

"Your Success is Our Commitment"

2026
SCHOOL CATALOG

July 01,2026--June 30,2027

1116 San Fernando Road
San Fernando CA.91340
818*361-5501
academyofeandc@verizon.net
www.aecosmetology.com

FROM THE PRESIDENT OF ACADEMY OF ESTHETICS AND COSMETOLOGY

Dear Student,

Welcome to **Academy of Esthetics and Cosmetology**. Thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **Academy of Esthetics and Cosmetology**, we offer you the basic training needed to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **Academy of Esthetics and Cosmetology.** My goal is to aid you in discovering your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

This School is a private institution approved to operate by the bureau in accordance with Section 94802.
All information in the contents of this school catalog is current and correct and is so certified as true by:

Luz A. Aviña
President

ACADEMY OF ESTHETICS AND COSMETOLOGY

TABLE OF CONTETS

Topic	Page Number
Cover	1
Message to Students	2
Table of Contents	3-4
Copyright Protection Policy	4
Accreditation agencies	5
Approval Disclosure	5
Educational Objectives	6
Mission Statement	6
History Ownership	6
Facilities	6
Student tuition Recovery Fund Disclosures (STRF)	6
Admission Policy /Handicapped students	7
Re-Entry Policy	7
Accepted Credit Hours for course	7
Notice Concerning Transferability of Credits Earned	7
Notice of Available GED training	8
Statement of Non-Discrimination	8
Courses of Study/Fire safety disclosure	8
Instructional Methods used to teach programs	8
Educational Goal	8
School Library	8
Freshman Class Enrollment	8-9
Text Books, Equipment/ Supplies	9
Calendar/Holidays	9
Schedule programs hours per week / Orientation	9-10
Drug & Alcohol Prevention Program	10
Administration Business Hours	11
Admission Disclosure Form	11
Job Placement Assistance	11
Financial Aid Assistance/Program Scholarship	11
Satisfactory Academic Progress Policy (SAP)/ SAP Evaluations Period	11-12
Course Incompleteness	13
Termination by Institution	13
Leave of Absence	14
Grading System	14
Attendance Policy	14
Tardiness/ Excused/ Unexcused Absences	14
Class Cut/ Make up Work	14
Career Counseling/Personal Attention	15
Time Cards	15
Time Card Credits	15
Disclosure and Retention of Student Records (FERPA)	15-16
Progress Policy	16
English as a Second Language (ESL)	16
Student Right to Cancel	16
Grievance Policy	17
Campus Security Act Disclosure Statement- Clerk Act	17-23
Health and Physical Considerations	23

Information Regarding the Examination	23
School Rules and Policies	23-25
Other Elements	25
Cost for each course/program	25
Tuition and fees policies	26
Extra Instruction Charges/ Tuition and Fees Policies	26
Method of Payment	26
Transcripts & Payment of Tuition	26
Withdrawing Calculations	27
Return of Title IV Funds (R2T4)/Post Withdrawal Disbursement	27
Notice of Student Rights to Cancel	28
Course Cancelation	28
Institutional Refund Policy	28-29
Financial Aid Application Process/Financial AID Eligibility/Compliance Statement	29-35
Transfer Students	35
Re-entry Policy	35
Cost of Attendance	35
Student Rights and Responsibilities	35/36
Constitution and Citizenship Day	36
Voting Information	36
Bankruptcy Statement	36
Housing Statement	36
Visa Related Services	36
School Closure	36
All Courses Curriculums	37-47
Naccas Annual Report	48
Safety Rules	48
Faculty and Staff	49
School Photo	50
School directions (map quest)	51

Copyright Protection Policy:

Unauthorized distribution of copyrighted material may subject student to civil and criminal liabilities

ACCREDITATION

Nationally accredited by the National Accrediting Commission of Carrier Arts & Sciences, Inc.;
3015 COLVIN ST Alexandria, VA. 22314
(703) 600-7600 WWW.NACCAS.ORG.

THIS INSTITUTION HAS BEEN ISSUED A SHOW CASE ORDER FOR POLICY III.02 (POLICY ON ADVERTISING) EFFECTIVE NOVEMBER 19,2026.

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, **The current accreditation status of Academy of Esthetics and Cosmetology is ACCREDITATION ON PROBATION**, qualified students may apply for and receive financial assistance for tuition and other costs.

APPROVAL/ DISCLOSURE

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the Institution is compliant with the minimum standards contain in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Program Name	Hours of instruction	DOT #	CIP #	Weeks	Degree
*Cosmetology	1000	332.271-010	12.0401	42-30	Diploma
*Barbering	1000	330.371-101	12.0402	42-30	Diploma
*Esthetician	600	332.271-010	12.0409	20-25	Diploma
Manicuring	400	331.674-010	12.0410	13-20	Diploma

(*) **This course is eligible to participate in the USDE Title IV programs**

Instruction is in residence with the facility's occupancy level accommodating 60 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. **FEDERAL PELL GRANT, FEDERAL DIRECT LOAN PROGRAM (US DOE), FEDERAL STAFFORD STUDENT LOAN PROGRAM, FEDERAL PARENT LOAN (PLUS)**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for private Postsecondary Education by calling too-free 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website, www.bppe.ca.gov.
The following are state programs, bureaus, departments or agencies which set minimum standards for our programs of study.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PHYSICAL ADDRESS: ----------
1747 N. MARKET BLVD.STE.225
SACRAMENTO, CA 95834

TELEPHONE (916) 574-8900 Fax: (916) 263-1897
MAILING ADDRESS
P.O. BOX 980818
SACRAMENTO, CA 95798
www.bppe.ca.gov.

NACCAS
3015 COLVIN ST
ALEXANDRIA, VA 22314
TEL (703) 600-7600 FAX (703)379-2200
WWW.NACCAS.ORG

BOARD OF BARBERING AND COSMETOLOGY
P.O BOX 944226
SACRAMENTO CA 94244-2260
TEL: 916-445-7061 FAX: 916-445-8893
www.barbercosmo.ca.gov

U.S DEPARMENT OF EDUCATION
50 UNITED NATIONS PLAZA ROOM 268
SAN FRANCISCO CA 94102
TEL 415-556-4295 FAX 415 437-2826
www.ED.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste . 225 Sacramento, CA 95834. Or P.O. Box 980818 W. Sacramento, CA 95798-0818. Tel: 916-574-8900 or on the website: **www.bppe.ca.gov**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to, Ms. Luz Avina President

THE SCHOOL OBJECTIVE & MISSION STATEMENT

At the **Academy of Esthetics and Cosmetology**, our educational objective and mission is to offer quality instruction that prepares the successful learner to acquire the knowledge and skills necessary to pass the licensing exam and to prepare graduates to seek and find employment in the beauty industry. Depending on the course chosen, our graduating students should be able to function effectively as salon, barber shop, or beauty spa technician in one of many specialty areas such as: Cosmetology, Barbering, Manicuring, and Esthetician.

HISTORY AND OWNERSHIP

ACADEMY OF ESTHETICS AND COSMETOLOGY was founded in 2003 and acquired by Ms. Luz Aviña, Irma Silva and Ivet Silva. Since 2004, Academy of Esthetics and Cosmetology has established itself as a progressive and respected vocational training institution.

FACILITIES

Our facility is a spacious (7,158 sq. ft.) air-conditioned, open space building, which offers separate classrooms, and 'on campus' administrative and financial aid offices. The laboratory area provides the students with modern equipment and a variety of professional supplies that enhances their 'hands on' practice and product knowledge. Students also learn reception desk skills, such as answering the telephone and operating the cash register as a required part of their training and to prepare them for this aspect of salon activity. Our objective is to help the student become "salon-ready". In addition to our pleasant laboratory environment, the school provides the student with lockers, individual workstations and a student lounge for the students' use with eating and rest areas. Other educational and supportive features include: Video library, skin care room with dermal lights, dermal scope, steamer and 5 large facial beds, testing room and three restrooms. **All classes are held at 1116 San Fernando RD San Fernando Ca 91340.**

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES(STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision
(a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

OFFICE OF BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO BOX 980818 OR 1747 N. MARKET BLVD. SUIT 225 SACRAMENTO ,CA 95834
SACRAMENTO, CA 95798-0818. TEL: 916-574-8900 FAX 916 263-1897 EMAIL: bppe@ca.gov

FOR HANDICAPPED STUDENTS

Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

ADMISSION POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that **EACH** student enrolling in the Cosmetology, Barbering, Esthetician, Manicuring must:

A) Provide a copy of his/her high school diploma, GED or California State Proficiency Test (California law require that the Certificate of Proficiency be equivalent to a high school diploma). A State Certification of home school completion is also accepted, if applicable. For students that have immigrated to the United States and have a High School Diploma from their country. The following steps will apply: 1). Have the High school Diploma translated into the English language, and 2), Confirm equivalency to a U. S high school diploma: this will be performed by an outside agency that is qualified to translate documents into English, and qualified to confirm the academic equivalence to a U.S. High School Diploma.

B) Students without an equivalent to a High School education may still be admitted under the Institutions Ability to Benefit (ATB) procedures by passing one of the tests approved by The Bureau for Private Postsecondary Education. The ATB exam this Institution is currently using is the Combined English Language Skills Assessment (CELSA) Forms 1 and 2, the Minimum Passing Scores for both forms are 97%. This Exam is given by an Independent Proctor.

NOTE: If you do not have a high school diploma or its equivalent, please note that, as of July 1, 2012 Ability to Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012 regardless of whether the student received Title IV funding.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of State Program credit hours, provided it is within 5 years from the date of their withdrawal (an institutional policy). All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. Re-enrolment for withdrawn students is 6 months after last day of attendance. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

ACCEPTED CREDIT HOURS

Academy of Esthetics and Cosmetology: will count transfer and accepted clock hours from another California institution towards the required hours of the same program at Academy of Esthetics and Cosmetology. Academy of Esthetics and Cosmetology will not count hours from one program at another California institution towards the required hours of a **different** program at Academy of Esthetics and Cosmetology.

