a termination, the extent of the student's tuition obligation will be in accordance with the school's refund policy. **alameda beauty college** reserves the right to terminate any student at any time for reasons deemed fitting by the school.

RETURN TO TITLE IV POLICY

For first-time students receiving Federal Financial Aid, a RETURN OF FEDERAL FUNDS calculation will be made at the same time as the institutional policy. The calculation is based on Federal Financial Aid earned and the number of hours completed in the payment period (up to 60% of the payment period requires a refund to Federal Financial Aid Programs. After 60%, no refund is due); i.e., 0-450, 451-900, 901-1200, and 1201-1600 hours for Cosmetology; 0-300 and 301-600 for Esthetician. Students are responsible for any outstanding balance owed to the College.

Refunds for each payment period are exact pro-rata based upon either actual or scheduled hours as required by Federal Regulations. Once a student has reached over 60% of the scheduled hours in each payment period (see above), scheduled hours will be used to determine the percentage of Federal aid that must be returned.

*After 60% of each payment period, THE SCHOOL WILL REVERT TO ITS OWN REFUND POLICY.

The effective date of termination will be the date the College receives

written notice of the student's intention to terminate from college or the date the student violates published school policy that provides for termination. All refunds due the student will be made within 30 days after the effective date of termination or cancellation.

Federal Refunds will be made in the following order:

- a. Direct Unsubsidized Loans
- b. Direct Subsidized Loans
- c. PLUS loans
- d. Federal Pell Grant
- e. Federal Supplemental Educational Opportunity Grant (FSEOG)

FINANCIAL AID PROGRAMS

PHILOSOPHY

alameda beauty college believes the primary responsibility for financing a student's education rests with the student and the student's family. Aid programs are intended to help students meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

The college will attempt to assist students in meeting the direct educational costs of attending college.

WHAT IS FINANCIAL AID?

Financial Aid funds are sources of aid provided or awarded to students, which include, but are not limited to:

- Federal Title IV programs
- State funded programs (BIA, VA, Voc Rehab, etc.)
- Institutional Scholarships and/or loans

Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid; such as scholarships, grants, and loans.

AVAILABLE STAFF

alameda beauty college has a full time financial aid staff. The office is open to students Monday through Friday, 10:00 a.m.-4:00 p.m. Students who have questions or need assistance with the application or forms are asked to contact the College to set an appointment.

FINANCIAL AID PROGRAMS AVAILABLE

alameda beauty college has the following financial aid programs available:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- PLUS Direct Student Loans
- Veteran's Administration Benefits
- Vocational Rehabilitation
- Personalized In-School payments

THE APPLICATION PROCESS

When applying for financial aid, students are responsible for completing the forms required by the programs and the College. The following are the required procedures:

- All students applying for any kind of financial aid must complete the following: Admissions Application, Admissions Questionnaire, FAFSA, Entrance Exam, and receipt of policies and procedures. These forms are obtained in the admissions office.
- Students applying for Direct Loans, in addition to the above forms, you must complete a Promissory Note along with Entrance and Exit Counseling forms. These forms are obtained in the financial aid office.

WHERE DO I SEND THE FORMS?

Since many families have experienced difficulty in completing parts of application forms, we have found it beneficial to have our financial aid office proofread financial aid applications to insure accuracy and reduce processing delays due to misunderstandings and errors. In addition, we are equipped to submit applications electronically (see below), which saves in processing time. Therefore, students are asked to BRING ALL FORMS and PRIOR YEAR FEDERAL TAX RETURNS to the financial

aid office. The FEDERAL APPLICATION and PROMISSORY NOTES are electronically transmitted to the U.S. Department of Education.

THE ELECTRONIC APPLICATION PROCESS

Students are required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in STATE and to the COLLEGE(s) listed on their application. After the CENTRAL PROCESSING SERVICE (CPS) has made the calculations, an INSTITUTIONAL STUDENT INFORMATION REPORT (ISIR) is sent electronically to **alameda beauty college**. Students need to complete and verify the information on the FAFSA and sign it at the time application is made. If the application includes parental information, the FAFSA must include at least one parent's signature.

The school will verify the information in the student's financial aid file and finalize the paperwork. When paperwork is complete and the student has started school, the federal funds that a student is entitled to will be requested and credited to the student's account (SEE PAYMENT OF AWARDS).

Each student will receive a copy the FAFSA information at the address provided on the application. Students will review the information for accuracy. If a correction needs to be made, the student can make the correction online. Students can also bring their copy of the Student Aid Report (SAR) to the Financial Aid Office for assistance in making corrections.

STUDENT ELIGIBILITY REQUIREMENTS

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need.
- The student is enrolled on at least a half-time basis in an eligible program as a regular student.
- The student must be a U.S. Citizen or an eligible non-citizen.
- The student must have a Social Security number.
- The student must meet the program financial aid eligibility requirements.
- The student must be making satisfactory progress towards completion of their course.

