CALIFORNIA
BEAUTY ACADEMY

Instruction in the Arts of
HAIR, NAILS & SKIN CARE

SCHOOL CATALOG

Valid Jan. 1, 2026 – Dec. 31, 2026

1828 E. COLLINS AVE, ORANGE, CA 92867
(714) 633-7170 / www.haircabeauty.com

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As a prospective student, you are encouraged to read 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. 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.

WELCOME/MISSION STATEMENT

Welcome to the wonderful world of hair, nails and skin care. California Beauty Academy offers you personalized care with attention to your needs and abilities. If you are people oriented and are willing to learn and study, California Beauty Academy will help open the door to your future.

Our mission is EDUCATION for those wishing to enter the personal services industry as a Manicurist, Cosmetician, Hairstylist, Barber or Cosmetologist. We will educate you to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with confidence. We want to offer to you the most current and up-to-date methods and techniques.

EDUCATIONAL OBJECTIVE

To provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology.

Students will be introduced and provided structured instruction in a learning environment that offers time to acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their programs of study.

HISTORY

California Beauty Academy was established in 1989 as a takeover of an existing successful school. New America Beauty Education, Corp., became the new owner in 2014. It is the goal of management to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

FACILITY

California Beauty Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were considered when designing the school. All instruction takes place at this location*** (1828 E. Collins Ave Orange, CA 92867).
The location has excellent access to and from freeways and has more than ample parking.
The facility has over 5000 sq. ft. of space which includes 3 theory (class) rooms, a large clinic (service) area with a total of 79 workstations, 10 hair dryers, 7 shampoo bowls, skin care beds and equipment, 3 staff offices, and 2 restrooms.
***Satellite locations are at 3620 and 3636 First Street Santa Ana, CA 92703 Currently, no classes are being held at either satellite location.
Prospective students are encouraged to tour the facility and discuss personal goals prior to signing an enrollment agreement.

FINANCIAL STATEMENT

California Beauty Academy does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. California Beauty Academy has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

APPROVAL DISCLOSURE STATEMENT

CALIFORNIA BEAUTY ACADEMY is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. This approval must be renewed every five years and is subject to continuous review. The institution is approved to teach the following programs: Manicuring - 400 hrs. & 600 hrs.; Esthetician/Cosmetician 600 hrs.; Hairstyling 600 hrs.; Barbering 1000 hrs. & 1500 hrs,; Cosmetology 1000 hrs. & 1500 hrs. The institution is approved to teach all programs in English and approved to teach Manicuring programs, Esthetics and Cosmetology in Vietnamese.
CALIFORNIA BEAUTY ACADEMY is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist, Manicurist, Cosmetician, Hairstylist and Barber. **California Beauty Academy is an unaccredited institution and it's not eligible for federal nor state financial aid programs.** The institution is currently a Candidate School with the National Accrediting Commission of Career Arts & Sciences (NACCAS). 3015 Colvin St., Alexandria, VA 22314 (703) 600-7600.

APPROVALS

The following boards, bureaus, departments and agencies set minimum standards for our programs of study in accordance with Education Code Section 94316.12:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market., Suite 225
Sacramento, CA 95834

(916) 574-8900
(888) 370-7589
Fax (916) 263-1897
bppe.ca.gov

Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road Suite 100
Sacramento, CA 95834
800-952-5210 Fax
(916) 575-7281
barbercosmo.ca.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., Suite 225
Sacramento, California 95834
PO Box 980818
West Sacramento, California 95798-0818
Website: www.bppe.ca.gov
(888) 370-7589 (916) 4574-8900
Fax: (916) 263-1897

All information in the context of this school catalog is current and correct and is so certified as true by Ms. Thanh Mai Tran.

STATEMENT OF NON-DISCRIMINATION

California Beauty Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Disability, Financial Status, or Ethnic Origin in its admissions, instruction or graduation policies.

CAREERS IN BEAUTY and BARBERIING

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, chemical services, skin care, make-up, manicuring, salon management, instructing and/or platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals.

PHYSICAL DEMANDS IN BEAUTY, BARBERING & TEACHING

Although these professions are artistic and challenging careers in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important and these traits should be emphasized.
A career in these fields requires physical demands that include:

- Standing for long periods of time – Cosmetologists, Barbers, Cosmeticians, Teachers
- Walking throughout your workday
- Sitting for periods of time – Manicuring, Pedicuring, Facials
- Lifting supplies
- Bending – Shampooing, Facials, Pedicures
- Reaching for supplies
- Finger dexterity in handling tools & implements and performing most services
- Talking with clients
- Seeing, Reading & Comprehending written instructions, directions and observing clients

SALARIES

A beginning careerist in the personal services industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Salaries range from $18.00 a service to $250.00 per service depending on your area of expertise and experience.