Applicants with previous hours from another California cosmetology school, who wish to enroll at Academy of Esthetics and Cosmetology, must submit a written request during the Admission process along with a Proof of Training and Records of Withdrawal from the previous California School. Prospective students with a maximum of **700 hours in Cosmetology** (1000 hours Program), maximum of **700 hours in Barbering** (1000 program), maximum of **150 hours in Manicuring program**, of maximum of **400 hours in Esthetics** program will be considered for enrollment at Academy of Esthetics and Cosmetology. No previous hours will be accepted for Cosmetology Crossover for Barber or for the Barber Crossover for Cosmetology programs.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology and apply for approval of their hours from their previous school. The documents required for this process can be found on the following website www.barbercosmo.ca.gov. The California Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements. Academy of Esthetics and Cosmetology will then make a final decision based on the information in the California Board of Barbering and Cosmetology letter.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not been able to apply those hours to your enrollment at Academy of Esthetics and Cosmetology.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED

The transferability of credits you earn at **ACADEMY OF ESTHETICS AND COSMETOLOGY** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (**Diploma**) you earn in any of the **courses of Study offered by Academy of Esthetics and Cosmetology** is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma 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 **ACADEMY OF ESTHETICS AND COSMETOLOGY** to determine if your (Diploma) will transfer.

ABILITY TO BENEFIT PROCEDURE

As of July 1, 2012, Ability to Benefit Procedures (ATB) have been modified. Therefore, students without a U.S. High School Diploma, its equivalent GED, or a Home Schooled equivalent diploma from a State Approved Home School program, an Associate Degree with sufficient credits toward a bachelor's degree or an equivalent foreign (12 years of schooling) credential, will not be eligible for Title IV aid. However, if the student has attended a Title IV eligible institution, the student may still be eligible to enroll using the ATB prior procedures as they applied prior to 07/01/2012. (By passing an ATB test, earning 225 clock hours or 6 credit hours).

NOTICE OF AVAILABLE G.E.D. TRAINING

If you do not already hold a high school diploma or GED certificate and have been admitted into our program of study under the institution's ability to benefit procedures, **ACADEMY OF ESTHETICS AND COSMETOLOGY** wants you to know and encourages you to receive additional lifelong benefits from successfully completing the GED training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

Entity name	**North Valley Occupational Center**
Address	**11459 Sharp Avenue**
City, State, Zip	**Mission Hills CA 91340**
Phone #	**818-365-9645**

STATEMENT OF NON-DISCRIMINATION

ACADEMY OF ESTHETICS AND COSMETOLOGY does not discriminate based on race, color, religion, sex, handicap, financial status, age, ethnic origin area or residence in its admissions, instruction, or graduation policies.

FIRE SAFETY DISCLOSURE

ACADEMY OF ESTHETICS AND COSMETOLOGY conducts fire drills every twelve months. Fire extinguishers are serviced yearly or as needed, and our serviced yearly or as needed.

INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM

At Academy of Esthetics and Cosmetology The Instructional Method used to teach the Cosmetology, Barbering, Manicuring, Esthetician, courses are classroom lectures, Demonstrations and students practice designed to prepare students for the state licensing examination and for profitable employment in the field of:

COURSES OF STUDY

The course of study for students enrolled in a **Cosmetology course offered in English** shall consist of one Thousand Hours(1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

The course of study for students enrolled in a **Manicuring course offered in English** shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of Manicuring.

The course of study for students enrolled in an **Esthetician course offered in English** shall consist of six hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of esthetician.

The course of study for students enrolled in a **Barbering course offered in English** shall consist of one thousand (1000) clock hours of technical instructional and practical operations covering all practices constituting the art of Barbering.

EDUCATIONAL GOALS:

The Cosmetology, Barbering, Manicuring, Esthetician, Massage Therapy are designed to prepare students for the state licensing examination, and for a professional career in their chosen field.

SCHOOL LIBRARY

To better assist students in the preparation of their course of study this institution maintains a reference library containing many audio and visual aids, books, periodicals and magazines for the use of the staff and student body. Students are encouraged to utilize the materials available to them for independent study and research for assignments. Students may borrow any item from the library by signing their name on the library list.

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 38.** The freshman class introduces basic cosmetology fundamentals designed to

prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 120 hrs., (120 hours for 1000 hours Program) Esthetician 80 hrs., and Manicuring 60 hrs.**, **Barbering 120 Hrs**., **(120 hours for 1000 hours Program**)The course of study for students enrolled in a Barbering course shall consist of technical instructional and practical operations covering all practices constituting .

TEXTBOOKS EQUIPMENT & SUPPLIES

Necessary equipment will be issued at the beginning of the freshman class. All required supplies and equipment are kept in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment if lost or stolen. Students must learn to be responsible for the tools of their trade.

Current textbooks: taxes are not included in the prices below.

Milady Standard Cosmetology & Foundations 14th Edition

*Hardcover Textbook 2025	(ISBN:9780357871492)	List Price $189.95
Exam Preparation	(ISBN:9780357379103)	List Price $ 75.95
Milady Foundations 2025 14th Edition		List Price $ 79.94

Milady Standard Esthetics & **Foundations, 12 th Edition**

*Hardcover Textbook 2013	(ISBN :9780357263792)	List Price $209.95
* Student Workbook 2013	(ISBN-13:9781111306915)	List Price $ 96.95
Exam Preparation	(ISBN:9780357871478)	List Price $ 75.95

Milady Standard Nail Technology & Foundations 8th Edition

*Soft cover Textbook 2025	(ISBN: 9780357446867)	List Price $179.95
*Milady Student Workbook	(ISBN-13: 9781435497641)	List Price $ 70.95
Exam Preparation	(ISBN:9780357871485)	List Price $ 55.95

Milady Standard Professional Barbering 6th Edition

Hardcover Textbook 2013	ISBN: 9781305100558)	List Price $189.95
Theory Workbook 2013	ISBN:9781305100664)	List Price $ 79.94
Exam Review	ISBN:9781305100671)	List Price $ 75.95

NECESSARY EQUIPMENT will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. After completing 30 classroom hours, each student will be issued a complete kit of equipment with carrying case. The kit contains the necessary equipment needed to complete the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment if lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS

The School is closed on Sundays and Mondays, as well as the following holidays: from December 24th to January 2nd, for Christmas to New Year's (a total of 10 days), the Fourth of July, and Thanksgiving Day. A 'special' holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. The school offers the opportunity to catch up on hours on selected Saturdays.

SCHEDULE PROGRAMS HOURS PER WEEK

Classes for Cosmetology begin every 2 weeks on Tuesdays. Classes for Barbering begin every 2 weeks on Tuesday. Manicuring, Esthetician Courses: As required - (class must have 4 students to start). Please check with the admission department for class scheduling of these courses. The school is open from 9:00 am to 4:30 pm.

Cosmetology English F/T **34 Hrs. Per Week / 30 Weeks** **Total 1000 Hrs.**	**Cosmetology English P/T** **20 Hrs. Per Week / 51 Weeks** **Total 1000 Hrs.**	**Esthetician Program English F/T** **24 Hrs. Per week / 25 Weeks** **Total 600 Hrs.**
Tuesday – Friday 9:am to 4:30pm	Tuesday – Friday 9:am to 1:00pm	Tuesday – Friday 9:am to 3:00pm
Saturday 9:00-3:00pm.	Saturday 9:00- 3:00 pm	
Barbering English F/T **34 Hrs. Per Week** **Total 1000** Hours	**Barbering English P/T** **20 Hrs. Per Week** **Total 1000 Per Week**	**Manicuring English F/T** **Total 400 Hours** **22 Hrs./ 18 Weeks**
Tuesday-Friday 9:00am to 4:30pm	Tuesday- Friday 9:00 am to 2:00pm	To Be Determine
Saturday 9:00am to 3:00pm	Saturday 9:00 am to 3:00 pm	Tuesday – Friday 9:00am to 1:00pm
		Saturday-9:00 am -3:00 pm

ORIENTATION CLASS

Orientation classes for students are held every month, on Wednesday 9:00 a.m. until 10:00 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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

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

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

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Entity Name	Valley Family Center
Street Address	302 S. Brand Blvd.
City, State and Zip	San Fernando CA. 92340
Phone number	818-365-8588

Entity Name	Recover Integrity for Men
Street Address	12301 Wilshire Blvd. Suit 206
City, State and Zip	Los Angeles CA 90025
Phone number	844-469-2011

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

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the institutional procedures every two years. A log of incidences and disciplinary actions is kept by the institution.

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

ADMINISTRATION BUSINESS HOURS

Applicants for Admissions may secure information on Tuesday and Thursday between 10:00 a.m. to 400p.m.
Person to contact: **Mrs. Jezabel V. (**818) 361-5501

ADMISSIONS DISCLOSURE FORM

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution.
I have been advised of my obligations to repay any Direct Stafford Subsidized and Unsubsidized Loan(s) I may obtain at this institution.

JOB PLACEMENT ASSISTANCE

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

PLACEMENT ASSISTANCE

Person to contact: **Mr. Cesar Avina** (818) 361-5501 Call to make placement inquires.

FINANCIAL AID ASSISTANCE

Applicants or students may secure Financial Aid information Tuesday through Friday between 10.00 a.m. – 4:00 p.m. Person to contact: **Jezabel Velazquez** or **Mr. Cesar Avina** (818) 361-5501.

PROGRAM SCHOLARSHIP

All our program scholarships are based on the availability of funding. Incoming students are awarded the program scholarships based on the program of study once the student applies and eligibility has been determined. In order to be eligible for a Scholarship, you must maintain a "**C"(75%)** or better at all times in **Academics and Attendance**. Scholarship must be present at time of enrollment only, Scholarship valid upon completion of course. Once the student graduates and the scholarship is applied to the student tuition account as a Tuition Fee Waiver.

SATISFACTORY ACADEMIC PROGRESS POLICY(SAP)

The Satisfactory Academic Progress Policy is consistently applied to **all** students enrolled In a NACCAS approved program.
Is consistently applied to all students enrolled in the institution programs that are attending any schedule (part-time/full time).
It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.
Academy of Esthetics and Cosmetology, measures pace of clock hours progress at the point when the student's actual clock hours are completed, regardless of when the student attended them.