- The student must not be in default on ANY Title IV loan.
- The student must be beyond the age of compulsory school attendance (18 in the State of California).
- The student must have a high school diploma, GED or pass an Ability-to-Benefit (ATB) test.
- The student must follow the anti-drug and alcohol abuse policy.
- The student must meet the requirements for the Selective Service.
- The student must sign a statement of educational purpose/certification statement on refunds and default.

PRIOR SCHOOL ATTENDANCE

Students are required to list all previous schools (OF ANY TYPE) that they have attended at the postsecondary level since leaving high school – regardless of how long ago they attended and received financial aid. Prior school attendance is verified through the NSLDS process.

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.

ADJUSTMENTS IN FINANCIAL AID AWARDS

Students who wish to request adjustments in their financial aid award must do so in person with the Financial Aid Office. The Financial Aid Director will inform the student of the required documentation that must be submitted. The Financial Aid Office will evaluate the request and notify the student of the determination within 30 days.

STUDENT RIGHTS AND RESPONSIBILITIES

ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT

1. To full disclosure of all loan terms. Typical repayment schedules are included in entrance counseling materials;
2. To know what aid programs are available and the procedures for making application for the programs;
3. To an explanation of eligibility determination;
4. To be informed of satisfactory progress requirements and the procedures for probation and suspension of eligibility;

5. To be informed of the average loan indebtedness of students attending this college; and
6. To have full access to all records at this college.

ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RESPONSIBILITY:

1. To maintain satisfactory progress.
2. To complete an Affidavit of Education Purpose and Statement of Selective Service compliance.
3. To make timely and accurate disclosure of their financial status and provide documentation of status when requested.
4. To inform the financial aid office of any change to financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid.
5. To REPAY any and all loan amounts as determined by the provisions of the loan note and supporting documentation.
6. To complete exit counseling documentation prior to the student leaving school.

VERIFICATION REQUIREMENT

Verification is a process of verifying a student/parent/spouse's financial information. The verification process is required by law. Approximately 30% of all aid applicants are selected for verification by the Central Processing Service. In order to verify financial information, the college must require that student/parent/spouse provide SIGNED copies of their Federal tax return(s) and a verification worksheet (provided when necessary by the college). The college will inform students selected for verification of what has to be verified and what documents are required.

THE FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:

1. The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e., IRS or tax accountant.
2. No disbursements will be made until verification is complete.
3. If a student fails to provide the required information by the deadline, the student will be expected to make satisfactory payment arrangements until documentation is received.

4. If the results of the verification process indicate that the information provided is incorrect, the college will make the changes and notify the student of any eligibility changes. If a student's Pell award changes due to verification, a corrected ISIR must be received in the financial aid office prior to the disbursements of any funds.
5. If there is reason to believe that any application was intentionally submitted under false or fraudulent pretenses, the student will be notified in writing that the college intends to forward all pertinent information to the appropriate law enforcement officials and the Office of Inspector General (as is required by Section 668.14(g) of the Student Assistance General Provisions).

INDIVIDUAL FINANCIAL AID PROGRAMS

FEDERAL GRANTS

- Pell Grants are available for qualifying students to assist them with their educational costs. Our Financial Aid Office can discuss and help determine the amount a student may be eligible for.
- The FSEOG grant is for students with exceptional financial need. The Financial Aid Office can review Pell eligibility.

DIRECT LOANS (Subsidized/Unsubsidized/PLUS)

- The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in order to qualify. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.
- The Unsubsidized Direct Loan is a non-need based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the student's last date of attendance. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.
- Parent Loan Program (PLUS) is for a dependent student's parents. PLUS loan minimum payments are determined by the loan amount. Payments for the PLUS loan may be postponed for six months after the dependent student completes the program of study.

IN-SCHOOL PAYMENTS

Students who either do not qualify for financial aid or are not fully funded with financial aid must make monthly payments on the balance. The financial aid office will help set an individualized monthly payment plan that will fit with the student's financial resources and situation. Students must keep payments current or they risk being dropped from the program.

VOCATIONAL REHABILITATION

VR is a state funded program. Eligible students are selected by VR. Interested students should contact the local office for further information. Specific requirements must be met and students are tested for aptitude to find the specific field of study in which they would most likely succeed.

VETERAN'S

VA benefits are funded by the Department of Veterans Affairs. Students who have current or prior military service or those who may qualify under the previous G.I. Bill because of a parent's military service should contact VA at 1-888-442-4551 for further information, determination of eligibility, and appropriate forms. Some programs of instruction may not qualify for VA benefits.

VETERAN'S POLICY STATEMENT 2004 ADDENDUM

Evaluation of Previous Education and Training: 38 CFR 21.4254(c)(d)
alameda beauty college will conduct an evaluation of all previous education and training of the Veteran or eligible person, grant appropriate credit, shorten the duration of the training course proportionately, and notify the student and the Department of Veterans Affairs accordingly.