ADMINISTRATION

California Beauty Academy is managed by Thanh Mai Tran at 1828 E. Collins Ave, Orange, California 92867

Thanh Mai Tran	CEO, CAO, CFO
Jonathan Nguyen, DC	School Director, COO
Hanna Dang	Administrator
Frances Rodriguez	Academic Supervisor

INSTRUCTORS

Instructors are licensed by the California State Board of Barbering & Cosmetology. To keep up with the current methods of teaching styling trends, the staff regularly attends classes and seminars.

Frances Rodriguez.....Instructor has been in the Cosmetology and Barber field for more than 15 years working in the salon and as an instructor.

Kathy Pham.....Instructor has been in the beauty & esthetic fields for more than 15 years as a Cosmetician, Manicuring, Barber & Cosmetology instructor.

Maira Flores…….Instructor has been a Cosmetology instructor for more than 5 years.
a Cosmetology instructor for more than 6 years.

Celine El Jannoun……Instructor has been in esthetics field for more than 3 years as an instructor and skin care specialist.

Darnell Flagg.....Instructor has been a Barber instructor for more than 4 years and a Barber for 5 years.

ADMISSION REQUIREMENTS - FOR ALL PROGRAMS

Individuals are admitted as California Beauty Academy students by supplying the following:

- A completed California Beauty Academy application,
- Government issued picture Identification,
- Social Security Card or Individual Taxpayer Identification Number (ITIN) •
- High School Diploma **or** transcript **or** GED **or** College transcript,
- $100 Application Fee.
- Ability To Benefit applicants- for those lacking a High school diploma or its equivalent, an applicant may take an Ability To
  Benefit exam and pass that CELSA exam with the acceptable passing score for that examination, 97 is the passing score. The test must be taken and passed before an applicant can be accepted for enrollment at California Beauty Academy.
- Foreign diploma and transcripts must be translated and evaluated by a qualified third party to ensure 11th grade completion equivalency, at a minimum, for qualification for enrollment.
- Although California Beauty Academy has approved satellite locations in Santa Ana, we do not offer any classes at those locations at this time.
- **Please note that California Beauty Academy does not offer any Financial Aid Programs or Title IV funds at this time.**

"CROSSOVER" APPLICANTS

In addition to the above listed Admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a California license, the Academy may accept credit and hours for previous training from another program as allowed by the California Board of Barbering and Cosmetology.
The applicant must have a valid California Cosmetologist/Esthetician (Cosmetician)/ Barber/Manicurist license and submit a copy with the license with the completed California Beauty Academy application. Current charges are $6.00 per hour for each program without an application fee. Students must obtain their own kit and supplies or may have the option to purchase the entire kit at the school's listed price.

TRANSFERRING TO CALIFORNIA BEAUTY ACADEMY POLICY AND PROCEDURES

In addition to the above listed Admissions requirements, individuals wishing to transfer to California Beauty Academy **must submit Proof of Training or Transcript with the completed California Beauty Academy application.** Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that California Beauty Academy will accept to transfer to the Academy.
A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

Experiential learning is not considered nor accepted in any of the programs at California Beauty Academy.

California Beauty Academy has not entered into any articulation agreements with any other institutions.

SEVIS ADMISSION REQUIREMENTS

California Beauty Academy has been approved to offer programs to foreign students. M-1 Visa students must have Form I-20 and must have their high school diploma and transcripts translated into English and establish that the diploma is equivalent to a California High School diploma. English proficiency is required to be successful in our programs. Visa services are not offered at California Beauty Academy. The school does not offer I20 at this time.

ADMISSIONS HOURS

Applicants for admission may secure enrollment information Tuesday-Friday during the following hours:

Tuesday - Thursday	08:30 AM - 7:00 PM
Friday	08:30 AM - 5:00 PM

LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT

All programs are taught in English and all programs except for barbering are taught in Vietnamese.
Proficiency in English is based on public school's 10th grade reading comprehension standards.
We do not offer ESL classes.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent fourteen (14) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.
The status of a student re-entering school is the same progress status as when s/he left. The student must pay a reenrollment fee of $700.00 which will be charged for written testing, practical exams and supplies. The student is responsible for all supplies that were issued on first day of class (books/kit/etc.). The student is required to have these items each day to be ready to complete all theory & practical assignments. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.
All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for five (5) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. If re-enrollment is requested after six (6) months from official withdrawal date, current tuition, fees and supply costs will be charged during re-enrollment process.