SAP EVALUATIONS PERIOD

All students must be in compliance with the Academic Probation and Dismissal Policy at the end of each evaluation period or term of the course. **The student's first evaluation will occur no later than the mid-point of the course program.**
Evaluation points occur based on the total length of the program measured in clock hours, and corresponding to the academic year of each program. The academic year for each program is 900 clock hours. Students are evaluated for Satisfactory Academic Progress at the point when the student is completes the hours in the evaluation period as follows:

Program 1. Cosmetology 1000 Clock Hours, based on a 30 hours per week attendance	
1st Evaluation Period Ends	450 clock Hours 18 Weeks
2nd Evaluation Period Ends	900 Clock Hours 30 Weeks

Program 2. Barbering 1000 Clock Hours, based on a 28 hours per week attendance	
1st Evaluation Period Ends	450 clock Hours 16 Weeks
2nd Evaluation Period Ends	900 Clock Hours 33 Weeks

Program 3. Esthetician 600 Clock Hours, based on a 30 hours per week attendance	
1st Evaluation Period Ends	300 clock Hours 10 Weeks
2nd Evaluation Period Ends	600 Clock Hours 20 Weeks

Program 4. Manicuring 400 Clock Hours, based on a 25 hours per week attendance	
1st Evaluation Period Ends	200 clock Hours 8 Weeks
2nd Evaluation Period Ends	400 Clock Hours 16 Weeks

Evaluations:
will determine if the student has meet the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Transfer Students:
Midpoint of the contracted hours or established evaluation periods, whichever comes first.
Students meeting the minimum requirements for attendance and academic progress at any evaluation point are considered to be making satisfactory progress until the next evaluation.
***ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAYS FOLLOWING ESTABLISHED EVALUATION POINTS (PERIODS. All students sign and receive a copy of their SAP report.**

ATTENDANCE PROGRESS EVALUATIONS
Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%). At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME
The maximum time Frame in which a student must complete the educational course, course does exceed 150% of the NACCAS approved length of the education course abased on 67% attendance schedule, measured in clock hours completed. This will allow students to complete each course and avoid withdrawal from school. Students who exceed the maximum time frame will be terminated from the program. Students will need to re-enrolled in the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institutions admissions policy. A leave of absence will extend the contract period and the maximum time frame by same number of days taken in the Leave of Absence.
***Note- A student's contracted time may vary according to their status (full or part-time)**

	MAXIMUM WEEKS	MAXIMUM SCHEDULED HOURS:
Cosmetology:	**30-51 weeks**	**1500 HOURS**
Barbering	**30-51 weeks**	**1500 HOURS**
Manicuring:	**14-19 weeks**	**600 HOURS**
Esthetician:	**25-30 weeks**	**900 HOURS**

ACADEMIC PROGRESS EVALUATIONS- GRADING CRITERIA
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade point
90%-100%	**A**	**Excellent**	**4.00**
80%-89%	**B**	**Above average**	**3.00**
75%-79%	**C**	**Average**	**2.00**
60% 74%	**D**	**Below average**	**1.00**
0%-59%	**F**	**Unsatisfactory**	**0**

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point, are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on Warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and consider to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if he/she has prevailed upon appeal.

ACADEMIC PROBATION AND DISMISSAL POLICIES

The school financial aid officer may place a student on academic Warning if the student is not making satisfactory academic progress as per the institution publish Policy. Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. If student fails below 75% in academic and/or 67% in attendance the student will be place on academic Warning. The student under an academic warning will have one additional term to bring up or to exceed the minimum standard of the institution. If the student has still not met progress requirement at the end of the warning period, the student will be consider not making satisfactory academic progress. At this point the student will have the option to appeal and request to be placed on probation. In order for the student to be placed on probation, the student MUST APPEAL the satisfactory academic progress decision within the next 15 days and prevail upon appeal. If at the end of the probation period the student has not met progress requirements the student will be dismiss from the program.

APPEAL PROCEDURES:

The student, who wishes to appeal the non-Satisfactory Progress Status must initiate the process by submitting a written request with supportive documentation such as medical, dead of a relative, an injury or illness of the student, other documentation that demonstrates the reason the student did not maintained satisfactory progress, these documents need to be submitted to the registrar office. This documentation must describe any circumstances that the student believes that affected his/her performance and deserves special consideration and what has change in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The registrar shall evaluate the appeal within (5) business days. If the institution determines that satisfactory academic progress standards can be made by the end of the subsequent evaluation period. An individual academic plan is given to the student to make sure they will make the institutions academic progress requirements. The plan will ensure the student will be able to meet the institution Satisfactory Academic Progress requirements by a specific point within the maximum time frame established for the individual student. The registrar will notify the student in writing of his/her decision and a copy of the document will be placed in the student's file.
Student who does not meet the minimum standards is no longer eligible for Title IV, HEA programs funds, if applicable, unless the student is on Warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

RE-ESTABISHMENT OF SATISFACORY ACADEMIC PROGRESS

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

TERMINATION BY INSTITUTION:

If the student is terminated by the Institution the applicable administrative fees will not exceed $100.00.

NONCREDIT, REMEDIAL COURSES, REPITITIONS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS:

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

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

DISMISSAL POLICY;

1. Any student, regardless of the average level of attendance, who has more than 14 consecutive days of unexcused absences, will be withdrawn from school. This standard shall apply to all students, unless student is on an approved leave of absence. Students who expect to be absent, for over 14 days, must request a leave of absence.
2. Students are also required to adhere to the school's rules of conduct and policies printed in the catalog.

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

LEAVE OF ABSENCE POLICY

Occasionally, students may experience personal emergencies, medical issue, maternity, family emergencies, death or funeral, childcare and other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA requires that the student must follow the institution's policy in requesting an LOA. The student must be requested LOA in advance by writing and must be approved by the school administration. The written request must include the reason for the LOA and the **start** and **end** of the leave of absence, this request needs to be sign by the student unless the student experienced any unforeseen circumstances. Leaves of Absence may be granted for up to 180 days. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. The student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period .The Institution will document the reason for its decision to approve the LOA. Students will not be assessed additional tuition charges while on their Leave of absence and the student's contract period will be extended for the same number of **calendar** days taken in the leave of absence. Before the start of the leave of absence, students **returning** from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. Students who fail to return from a LOA or take an unapproved LOA will be withdrawn .The student's withdrawal date for the purpose of calculation a refund will be the student's last day of attendance, or the day the student notifies the school that he/she will not be returning. Students must be reasonably certain of their intent to return. Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties and an addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date, and the contract addendum.

The institution may grant a LOA to a student that did not provide the request prior to the LOA due to unforeseen circumstances. In this situation the **start** date of the approved LOA would be the first date the student was unable to attend the institution due to the unexpected circumstances. The institution will collect the request from the student at a later date and will have the student sign the LOA form.

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school. A copy of the satisfactory academic progress evaluation is given to all students after their evaluation has been fully explained to them. A student can also request a copy of their SAP report at any time.

GRADING SYSTEM:

Students are evaluated on a regular basis on theory, and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 75% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

Grading	Letter	Description	Grade point
90%-100%	A	Excellent	4.00
80%-89%	B	Above average	3.00
75%-79%	C	Average	2.00
60%-74%	D	Below average	1.00
0%-59%	F	Unsatisfactory	0

ATTENDANCE POLICY

Maintain a cumulative average of 67% (c) or better in attendance.

Example: If the student has contracted to complete 30 hours per week, the student must attend at a minimum average of 20 hours per week (67% x 35 hours = 20.10 hours)

TARDINESS

Tardiness produces a disruption to a good learning environment and is discouraged. Future employers will not tolerate absences and Academy of Esthetics and Cosmetology strives to prepare students for a successful career in which attendance is a critical component.

Excused / Unexcused Absences/Tardiness

Additionally, if a student is excessively absent or late, he/she will not be able to master the course content and develop the knowledge and skills to succeed in a beauty career. The course is measured by actual clocked hours and excused and unexcused absences /tardiness have a negative effect on the student. Students are to be in class at the scheduled time. Morning students who cannot make it to school by 9:07am will be admitted in the theory class until 10:00 am.

CLASS CUTS

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence. All practical applications and theory hour requirements must be completed.

MAKE UP WORK

Students are required to make-up lessons, and exams missed due to absenteeism. However, the makeup work by the Student will not provide credit for hours or operations if not physically performed within the school premises.

CAREER COUNSELING, ACADEMIC ADVISING AND PERSONAL ATTENTION

Students are counseled individually, upon request of the student, and during scheduled evaluations. Academic counseling reviews the student's progress and adjustment. Students may request additional counseling sessions at any time. A Student "Help "list, of professional contacts, is available to students who may be experiencing more serious problems such as domestic violence, emotional problems etc. Students are given personal attention and assistance at every stage of training from the first day of enrollment to the last day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. In addition we help the student develop and pursue there academic and career goals, particular attention is given to students in preparation for the Licensing Examination Process.

TIME CARDS

Board of Barbering & Cosmetology Policy

State board recognizes the use of a time clock to validate attendance in a cosmetology school. Students are issued weekly time cards and are required to clock in upon: their arrival, out and in for lunch, and out at the end of the day. In addition, the school allows for two (2) scheduled "breaks" at 10:00am and 2:00pm. To avoid being counted as tardy, and in an effort to prevent the disruption caused by late arrivals during morning theory classes, students must be clock in no later than 9:07am. The time clock is closed at the start of morning theory and reopened when the class has concluded. Students arriving late will be permitted to clock in at10:15am, when the laboratory opens for patrons.

While receiving clock hour credit for attendance, students must be actively engaged in the practice of program signing. Student "Applied Effort" must be appropriate for the number of clock hours the student had attended. (See Time Card Credit below) Students who fail to apply themselves while "on the clock" will be asked to clock out and go home.
The main purpose of the weekly timecard is for students to record and validate the number of "theory" and "operations" earned, and which is mandated by the State Board of California.

TIME CARD CREDIT

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

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is the" applied effort" of the students as they manually perform practical operations.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Bureau gives for each operation: Shampoo/set =1½ hours, Scalp Treatment = ½ to 1-hour, Permanent Wave = 2 to 2½ hours, Facial = 1½ to 2 hours, Manicure = ½ hour and Hair cut = ½ to 1 hour. Using this scale, the Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

NOTIFICATION OF RIGHTS UNDER *FERPA* FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford eligible students and parents or guardians of dependent minor's certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

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

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

A student, parent or guardian of a dependent minor who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

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

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by **ACADEMY OF ESTHETICS AND COSMETOLOGY** in an administrative, supervisory, academic, research, or support

staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a

legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for **ACADEMY OF ESTHETICS AND COSMETOLOGY**.
Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Academy of Esthetics and Cosmetology. 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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the **ACADEMY OF ESTHETICS AND COSMETOLOGY** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)-(a)(l)(B)(2) are met. (§99.31(a)(l)) the student's activity on their behalf. (§§99.3l(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))5•To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. •Information the school has designated as "directory information" under §99.37. (§99.31(a)(ll)
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.3l(a)(l4)
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.3l(a)(15)

PROGRESS POLICY

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

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course.
All prospective students that are accepted for enrollment must be proficient in the **English** language if enrolling for Barbering, Esthetician, Manicuring, Cosmetology .