CODE OF ETHICS

alameda beauty college operates under the following code of ethics:

- The college provides its students and patrons of the college with qualified instructors that provide quality instruction as well as service.
- The college strives to provide the most up-to-date instruction, knowledge, and the most current techniques in Cosmetology and Esthetics.
- The college observes all rules and regulations issued by the Department of Consumer Affairs and Health Departments.
- The college participates in and attends educational conferences and seminars in order to stay current with the Cosmetology and Esthetics professions.
- The college makes use of a variety of teaching techniques and training aids, such as textbooks, workbooks, films, videos, and other audio and visual aids, in order to provide the best possible training for its students.
- The college strives at all times to be honest and fair with its students, patrons, and affiliated agencies.
- The college prides itself on providing quality equipment and supplies to be used for the instruction of our students.
- The college provides the most accurate and truthful representation to its students and patrons.
- The college and its representatives refrain from any criticism towards other institutions of higher learning and the Cosmetology or Esthetics profession.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

POLICY AND PROCEDURE

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Director of the College a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write to the Director of the College, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the College's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the College providing all reasons and supporting documentation why further consideration should be made. The College will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest.

- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- A person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent).
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Judicial orders or lawfully issued subpoenas.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Each third party request for educational records requires the student's written consent be provided to the Director of the College and include the following:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made;
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Within the College the following directory information may be disclosed without student consent:

- Student Name (first name, last initial) or Student ID.
- Program of Attendance.
- Honors, Awards and/or Recognitions.

If a student does not want the College to disclose directory information without prior written consent, the student must notify the Director of the College in writing by the fifth business day

after the start of the program.

Alameda Beauty College does not release student directory information to the general public.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

CAMPUS SECURITY ACT

alameda beauty college is proud to report that there were no on campus crimes during the 2009- 2010 school year.

Students who need to report a crime on campus are asked to contact the Alameda Police Department at 510-337-8340 for non-emergency and 911 for emergency situations. Students may also contact School Director, Soli Santos, at 510-523-1050.

CATALOG DISCLOSURES

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 questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
888.370.7589
www.bppe.ca.gov

FACULTY

Robin Rogers, Dean of Education, Cosmetology State Board Educator, and Freshman Educator / Theory / Salon Floor Educator
Licensed CA Cosmetology Educator with over 26 years experience. Certified Teaching Credential. Nuts and Bolts Educator. Certified Teaching Credential from San Jose State. BA University of Nevada Las Vegas.

Cosmetology

Maria Potter, Cosmetology Freshman Educator / Theory / Salon Floor Educator
Licensed CA Cosmetology Educator with over 12 years experience as a professional Cosmetologist and Educator. Specialty training in Matrix Global Academy, Cutting & Color; Principles of Vocational Education, Master Educator Seminars, and KMS Academy "Foundations" Haircutting. **alameda beauty college** graduate.

Cassidy Ryan, Cosmetology Freshman Educator / Theory / Salon Floor Educator
Licensed Cosmetologist with over 7 years of experience as a professional Cosmetologist and Educator with a Bachelor's Degree in Career and Technical Education as a certified teacher. Specialty training in Business Fundamentals and Nuts and Bolts and Business Fundamentals.

Jade Ward, Cosmetology Freshman Educator / Theory / Salon Floor Educator
Licensed Cosmetologist since 2006. Trained Redken Professional in advanced hair color / color correction. Specialty training in Business Fundamentals, Eyelashes extensions, Natural nail care. Design Essentials product knowledge trainer / speaker.

Bruce Lazarus, Cosmetology Freshman Educator / Theory / Salon Floor Educator
Licensed Cosmetologist with over 30 years of teaching experience. Currently has his own Salon and was a Platform Artist/Educator with Leading Manufactures of Hair Care Products.

Sam Jahromi, Salon Floor Educator
Licensed Cosmetologist with over 14 years of excellent and award-winning expert hair design and experience in varied aspects of Cosmetology. Trained with Joico, TIGI, and Aveda on the new trends and techniques. Joico, certified in Joico full spectrum color. Vidal Sasson, Advanced Haircut Trainer.

Marsha Griego, Cosmetology- Esthetician Freshman Educator / Theory / Salon Floor Educator Licensed Cosmetologist with over 29 years of experience and 10 years of teaching experience. Pivot Point Certified, Business Fundamentals Certified, and State Board compliance instructor.

Esthetician

Veronica Harris, Licensed Esthetician / Educator

Veronica has held her esthetics license for eight years and has worked as a Medical Aesthetician. She continues to work as a Professional Makeup artist, Business Owner, Educator, and Curriculum Designer. Veronica is in the process of completing her Bachelors degree in Instructional Design and Technology. At **alameda beauty college** Veronica teaches the freshman starts, State Board preparatory classes, and advanced esthetics classes.

VOTER REGISTRATION INFORMATION

If you would like to register or get information on voter registration please visit www.sos.ca.gov



2318 central avenue
alameda, ca 94501
alamedabeautycollege.edu