RE-ENROLLMENT - CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California Board of Barbering & Cosmetology (BBC) provides that the hours of applied effort accumulated will remain in effect for a period of three years from the date of withdrawal. Appropriate credit will be granted for prior training upon review and verification by Academy officials of its validity under the BBC Act and the Rules and Regulations. Occasionally, a student's acceptance by the Academy will depend entirely on an evaluation by the BBC.

NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Beauty Academy to determine if your credits or diploma will transfer. The school has not entered any into any articulation or transfer agreement with any specific college or university.

BACKGROUND CHECK

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams and paying all required costs and fees at California Beauty Academy a Proof of Training will be

submitted to the board with your application for the required examination. Once you pass the state exam, you will receive your license to work in California in your chosen career.
The California Board of Barbering and Cosmetology applications for examinations require an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine an applicant's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included with the application. These are reviewed and evaluated on a case-by-case basis.
It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license. For more information about California requirements please visit www.barbercosmo.ca.gov
The following website provides sex offenders information in our area: www.city-data.com/so/sotemple-city-california.html

SCHOOL CALENDAR

California Beauty Academy operates continuously throughout the year except for the following holidays: New Year's Day July 4th Thanksgiving Day Christmas Day
The school may schedule additional days off with proper notice to students and staff.
Our Academic year is 900 clock hours and 26 weeks.

CLASS SCHEDULES

Each course has open enrollment. Since the courses are offered on an on-going basis, all prospective students may begin classes on Tuesday of every week. Classes begin Tuesday of each week except on holidays and holiday eves. For specific information please contact the school administrator.
We offer day and evening programs as well as full time and part time schedules at California Beauty Academy. Your specific schedule will be developed during your meeting with the Admissions Administrator. Arrive at school 15 minutes before scheduled time on your first day to be clocked in and introduced to staff and students.

ORIENTATION

Orientation is required for all students and it takes place prior to the first day of class. All enrolled students must attend orientation before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations. New students must have their catalogs, notepaper and pencil or pen for note taking.

GRADING

Students are graded regularly in theory, practical work and attendance. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

GRADUATION/DIPLOMA REQUIREMENTS

To graduate the student must meet all requirements for his/her program in accordance with our Satisfactory Academic Progress Policy and pass the final examinations (written and practical exams), pay all required tuition and fees and complete required hours for the program. At that time, a graduating student will be presented with a diploma from California Beauty Academy. If the student has reached 17 years of age and has at least a 10th grade education he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by National Accrediting Commission of Career Arts and Sciences and the Federal regulations established by the United States Department of Education.

EVALUATION PERIODS: Students are evaluated for Satisfactory Academic Progress at the following points of "scheduled" hours of completion:

Cosmetology & Barbering 1000 hour programs – 450 and 900 hours of scheduled hours.
Cosmetology & Barbering 1500 hour programs – 450, 900 and 1200 hours of scheduled hours.
Cosmetician/Esthetician & Manicuring 600 hour programs –300 hours of scheduled hours.
Manicuring 400 hour programs –200 hours of scheduled hours.
*Transfer students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course.

ATTENDANCE PROGRESS EVALUATION: Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% 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 TIMEFRAME
The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is:

COURSE	MAXIMUM TIME ALLOTTED WEEKS	SCHEDULED HOURS
Cosmetology/Barbering (Full-time 24 hrs/wk) – 1000 Hours	55.5 weeks	1330
Cosmetology/Barbering (Part-time 12 hrs/wk) – 1000 Hours	111 weeks	1330
Cosmetician/Manicuring (F/T 24 hrs/wk.) – 600 Hours	33 weeks	798
Cosmetician/Manicuring (P/T 12 hrs/wk.) – 600 Hours	67 weeks	798
Manicuring (F/T 24 hrs/wk.) – 400 Hours	22 weeks	532
Manicuring (P/T 12 hrs/wk.) – 400 Hours	44 weeks	532
Cosmetology/Barbering (Full-time 24 hrs/wk) – 1500 Hours	83.125 weeks	1995

If a student exceeds his/her Maximum Timeframe, he/she will be dropped from his/her program.