STUDENT RIGHT TO CANCEL

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of class**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**) whichever is later.
The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

If you have any complaints, questions, or problems you cannot work out with the school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747N. MARKET BLVD STE 225
SACRAMENTO, CA. 95834
PH# (916) 574-8900

OR

NACCAS
3015 COLVIN ST
ALEXANDRIA, VA 22314
(703) 600-7600

GRIEVANCE POLICY

Academy of Esthetics and Cosmetology will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be in included in the orientation process and is printed in the school catalog. Evidence of final resolution of all complains will be retained in the school files (Grievance binder), to determine the frequency.

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Registrar Ms. JEZABEL VELAZQUEZ
3. If you are unable to deliver the form to the Director, you may deliver it to the President:
   MS. LUZ AVIÑA @ 1116 SAN FERNANDO RD, SAN FERNANDO CA 91340
4. All grievances regardless of their nature will be turned over to the owner and reviewed.
5. The director will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Depending on the extent of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution.
7. For any grievances that you cannot work out with the institution you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. MARKET BLVD. STE 225
SACRAMENTO, CA. 95798
Ph# (916) 574-8900

Or

NACCAS
3015 COLVIN ST
Alexandria, VA 22314
(703) 600-7600

CAMPUS SECURITY ACT DISCLOSURE STATEMENT–CLERY ACT

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2022 and 12/31/24.

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

Report Distribution Date: October 1, 2025
Occurrences within the 2022,2023, and 2024 Calendar Years

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

Crimes Reported	2022	2023	2024	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	0	0
(B) Negligent manslaughter	0	0	0	0	0
(ii) Sex Offenses:					
(A) Rape	0	0	0	0	0
(B) Fondling	0	0	0	0	0
(C) Incest	0	0	0	0	0
(D) Statutory Rape	0	0	0	0	0
(iii) Robbery	0	0	0	0	0
(iv) Aggravated assault	0	0	0	0	0
(v) Burglary	0	0	0	0	0
(vi) Motor Vehicle Theft	0	0	0	0	0
(vii) Arson	0	0	0	0	0
Arrest and referrals for disciplinary actions including:					

(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	0	0
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	0	0
(B) Simple Assault	0	0	0	0	0
(C) Intimidation	0	0	0	0	0
(D) Destruction, Damage or Vandalism of Property	0	0	0	0	0
(viii) Liquor law violations	0	0	0	0	0
New reporting as of 10/01/2023					
Incidents of sexual assault		0	0	0	0
Domestic Violence		0	0	0	0
Dating Violence		0	0	0	0
Stalking		0	0	0	0

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1.This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.

(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.

(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee.

may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

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

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

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

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

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

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

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

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

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.

I. The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
II. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
IV. The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek professional assistance at the nearest hospital or health care services.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act— (continued)

V. The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.

VI. The institutional disciplinary actions in reference to an alleged sex offence are as follows:

a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and

b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense

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

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

Https: //WWW.bjs.gov

Description of school's emergency response and evacuation procedures.
Required elements:
-Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
13. -Statement that institution will, without delay, and taking into account the safety of the community, determine content of the notification Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
-A description institution's process to confirm there is a significant emergency
-Determine whom to notify
-Determine content of the notification
-Initiate the notification system
-List of titles of persons/organizations responsible for carrying out these actions
-Procedures for disseminating emergency information to the larger community
-The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
-Tests Announced or unannounced
-Publicized in conjunction with at least one test per calendar year
-Documented (description of the exercise, the date, time, and whether it was announced or unannounced)

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

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

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

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

- A description of the law enforcement authority of the campus security personnel.
- A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
- A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

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

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

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

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

Fire safety (668.49)
Missing students (668.46(h))
Emergency notifications 668.46(g))
Hate crimes 668.46(c))

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

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

Name of institution's Financial Aid Officer	**Mrs. JEZABEL VELAZQUEZ**
Title	**Financial Aid Officer**
School Name	ACADEMY OF ESTHETICS AND COSMETOLOGY
Street address	1116 SAN FERNANDO ROAD
City, State Zip	SAN FERNANDO CA 91340-0000
Phone No.	818-361-5501

1. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

   Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's Daily Incident Log, and then records those statistics.

2. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the

school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus.

3. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

a) Institution's officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

a. Do not leave personal property in classrooms.
b. Report any suspicious persons to your institutional official.
c. Always try to walk in groups outside the school premises.
d. If you are waiting for a ride, wait within sight of other people.
e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be

i. available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence.
j. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information.

If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

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

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

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

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

10 .Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

11.Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).
The institution does not maintain any special relationship with State and local police and do not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.
This Institution encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies
This institution encourages students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus.
This institution does not provide on-campus housing.
Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

HEALTH AND PHYSICAL CONSIDERATIONS

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

INFORMATION REGARDING THE EXAMINATION

Effective January 1,2022, the practical exam is no longer required for all license types.
Candidates only need to pass the written exam to became license. Once an examination application is approve by the Board, a PSI handbook will be send to the candidate. The candidate will schedule the writing exam at a time and PSI location of their choice.

SCHOOL RULES AND POLICIES

These rules are designed to promote professionalism and good work habits for our students, and to prepare you for successful completion of your course. Violation of school rules may result in suspension or termination. In order for the school to run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed:

1. Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Family members, friends, children etc… must pay full price for their services.
2. Students who wish to receive personal services must be maintaining minimum standards in attendance & grades and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
3. It is the student's responsibility to make up missed tests and assignments after each absence.
4. Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well-groomed in a clean prescribed uniform every day. Only closed toed tennis shoes should be worn. No hats/headwear/bandanas.
5. Students not "applying effort" while on the clock will be clocked out for the day.
6. Defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension.
7. ***Cell phones must be turned off when in the classroom or when working with clients***
8. Students are not permitted to refuse a client service. To do so will result in an immediate "clock-out".
9. AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT IS GIVEN.
10. Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
11. Students are required to clean their work stations, mirrors, and chairs each day. In addition, students will be assigned clean-up chores such as filling shampoos containers, straightening magazines, sweeping, and cleaning their lunchroom.
12. Stations/mirrors should be well kept/organized and free of distracting decorations.

13. Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate suspension.
14. Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a suspension .
15. Students must not visit or loiter with other students on the clinic floor where customers are being served.
16. For the consideration of others, graduating student's parties should be from 1:00pm – 2:00pm. (1 hour ONLY)
17. More than four absences in one month (or missing four or more morning theories) disqualify a student from personal services the following month.
19. All students are expected to maintain an average of 67% or better for attendance, and 75% on grades, and course related requirements.
20. Students must notify the administration office of any change of address or phone number.
21. Students absent 14 days or more, without notifying the administration office, will be withdrawn from school.
22. Student counseling, academic or personal, is available to our students upon written request at front desk.
23. Day students may not change to night classes or vice versa. Unless is approved by the Financial Aid Director.

Mandatory /Tardiness

1.All students must be clocked in by 9:07 a.m., Tuesday through Saturday. Students arriving after 9:07 a.m. have missed morning theory, and will not be allowed to clock-in until 10:15 a.m. (After 10 minutes break)

2. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness or absences continues, unless it has a valid Excuse to be absent. A valid excuse can be a doctor's note or other reasonable documentation.

3. All students arriving after 10:15 a.m. must present valid reason/excuse and get supervising instructor's permission.

Time card Policy

4.All students must use the timecard card upon arrival, during lunch, at the end of the day *and* when leaving school premises for any reason. Failure to do so will result in loss of time.

A 30-min. lunch break must be shown on the timecard/slide card if the student is attending more than a 6-hour day.

5. Freshman students will take their lunches as directed by the instructor from 12:30 a.m. -1:00 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients. Sign in the Emergency List every day before 10 a.m. at the front desk.

6. Students are allowed a 10-minute break at 10:00 a.m. and another at 1:00 p.m. These breaks may not be combined. Breaks at unassigned times will not be permitted.

7.Instructor and student must sign cards each day. Timecards must not be defaced in any way. Please fill-out and sign time cards with black or blue ink. No nicknames or white out on timecards will be accepted.

8.Time cards must be kept in the box during lunches and breaks by the time clock and are to remain in the school at all times.

9.Students taking unearned credits on their timecards or altering of forging time cards will result in immediate suspension.

10.Clocking another student's timecard or having them clock yours will result in immediate suspension or expulsion.

Other Rules and Regulations of the Institution

General Information

All students must call in absences to the front desk receptionist.

Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service. All supplies for personal services must be paid by the student who is to receive the service. Family members, friends, children, etc. must pay for all services.

Immediate Expulsion/Termination

1. Stealing
2. Possessing of any kind of weapon (Guns, Knives ETC.)
3. Altercations (fighting, disorders, etc.)
4. Physical/verbal abuse to another person.
5. Possession or selling of alcohol/drugs.

Immediate Suspension for one to five days

1.The use of profanity, ethnic/sexual slurs.

2.Smoking inside the Academy.

3. Any student under the influence of alcohol or drugs.

Other Elements, Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable.

COST FOR EACH COURSE/PROGRAM

Effective July 1, 2026

COURSE NAME	TUITION	REGISTRATION FEE Non-Refundable	BOOKS & SUPPLIES NON-REFUNDABLE	STRF Non-Refundable	TOTAL	WEEKS
Cosmetology (1000 hours)	$ 14,000.00	$ 100.00	$1700.00	$0.00	$15,800.00	33-42
Barbering (1000 hours)	$14,000.00	$100.00	$1600.00	$0.00	$15,700.00	33-42
Manicuring	$3,600.00	$100.00	$680.00	$0.00	$4,380.00	13-20
Esthetician	$9,000.00	$100.00	$1500.00	$0.00	$10,600.00	20-25

ITEMIZED CHARGES BY PAYMENT PERIOD: 1ST Payment Period, 2nd Payment Period, 3rd Payment Period and 4th Payment Period. For all programs.

NOTE: The Total Charges for a Period of Attendance and the Entire Educational Program Charges are the same.
NOTE: Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.
Please Note: Once the kit is used, they are not returnable or refundable due to sanitary considerations. Above kits prices include 10% sales tax.

Competency- Based Programs with clock Hours Component

Notice to the student that, should the student completed the program earlier than the estimated time frame state in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

ACADEMY OF ESTHETICS AND COSMETOLOGY RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

TUITION AND FEES POLICIES

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition ".

Notice: if you complete the program earlier than the estimated timeframe stated in your contract, your financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training on time as specified in the student's Enrollment Agreement.
Ontime graduation date Includes a grace period of 14 additional calendar days to complete the course. Additional training time beyond this date will cost the student. an additional training charge for the balance of the hours required to complete their program. The hourly tuition rate will be **Cosmetology $14.00** per hour, **Esthetician - $15.00** per hour, **Manicuring - $9.00** per hour, **Barbering - $14.00** per hour**.**

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. Late payments are subject to $15.00 fee. The institution accepts payments from cash, money orders, check, credit card, and Title IV Funds.

TRANSCRIPTS AND PAYMENT OF TUITION

ACADEMIC TRANSCRIPS: Academic transcripts will be available upon student request.
The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making decisions, understanding their rights, and understanding their rights, and navigating available services and their options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov"

, **CEC. Section 94828 per BPPE Reform Act January 1, 1998.For tuition, fees and all other charges for which the student has paid, EXCEPT the value of equipment, books, and supplies.**
*****NOTE: This institution calculates refunds according to State, Federal requirements. The calculation that results most favorable to the student is the one selected on the final calculation.**

NOTE: "Course" relates to "payment period" of enrollment: Refund policy calculations are performed under the two formulas described below. The calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid to the student's tuition account: The California State pro-rata refund calculation requirements applicable to all regular students. The Federal Pro-rata refund calculation formula applies if the student received federal aid, he/she is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged. (Effective 10/7/00, this Federal refund policy will no longer apply).

COMPETENCY-BASE PROGRAM WITH A CLOCK HOURS PROGRAMS: Student's notice that if you complete the program earlier than the estimated timeframe stated in the contract, your financial aid package will be recalculated and this may result in the liability owed by the student and/or the institution is applicable.

WITHDRAWING FROM SCHOOL – POLICIES AND PROCEDURES

Definitions:

Withdrawal date:

Institutions required to take attendance:

Last physical date of attendance recorded in the institutional records
*Return of Title IV Funds & Institutional Refund policy will use this date in their calculations as the end date of the Payment/enrollment period *

DETERMINATION OF WITHDRAWAL DATE

Institutions may, in accordance to its State or Accrediting Agencies**,** retain administratively the student in an active status for a period of time of two weeks per Federal Regulations the school must have a procedure in place to make a determination within 14 days of absence, if the student would be returning to school or not. This will be the date of the institutional determination of withdraw from school.
Institutions will use the determination of the withdrawal date as the start of the 45-day period in which the institution would make return the funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.

DETERMINATION OF WITHDRAWAL FROM SCHOOL

Institutions will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the Financial Aid Office at your school of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

- The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, **Or** (If attendance is not required) the last date when the student participated in an academically related activity or midpoint of the term, payment period or enrollment period.
- If a student is absent for two consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

WITHDRAWAL CALCULATIONS:

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

RETURN OF TITLE IV FUNDS (R2T4)

This formula determines the percentage of time that the student completed of the payment period or enrollment period in course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be return to the programs in the following order:

1.Unsubsidized Loans from FFELP or Direct Loan
2.Subsidized Loans from FFELP or Direct Loan
3Perkins Loans
4PLUS (Graduate Students) FFELP or Direct Loan
5PLUS (Parent) FFELP or Direct Loan
6. Pell Grant
7 Academic Competitiveness Grant (ACG)
8 National SMART Grant
9 Federal SEOG.

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans
If the calculation shows that the students owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of $50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student

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

POST WITHDRAWAL DISBURSEMENT

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.
Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the **first class** session **(first day of classes)**, or the seventh day after enrollment **(seven days from the date when enrollment agreement was signed)**, whichever is later.
The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

INSTITUTIONAL REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed **(including absences),** there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.
A registration fee of **$ 100.00 is not refundable.**

All cancellations can be for any reason, by either party, including student decision, course or program cancellation, or school closure .
All refund calculations are performed using our mandated State and Federal regulations agency.
If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy will apply. If the amount that you have paid is more than the amount that you owe for the time you calculations attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.
Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student will be determined to have withdrawn from school on the earliest point of:

The date you notify the **Financial Aid Office** of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determnation of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
Course Cancelation: Is the course is cancelled subsequent to a student's enrollment and before instructional in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; 2) Provide for completion of the course at schools in the neighborhood.
School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a pro rata refund; or 2) participate in a teach-out agreement.

FINANCIAL AID APPLICATION PROCESS

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes:
Federal PELL Grant: (does not require repayment) ***
Federal Supplemental Education Opportunity Grant: Does not require repayment (SEOG)
FDirect Stafford Loans - Subsidized: Must be repaid***
FDirect Stafford Loans - Unsubsidized: Must be repaid***
FDirect Plus Loans: Must be repaid***
*****Denotes the programs available at this institution**

The Financial Aid Office at Academy of Esthetics and Cosmetology is committed to providing students with financial aid resources to meet their educational cost. AOEC offers financial aid to eligible students through a combination of Federal Pell Grants, Federal Supplemental and Federal Direct Stafford Loans.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Stafford Loan, Perkins Loan /SLS/Plus Direct Loan at any school;
- have financial need;
- be making Satisfactory Academic Progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male between18-25 years of age);
- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have a high school diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

COMPLIANCE STATEMENT

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

FINANCIAL AID APPLICATION PROCESS

In order to determine eligibility for federal financial aid, students must complete the Free Application for Federal Student Aid(FAFSA) on line at www.fafsa.ed.gov. Students are encouraged to complete the FAFSA as soon as possible but not earlier than January 1st. The Title IV Institutional code for **ACADEMY OF ESTHETICS AND COSMETOLOGY** is **041324**. In order to sign your FAFSA form electronically; students must register for a FSA ID at www.fsaid.ed.gov. Once your FAFSA has been processed, a Student Aid Report (SAR) will be sent to you. The SAR outlines information that you reported on the FAFSA, and it is important that you review the information. Corrections can be made to the FAFSA by logging on the FAFSA website. When you receive the SAR, the Financial Aid Office will receive the electronic transmission of the FAFSA information from the federal processor.

When students complete the FAFSA, the United States Department of Education verifies the information reported with the following federal agencies:

1. Social Security Administration- for verification of your social security number and United States Citizenship Status
2. Selective Service Systems - for verification of Selective Service registration status
3. Department of Homeland Security - for verification of eligible non-citizen status
4. Department of Justice – for verification that an applicant has not been denied federal student aid by the courts as a result of a drug-related conviction
5. Department of Veterans Affairs- for verification of veteran status

Students who complete the FAFSA may be selected by the Department of Education for a process called Verification.

VERIFICATION PROCESS: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

Students who are selected for Verification are required to submit the following to the Financial Aid Office.

1. An IRS Tax Return Transcript for student and spouse or parents, as applicable of the most current year.
2. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable

If tax returns transcripts are not available or student has not filed, the following information is needed:

3. A copy of IRS form 4868(Application for Automatic Extension of time to File U.S. Individual Tax Return)
4. Wage earning statements (W-2 forms) and miscellaneous income statements (1099 forms) for student and spouse or parents, as applicable
5. Department of Education Verification Worksheet

The Financial Aid Office will notify students when they are selected for Verification and will provide guidance throughout the Verification process.

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS**—if the data is changed, the student/parent will need to provide other documentation as explained below.
If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or though the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript
There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.
Students or parents who file an **amended return cannot use the IRS Data Retrieval process**. Instead, they must request a *tax return transcript*, but because that document only contains the information on the original return, they must **also** request a *tax account transcript*, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, he/she must use IRS Form 4506-T rather than Form 4506T-EZ.
VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

1. **Death—Applicant** dies during the award year or before the deadline for completing the verification.
2. **Certain spouse or parents/status**—Spouse or parent's information is not required to be verified if the spouse or parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
3. **Completed verification**—if the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school: a. Letter stating that the verification process was completed. b. Copy of the application data that was verified, a copy of the signed SAR/ISIR.
4. **Not an Aid recipient**

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

TIME PERIOD FOR PROVIDING DOCUMENTATION:
Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2026, whichever is earlier

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):

If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2026, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, which the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

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

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, a referral of discovered fraud cases. Any fraud cases will be forwarded to the Office of Inspector General, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-1500. Phone: 1-800-MIS-USED. Email: oig.hotline@ed.gov

FEDERAL PELL GRANT:
Unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Additional information is available at www.studentaid.ed.gov

Amounts can change yearly. The maximum Federal Pell Grant award is $7,395 for the 2026–2027 ***award year*** (July 1, 2026 to June 30, 2027). For cosmetology and barbering programs, and for esthetician program $4,390.00 for the 2026-2027.The amount you get, though, will depend on your ***financial need***,

1. your cost of attendance,
2. your status as a full-time or part-time student, and
3. Your plans to attend school for a full academic year or less.

The financial aid Administrator will give you all the information regarding your eligibility and amount of award.

***You may not receive Federal Pell Grant funds from more than one school at a time**.

DIRECT FEDERAL STAFFORD LOANS (SUBSIDIZED/ UNSUBSIDIZED)

Direct Subsidized Loans are available to undergraduate students with financial need.
Your school determines the amount you can borrow, and the amount may not exceed your financial need.
For a subsidized loan, the U.S. Department of Education pays the interest

- While you're in school at least half-time,
- During a period of ***deferment*** (a postponement of loan payments).

Note**: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2026, and before July 1, 2027, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your ***principal balance. Interest rate is 4.99 % .

Unsubsidized Loans:

Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow by considering the cost of attendance and other financial aid you receive.
For an unsubsidized loan, you are responsible for paying the interest during all periods. Interest rate is 4.99 % .
If you choose not to pay the interest while you are in school and during grace periods and deferment or ***forbearance*** periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan)

PLUS LOANS

Are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the ***Direct Loan*** Program.
The U.S. Department of Education is the ***lender***.
The borrower must not have an ***adverse credit history***.
Loans have a fixed ***interest rate*** of 7.54 %.
The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

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

FOR MORE SPECIFIC INFORMATION ON EACH PROGRAM PLEASE REFER TO THE STUDENT GUIDES AVAILABLE AT:
Student Guide.

http://studentaid.ed.gov/students/publications/student_guide/index.html
Direct Loan Basics for Students
Direct Loan Basics for Parents PDF Spanish version PDF [3MB]

The following publications are available for our students and are handed out at time of Enrollment:

Funding your Education Beyond High School. http://www.studentaid.ed.gov. This booklet provides all required general information about the Title IV programs (Federal Pell Grant).

Your Federal Student Loan: Learn the Basics and Manage your Debt. http://www.studentaid.ed.gov. This booklet provides all required Direct Loan Information.

Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1-800-433-3243

NOTE: Defaulting in Federal Loans may initiate action against you including but not limited to retention of Income Tax refunds and also ineligibility for additional Federal Student Aid. Balances of unpaid institutional charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.

The following chart provides maximum annual and total loan limits for subsidized and unsubsidized loans as of July 1, 2026.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate	$5,500—No more than $3,500 of this amount may be in subsidized loans.	$9,500—No more than $3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate	$6,500—No more than $4,500 of this amount may be in subsidized loans.	$10,500—No more than $4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate	$7,500 per year—No more than $5,500 of this amount may be in subsidized loans.	$12,500 per year—No more than $5,500 of this amount may be in subsidized loans.

Direct Loan Entrance and Exit Interviews: before a first disbursement may be made to a first-time Direct Loan (Subsidized/ Unsubsidized loan) borrower, the student ***MUST*** receive Entrance counseling that explains the Loan obligation. The Counseling MUST be conducted in person, by audiovisual presentation, or by interact means.
Students are *strongly encouraged* to take the Online Direct Loan Entrance and Exit Interview/quiz at: https://www.dl.ed.gov
Prior to graduation, the student will be required to complete the Online **Direct Loan Exit** Interview at https://www.dl.ed.gov

FEDERAL DIRECT STAFFORD LOAN REPAYMENT OPTIONS: Students will begin repayment of their Federal Direct Stafford Loan when they graduate, withdraw, take a leave of absence, become administratively suspended and/or drop below half-time enrollment. At this time, the servicer of your Federal Direct student loan will be notified, and you will be informed regarding repayment options. The monthly payment amount can vary depending on how much loan debt the student has accumulated, the interest rate of the loans, and the repayment option the student selects. During the Direct Stafford Loan grace period, students will have the opportunity to select one of the repayment plans listed below:

STANDARD OR LEVEL: This is the most common and least expensive payment option where students have fixed monthly payments of at least $50 for a 10-year period. If your monthly payments exceed 10% of your gross monthly income, you should consider one of the other repayment options.

GRADUATED: This option allows the flexibility of having your payments start out low and increase over time. Generally, this is evaluated every two years. The option is good if you have limited income and expect higher earnings over the 10-year repayment period.

INCOME-BASED: Monthly payments are based on your income and your total loan amount over a period of 10 years. Payments can be adjusted annually to account for changes in your income. The repayment period of 10 years may be extended to 15 years under a special forbearance provision. Students should discuss the 15-year forbearance option with their loan servicer.

EXTENDED FIXED OR EXTENDED GRADUATED: Monthly payments are fixed or graduated over a period of up to 25 years. Extended repayment plans are available only to new Direct Loan Borrowers who currently have an outstanding Direct Loan balance of more than $30,000. You may choose to make payments using the level or graduated repayment schedule. The total interest costs are greater for the 25-year loan period versus the 10-year loan period.

INCOME CONTINGENT: This option allows the monthly payment to be adjusted each year based on the annual income (including your spouse's income if married), your family size, and the total amount of your Direct loans. After 25 years, any unpaid loan amount will be forgiven. This plan is currently available only to Direct Subsidized or Unsubsidized Loan borrowers.

FEDERAL DIRECT LOAN CONSOLIDATION: This allows you to combine multiple federal education loans into a single Direct Consolidation Loan which may allow students to extend the repayment period. Students should note that while extending the repayment period, they may pay more interest over the life of the Direct Consolidation Loan. The interest rate for a Direct Consolidation Loan is based on a weighted average of the loans being consolidated. Depending on your total loan balance, you may be able to lower your monthly payments. For additional information regarding Direct Loan Consolidation, contact the Direct Loan Consolidation Center at 1.800.557.7392.

DEFERMENT AND/OR FORBEARANCE OF FEDERAL STAFFORD LOANS: Students may be eligible to receive a deferment on their Federal Stafford Loans as long as the loan is not in a defaulted status. A deferment allows students to temporarily postpone payments on the Stafford Loan. Students may be eligible for a deferment if enrolled at least half-time at a postsecondary school, are in an approved rehabilitation training program for the disabled, unable to find full-time employment, and/or demonstrate economic hardship.

If a student experiences difficulty meeting repayment obligations and is not eligible for a deferment, the servicer may grant them forbearance for a limited period of time. During the period of forbearance, the student's payments are postponed or reduced, and sometimes the repayment period can be extended. Students will be charged interest on the loan during the period of forbearance. Students may be eligible for a forbearance if they are unable to make payments due to poor health or other unforeseen personal problems, are serving in medical or dental internships or residency, serving in a position under the National Community Service Trust Act of 1993, or obligated to make payments that are equal to or greater than 20 percent of their monthly gross income. Students can request deferments or forbearance by contacting the lender or agency that services their federal loans.

DIRECT LOAN DEFERMENTS:

A deferment is a period in which repayment of principal and interest is postponed temporarily. During the deferment of a subsidized loan (Direct Subsidized and Direct Subsidized Consolidation Loans), the government pays the interest that accrues. For unsubsidized loans (Direct Unsubsidized, Direct PLUS, Direct Unsubsidized Consolidation, and Direct PLUS Consolidation Loans), you are responsible for the interest that accrues during the deferment period. If you have unsubsidized loans, any unpaid interest capitalizes (is added to the principal balance) when you enter repayment at the end of the deferment.

FORBEARANCE

If you are not eligible for a deferment you may still be eligible for **forbearance**. Forbearance is an arrangement to postpone or reduce your monthly payment amount for a limited and specific period during which you are charged interest. If you indicate a temporary inability, but willingness to pay the loan(s), you may ask for or be offered a forbearance. For all Direct Loans, interest that accrues during forbearance is the responsibility of the borrower. When you re-enter repayment at the end of the forbearance period, any unpaid interest capitalizes (is added to the principal balance). You must apply and qualify for forbearance and the U.S. Department of Education must approve the request in order for forbearance to be in effect.

If you get a federal student loan you are responsible for repaying the loan amount plus any interest

If the Student obtains a Federal Student Loan to pay for an Educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The Federal or State government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough campus-based funds to satisfy all student financial needs.
Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.
The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

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

- **Family Contributions**
- **Other resources**
- **Federal PELL Grant**
- **Self Help (Stafford and/or, PLUS Loans)**

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

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid is used in a formula established by U.S. Congress to calculate your Expected Family Contribution.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance .

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. Were you born before January 2002?
2. As of today, are you married? (Separated but not divorced)
3. As of July 1, 2026, will you be graduate or professional student?
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Have children who will receive more than half of their support from you between July 1, 2025 and June 30, 2026?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2026?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2026, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2026, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2026, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

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

RENEWAL PROCESS: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant.

DEFINITIONS: RELATED TO FINANCIAL AID

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

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. 1st payment period: tuition for 450 hours, fees, books and supplies. 2nd payment period: tuition for 450 hours. 3rd payment period: tuition for 100 hours.

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

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

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

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the Promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the US Department of Education. The student will no longer be eligible for aid until informed by US Department of Education.

REFUNDS: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is,

1) Unsubsidized Loans from FFELP or Direct Loan.

2) Subsidized Loans from FFELP or Direct Loan,
3) PLUS (Parent) FFELP or Direct Loan,
4) Pell Grant,
This order would apply in accordance to the aid programs available at the institution.

TRANSFER STUDENT

****Hours with a valid Proof of Training will only be granted at time of Enrollment. (No hours will be granted, or Proof of Training accepted once the student is enrolled). Any hours remaining to complete the program of study will be charged at an hourly rate as follows: Cosmetology $14.00,** Barbering **$14.00**,Esthetician is **$15.00**,Manicuring is **$9.00.**

.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program if the student was in good standing with the Institution, without the loss of credit from the Board of Barbering & Cosmetology hours. However, they must re-enroll within 5 years from the date of their withdrawal. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment. **This is an institutional policy**. All records of the student are stored for five (5) years and all transcripts will be kept indefinitely. It is the responsibility of the student to maintain all documents received from the institution. Each re-entry is treated on an individual basis. **Academy of Esthetics and Cosmetology** reserves the right to reject students that had withdrawn from **Academy of Esthetics and Cosmetology** twice before.

COST OF ATTENDANCE

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below **2026-2027 Students.**

Expense Budgets:

ALLOWANCE	WITH PARENTS	ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITON & FEES	ACTUAL INSTITUTIONAL CHARGES	ACTUAL INSTITUTIONAL CHARGES	ACTUAL INSTITUTIONAL CHARGES
BOOKS & SUPPLIES	$1,080 PER ACADEMIC YEAR	$1,080 PER ACADEMIC YEAR	$1,080 PER ACADEMIC YEAR
FOOD (Per Mo/Per Yr.)	$976 /MO $ 8,780 /YR	ACTUAL INSTITUTIONAL CHARGES	$602 /MO $5,416 /YR
HOUSING (Per Mo/Per Yr.)	INCLUDED IN ABOVE	ACTUAL INSTITUTIONAL CHARGES	$1,240 /MO $11,164 /YR
TRANSPORTATION (Per Mo/Per Yr.)	$104 /MO $938 /YR	$36 /MO $324/YR	$95 /MO $858 /YR
PERSONAL/ MISC. (Per Mo/Per Yr.	$358 /MO $3,225 /YR	$290 /MO $2,609 /YR	$420 /MO $3,784 /YR
CHILD/ DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT. DEPENDING UPON AGE AND NUMBER OF CHILDREN
LOAN FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES	FOR STUDENT LOAN BORROWERS. ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE FEES
TOTAL: (Excluding Allowances based on actual Institutional Charges) (Per Mo/Per Yr.	$1,558 /MO $24,583 /YR	$446 /MO $4,013 /YR	$2,478 /MO $31,668.YR

****NOTE**: Our Institutions does not provide on-campus housing assistance.

STUDENT RIGHTS AND RESPONSIBILITIES

THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:

1. The name of its accrediting and licensing organizations?
2. About its programs; laboratory, and other physical facilities; and its faculty?
3. What the cost of attending is and the policy on refunds to students who drop out?
4. What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs?

5. What procedures and deadlines are for submitting application for each available financial aid program?
6. How it selects financial aid recipients?
7. How it determines financial need?
8. How much of your financial need, as determined by the school, has been met?
9. To explain each type and amount of assistance in your financial aid package?
10. To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed?
11. How the school determines whether you are making satisfactory progress and what happens if you are not?
12. What special facilities and services are available to the handicapped?
13.

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent you from receiving aid.
3. Know and comply with all deadlines for applying and re-applying for aid.
4. Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
5. Notify the school of any information that has changed since you applied.
6. Read, understand, and keep copies of all forms you are asked to sign.
7. Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
8. Notify the school of a charge in your name, address, phone number, or attendance status (Full/part-time)
9. Understand your school's refund policy.
10. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment Contract you will be asked to sign.
11. Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

CONSTITUTION & CITIZENSHIP DAY (SEPT 17TH)

Every September 17th (unless it falls on a weekend or other holiday) Constitution Day, also called Citizenship Day, is celebrated to mark the anniversary of the ratification of the U.S. Constitution. **ACADEMY OF ESTHETICS AND COSMETOLOGY**, acknowledges and expresses our pride as US citizens.

VOTING INFORMATION

To obtain information on voting you can visit U.S Post Office located at 308 S. Maclay Ave San Fernando CA 91340 (818)361-2965. Or Public Library 217 N. Maclay Ave. San Fernando CA.91340 (818)365-6928.
Further information at http://www.sos.ca.gov/elections/elections_vr.htm

BANKRUPTCY STATEMENT

Academy of Esthetics and Cosmetology have not filed for or been involved in any bankruptcy proceedings. Academy of Esthetics and Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years or has a petition in bankruptcy filed against it within the preceding five years that resulted in /
The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing **ALL PROGRAMS AT THIS INSTITUTION ARE "NON-RESIDENTIAL**
The following information is for any student that is looking for housing that is reasonable near the institution facilities:
The approximate cost for a one-bedroom apartment is **$1500.00 monthly**. Academy of Esthetics and Cosmetology has no responsibility to find or assist a student in finding housing.

VISA RELATED SERVICES

This Institution does not admit students with other countries; therefore, no Visa related services are offered.

SCHOOL CLOSURE

If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:
1) Provide a pro rata refund, or 2) Participate in a teach-out agreement.

ALL COURSE CURRICULUMS

COSMETOLOGY COURSE OUT LINE

At **Academy of Esthetics and Cosmetology**, Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. Along with a caring staff our cosmetology program will prepare our graduates to perform successfully in the modern workplace. Cosmetology skills that will be studied and practiced, include: hair coloring, hair cutting, skin care, chemical texturizing, nail care, and hairstyling techniques. For the successful graduate may seek related field positions may such as: salon technician, product sales representative, platform artist, salon manager or owner etc. In order to accomplish our training mission, Academy of Esthetics and Cosmetology has set the following objectives; (a) to offer programs of study that cover evolving technical skills. (b) to facilitate professional instructors and maintain a faculty that is able to impart to learners' principles, attitudes, and knowledge required to succeed professionally. (c) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the work force, bringing with them specific training and learning experiences.

CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1000 Hours)

The curriculum for students enrolled in a Cosmetologist course shall consist of one thousand **(1,000)** clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(c) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology**. Such technical instruction and practical operations shall include:**

1000 Hours Cosmetology Course Outline

Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Pursuant to B&P 7362.5(c) the curriculum for a cosmetology course shall, at a minimum, include **technical and practical instruction in the following areas:**	***MINIMUM REQUIRED TECHNICAL*** *INSTRUCTION (HOURS)*	***MINIMUM REQUIRED PRACTICAL OPERATIONS***
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	---
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	20	80
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	80	170
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	50	160

Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	50	100
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	20	40
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	50	65
SALON MANAGEMENT The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, seeking employment, the resume, job interview.	15	--

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

COSMETOLOGY 1000 HOURS

	SUBJECTS:	THEORY	PRACTICE	LABORATORY	CLOCK HOURS
1.	COSMETOLOGY ACT AND RULES	50	-----	-----	50
2.	HEALTH AND SAFETY / COSMETOLOGY CHEMISTRY	50	-----	-----	50
3.	DISINFECTION AND SANITATION	20	40	40	100
4.	HAIRSTYLING/THERMAL STYLING	30	40	40	110
5.	PERMING AND CHEMICAL RELAXING	40	20	70	130
6.	HAIRCUTTING	20	40	40	100
7.	COLOR/BLEACH	40	50	20	110
8.	FACIALS/MANUAL/ ELECTEIC/CHEMICAL	30	20	30	80
9.	ARCHING/Lash Beautification/ HAIR REMOVAL,WAXING,TWEE	20	20	20	60
10.	SCALP TREATMENT	10	10	10	30
11.	MANICURING/ PEDICURING	20	10	15	45
12.	ARTIFICAL NAILS AND WRAPS	30	40	40	110
13.	ADDITIONALTRAINING–SALON MAN., SEEKING EMPLOYMENT, CLIENT RELATIONS, DECORUM, PROF. ETHICS, DRUG PREVENTION, MODELING, ETC.	MAX. 25			25
	TOTALS	385	290	325 =	1000

RESOURCES:

Cosmetology Milady textbook, Health and Safety, State Board Rules and Regulations, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:

Students will read assigned chapters of the textbook and other materials in the school library. Attend theory classes, lectures, and demonstrations; write service procedures; and perform services on students, individuals, or mannequins.

INSTRUCTORS:

As in all phases of any profession, each individual has specialties within his or her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Class assignments and instructor names are posted on the relevant bulletin boards for students' reference.

EDUCATIONAL OBJECTIVE:

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.

3. Acquire knowledge of general theory relative to cosmetology including: anatomy, physiology, chemistry, & theory.
4. Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED:
Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn cosmetology procedures and terminology, how to apply daytime and evening make-up (including individual and strip eyelashes), perform manicures and pedicures (water and oil), and apply brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

CLASSES HELD AT *Academy of Esthetics and Cosmetology Campus*:
1116 San Fernando RD., San Fernando CA. 91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 1000 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (75%) or better.

GRADUATION REQUIREMENTS:
A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (75%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. The Institution will conduct a final evaluation to make sure that the student has met the Institution's graduation requirements.

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

GRADING SYSTEM:

Students are evaluated on a regular basis on theory, and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 75% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

Grading	Letter	Description	Grade point
90%-100%	A	Excellent	4.00
80%-89%	B	Above average	3.00
75%-79%	C	Average	2.00
60%-74%	D	Below average	1.00
0%-59%	F	Unsatisfactory	0

MANICURING COURSE OUT LINE

At **Academy of Esthetics and Cosmetology,** our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. Along with a caring staff, our manicuring program will prepare our graduates for the new demands in the beauty industry. We provide the training that will prepare our graduates to perform successfully in the modern work place. Practice and technical training include: manicuring, pedicuring and artificial nail application. The successful graduate may seek positions such as: manicurist pedicurist, nail technician, product educator, or nail artist. At some point, opportunities may include salon management or ownership.

CURRICULUM FOR MANICURING COURSE CIP#12.0410 (400 Hours)

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred **(400)** clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
300 Hours of Technical Instruction and Practical Training in Nail Care		
Manicures and Pedicures: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 & 180 Nails
100 Hours of Technical Instruction and Practical Training in Health and Safety		
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	-----
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	-----
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	35
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	----
SALON MANAGEMENT The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, seeking employment, the resume, job interview.	25	---

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

MANICURING 400 HOURS

SUBJECTS	THEORY	PRACTICE	LABORATORY	CLOCK HRS.
Cosmetology Act./Laws&Regs.	10	--	--	10
Health & safety	15	--	--	15
Chemistry	10			10
Disinfection	20	15	20	55
Bac/anat./phys.	10	--	--	10
Manicuring	15	30	35	80
Pedicuring	15	20	34	69
Brush-on nails	15	20(100 nails)	20 (100 nails)	55
Tips and over lays	10	16(80 nails)	16(80 nails)	42
Nail Repairs and wraps	5	12(60 nails)	12(60 nails)	29
Additional Training	25	--	--	25
Totals	150	113	137	**400**

RESOURCES:
Manicuring textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:
Students will read assigned chapters of the textbook and other materials in the school library. Participate in scheduled theory classes, lectures, and demonstrations, prepare written procedures related to service operations, and perform services on another student, individual, or mannequin.

INSTRUCTORS:
Every profession includes individuals with unique specialties based on their training and skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

MANICURIST EDUCATIONAL OBJECTIVE:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices.
2. Understand and practice sanitation and disinfection procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to procedures performed.
4. Acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nail applications, develop the knowledge to recognize the various skin conditions and disorders, acquire knowledge of analyzing the hands and feet, prior to all services, Learn the proper procedures for manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

CLASSES HELD AT *Academy of Esthetics and Cosmetology Campus*:
1116 San Fernando Rd., San Fernando CA.91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:
Shall have satisfactorily completed 400 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (75%) or better.

GRADUATION REQUIREMENTS:
A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (75%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. The institution will conduct a final evaluation to make sure that the student has met the Institution's graduation requirements.

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

GRADING SYSTEM:
Students are evaluated on a regular basis on theory, and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 75% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

Grading	Letter	Description	Grade point
90%-100%	A	Excellent	4.00
80%-89%	B	Above average	3.00
75%-79%	C	Average	2.00
60% 74%	D	Below average	1.00
0%-59%	F	Unsatisfactory	0

ESTHETICIAN COURSE OUT LINE

At **Academy of Esthetics and Cosmetology,** our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. Along with a caring staff, our Esthetician program will prepare our graduates for the new demands in the beauty industry. We provide the training that will prepare our graduates to perform successfully in the modern work place. Practice and technical training include: Skin analysis, various facial treatments, facial massage techniques, hair removal, and make-up application. The successful graduate may seek positions such as: esthetician technician in a spa or salon, product sales and/or education or make-up artist. At some point, opportunities may include salon management or ownership.

CURRICULUM FOR ESTHETICIAN COURSE CIP#12.0409 (600 Hours)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an esthetician. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
350 Hours of Technical Instruction and Practical Training in Facials		
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.	70	140
Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	15	20
200 Hours of Technical Instruction in Health and Safety		
Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	----
Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	-----

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	105
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	-----
50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up		
Eyebrow Beautification: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	55	50
Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
SALON MANAGEMENT The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, job search skills, the resume development., job interview preparation.	30	-

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.

NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

SUBJECT:	Theory	Practice	Laboratory	Total
Cosmetology Act/Laws & Regulations	10	--	--	10
Health and safety	20	--	--	20
Chemistry	10	--	--	10
Electricity	10	--	--	10
Disinfection / Sanitation	10	45	80	135
Anatomy Physiology Bacteriology	15	--	--	15
Preparation (15) Facial manual (20)	35	35	35	105
Facials elec..	30	25	25	80
Facials chem.	20	10	10	40
Arching/brows/tweeze	5	10	15	30
Hair removal/ wax	20	10	15	45
Make-up / eyelashes	20	20	30	70
Add. Training	30	--	--	30
Total	235	155	210	**600**

RESOURCES:
Esthetician textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:
Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:

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

ESTHETICIAN EDUCATIONAL OBJECTIVE

1. Acquire knowledge of laws and rules regulating California Salon and Spa establishing practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of skin.
3. Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all esthetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes.
5. Will learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Be able to appreciate good workmanship common to esthetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved “people skills”.

CLASSES HELD AT *Academy of Esthetics and Cosmetology Campus*:
1116 San Fernando Rd., San Fernando CA.91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed 600 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of “C” (75%) or better.

GRADUATION REQUIREMENTS:

A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a “C” (75%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. The institution will conduct a final evaluation to make sure that the student has met the Institution’s graduation requirements.

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

GRADING SYSTEM:

Students are evaluated on a regular basis on theory, and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 75% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

Grading	Letter	Description	Grade point
90%-100%	A	Excellent	4.00
80%-89%	B	Above average	3.00
75%-79%	C	Average	2.00
60%-74%	D	Below average	1.00
0%-59%	F	Unsatisfactory	0



BARBERING COURSE OUT LINE

At **Academy of Esthetics and Cosmetology**, Our mission is to provide an educational bridge between school and a work place that is constantly responding to the new demands in the beauty industry. Along with a caring staff our barbering program will prepare our graduates to perform successfully in the modern workplace. Barbering skills that will be studied and practiced, include: facial shaving, clipper haircutting, hair coloring, chemical texturizing, and hairstyling techniques. The successful graduate may seek related field positions may such as: Barber shop technician, product sales representative/educator, or platform artist. At some point, opportunities may include shop/salon management or ownership. In order to accomplish our training mission, Academy of Esthetics and Cosmetology has set the following objectives; (a) to offer programs of study that cover evolving technical skills. (b) to facilitate professional instructors and maintain a faculty that is able to impart to learner's principles, attitudes, and knowledge required to succeed professionally. (C) to provide students with a motivating environment from which to hone their skills, promote logical thinking, decision making, and communication. (d) to graduate individuals who are able to successfully enter the work force, bringing with them specific training and learning experiences.

CURRICULUM FOR BARBERING COURSE CIP #12.0402 (1000 Hours)

The curriculum for students enrolled in the Barbering program consists of (1000) clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7362.5(a) of the California Barbering and Cosmetology Act.

1000 Hours Barbering Course Outline

Business and Professions Code (B&P) section 7362.5(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	**Minimum Required Tecnical Instruction (Hours)**	**Minimum Required Practical Operations**
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	---
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	20	130
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	110	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	50	165

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	40	160
SALON MANAGEMENT The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, seeking employment, the resume, job interview.	25	---

The following breakdown of technical (theory) instruction, and practical training is based on (approximate) clock hour time spent on each subject listed in the State's published curriculums.
NOTE* TIME SPENT ON SOME OPERATIONS MAY VARY SLIGHTLY FROM CLIENT TO CLIENT AND/OR ON MANNIQUIN WORK.

BARBERING 1000 hours

SUBJECT:	Theory	Practice	Laboratory	Total clock hrs.
Barbering & Cosmetology. Act & Rules/ Regulations	50	---	----	50
Health Safety	50	---	----	50
Disinfection & Sanitation	20	60	40	120
Hair Coloring	20	40	20	80
Bleaching	20	20	10	50
Permanent Waving	20	50	20	90
Chemical Straightening	10	20	10	40
Hair Styling/Thermal/ Hot Comb	20	40	20	80
Wet Hair Styling	20	50	20	90
Hair Cutting	25	50	50	125
Facial/Massa Rolling Cream	20	50	10	80
Hair Shaving	40	60	20	120
Additional Training	25	-	-	25
Totals	**340**	**440**	**220**	**1000 total hrs.**

RESOURCES:
Barbering Milady textbook, State Board Rules and Regulations, Health and Safety booklets ,notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

LEARNING STRATEGY:
Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

INSTRUCTORS:
An experienced licensed barber will be teaching the barbering course. As in all phases of any profession each individual has specialties within his or her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

BARBERING DESCRIPTION OBJECTIVE:
1. Acquire knowledge of laws and rules' regulating the established California's barbering practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, and skin.
3. Acquire knowledge of general theory relative to barbering including Hair Cutting Hair Styling, Shaving, chemistry, and theory.
4. Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED:
1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.

3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, Permanent waving etc.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:
1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills" in dealing with patrons and colleagues.

CLASSES HELD AT *Academy of Esthetics and Cosmetology Campus*:
1116 San Fernando Rd., San Fernando CA, 91340

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:
Shall have satisfactorily completed 1000 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (75%) or better.

GRADUATION REQUIREMENTS:
A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (75%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation. The institution will conduct a final evaluation to make sure that the student has met the Institution 's graduation requirements.

LICENSING REQUIREMENTS:
Applicant must be 17 years of age or older and have completed the 10th grade, A Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the licensing exam with an overall average of 70% (The minimum passing score for the California barber exam is 70%.)

GRADING SYSTEM:
Students are evaluated on a regular basis on theory and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 75% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

Grading	Letter	Description	Grade point
90%-100%	A	Excellent	4.00
80%-89%	B	Above average	3.00
75%-79%	C	Average	2.00
60%-74%	D	Below average	1.00
0%-59%	F	Unsatisfactory	0

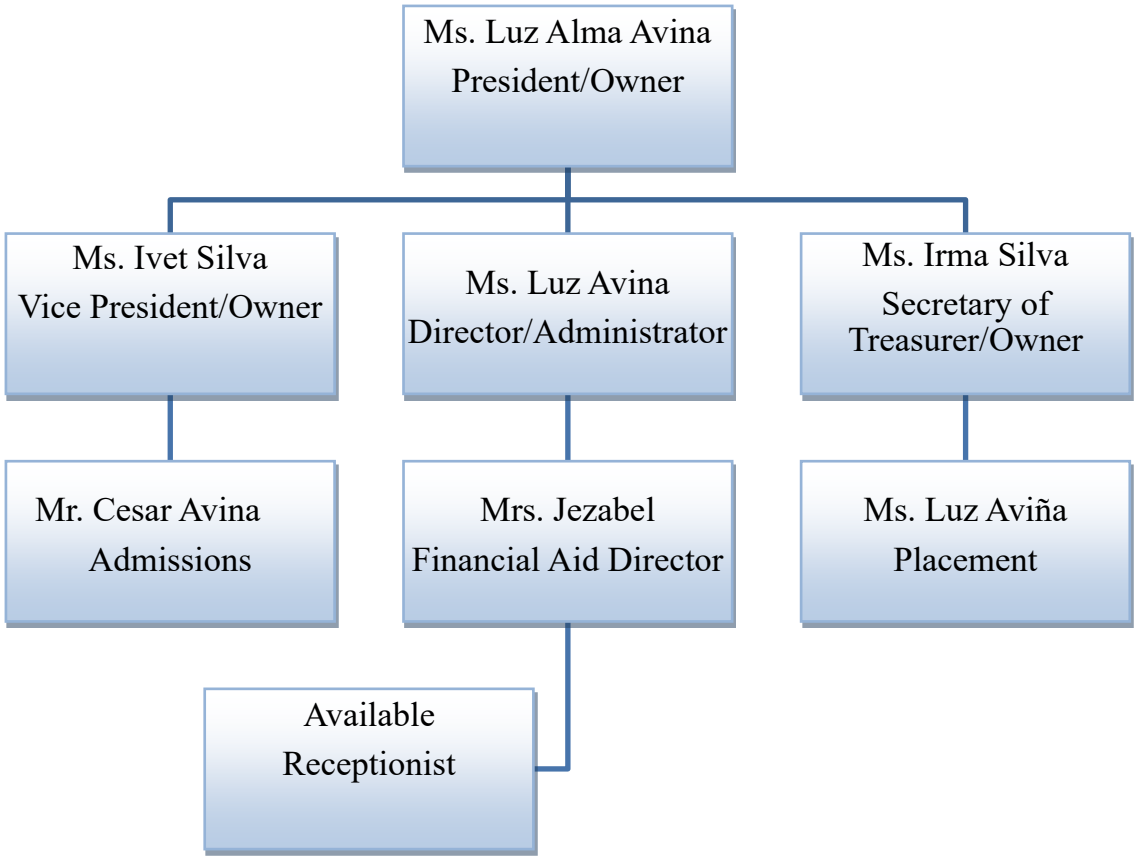
Naccas Annual Report Year 2024:

		Minimum to be in compliance
Graduation Rate:	**89.66 %**	**50%**
Placement Rate:	**61.54 %**	**60%**
Licensure Rate:	**81.25%**	**70%**

Academy of Esthetics and Cosmetology
SAFETY RULES

1. Wear closed toed tennis shoes and clean school uniform.
2. Sweep up hair immediately after a haircut.
3. Manicuring students, must dispose of acrylic powder and nail liquid by combining them in a paper towel, before disposing in trash.
4. Mop up spills immediately.
5. Wear safety goggles when mixing chemicals or cutting acrylics.
6. Read and follow instructions carefully.
7. When applying chemicals to a client, please do not leave them unattended.
8. Use dry hands when plugging and unplugging electrical devices.
9. Keep walkways clear from books and equipment.
10. Unplug hot irons and tools immediately after use, then place in safe area.
11. Wear gloves when mixing or applying chemicals.
12. First aid is available at the reception desk

ORGANIZATIONAL CHART



FACULTY AND THEIR QUALIFICATIONS

Mrs. Luz Avina	**DIRECTOR/INSTRUCTOR**
Licensed Cosmetology	41 Years
Instructor	40 Years
Teacher Credential	35 Years
Ms. Rose Lopez	**Substitute Instructor**
Licensed Cosmetology	30 Years
Instructor	27 Years
Mr. Jasmine Gaspar	**INSTRUCTOR**
Licensed Manicurist/Cosmetology	14 Year
Instructor	12 years
Mrs. Tracey Gonzalez	**INSTRUCTOR**
Licensed Cosmetology/Barber	15 Years
Instructor	13 Years
Mrs. Erika Artieda	**INSTRUCTOR**
License Esthetician /Cosmetology	25 Years
Instructor	20 Years

Directions to Academy of Esthetics and Cosmetology

FROM THE 5 FWY (SACRAMENTO FWY), GOING NORTH, EXIT ON SAN FERNANDO MISSION BLVD. RIGHT ON EXIT ON TO SAN FERNANDO MISSION BLVD, RIGHT ***ON SAN FERNANDO RD. 1116 SAN FERNANDO RD. (818) 361-5501***