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

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory NOT PASSING
85% - 94%	B Good	Below 70%	F Fail NOT PASSING
75% - 84%	C Passing		

FACTORS TO BE EVALUATED:
o Theory
o Practical work

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 hardcopy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Any student who receives a SAP that does not meet minimum requirements that will impact the student's financial aid eligibility will be notified in writing (i.e. the student must sign and receive a copy of that SAP report).

California Beauty Academy does not offer Title IV funds at this time.

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

California Beauty Academy does not offer Title IV funds at this time.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

MAKE UP WORK

In the case of a necessary absence on the day of an examination, the student must arrange to take the test within 3 days of returning to school.

TUITION AND FEE SCHEDULE

Total charges are for both the entire educational programs and period of attendance.

Fees & Charges	Cosmetology OR Barbering 1000 HRS	Cosmetician/ Esthetician 600 HRS	Manicuring 600 HRS	Manicuring 400 HRS	Cosmetology OR Barbering 1500 HRS	Hairstyling 600 HRS
# Weeks to Complete	25/50	**15/30**	**15/30**	**10/20**	**38/75**	**15/30**
Tuition	**$8,000.00**	**$4,800.00**	**$4,800.00**	**$3,200.00**	**$12,000.00**	**$4,800.00**
Application Fee* **(nonrefundable)**	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00
Books & Kit	$800.00	$1,100.00	$700.00	$700.00	$800.00	$700.00
STRF# Fee **($0 per $1000 increment)**	$0	$0	$0	$0	$0	$0
TOTAL*	**$8,900.00**	**$6,000.00**	**$5,600.00**	**$4,000.00**	**$12,900.00**	**$5,600.00**

Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement

*Charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same

*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided and it is non-refundable once the student receives the kit & supplies.

Optional Fees: Completion/Proof of Training Fees- $25.00 for each documentation (after initial issuance)

STUDENT TUITION RECOVERY FUND (#STRF)

The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 in the institution, prepaid tuition, and suffered and 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.
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 STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, Phone (888) 370-7589 or (916) 431-6959.

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 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.
5. You have been awarded restitution, a refund, or other monetary award be 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.

6. 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 debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of zero cents ($0) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero cents ($0).
For further information or instructions contact:
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd., Suite 225,
Sacramento, CA 95834
Tel (916) 574-8900, Toll Free (888) 370-7589, Fax (916) 263-1897
It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or and other information that documents the monies paid to the school.
Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at:

Physical address – 1747 N. Market., Suite 225 Sacramento, CA 95834
Mailing address – PO Box 980818 West Sacramento, CA 95798-0818
Phone – (888) 370-7589 Fax (916) 263-1897 Website: www.bppe.ca.gov

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

EXTRA INSTRUCTIONAL CHARGES

California Beauty Academy will charge additional tuition for hours remaining after the enrollment agreement end date at the rate of $700.00, payable in advance until graduation date.

METHODS OF PAYMENT

A mutually agreeable payment plan may be arranged by school. Payments are acceptable by cash, check, credit card and or cashier check. If a student obtains a loan to pay for his/her education, the student is responsible to repay that loan.

REFUND POLICY – STUDENT'S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
6. Written notification can be written in an email to the Director or by written correspondence delivered to the Director in person or through US mail. The notification should include that the student wants to withdraw from the program and the effective date. For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies:

% OF SCHEDULED TIME ENROLLED	TUITION SCHOOL RETAINS
01.00-60.00%	Pro Rata Calculation based upon scheduled hours*
60.01% and over	100%

Termination fee of $100.00 is charged to all drops, withdrawals and terminations.

***Example based upon a 1000 clock hour program:**

Total Paid to School by student = $3000.00		Tuition Cost - $6,900.00	Paid Tuition **-** $2,100.00
Less Application Fee	<$100.00>	Program Hours - 1,000	Scheduled Hours – 500 (50%)
Less cost of Kit & Supplies	<$800.00>	Hourly Tuition Price - $6.00	Tuition owed - $2,100.00

Amount Paid for Instruction - $2,100.00 + **$100.00 Termination fee = $2,200.00 Owed to school - $100.00**

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
Students who drop, withdraw or terminate prior to course completion are charged a termination fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

STUDENT SERVICES AND POLICIES

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever.
Students are not entitled to inspect the financial records of their parents.
Written consent is required from student or guardian before educational records or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

PRIVACY POLICY

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. California Beauty Academy requires a release form be completed for each third-party request of information. California Beauty Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. Students are advised about academic progress as needed and, at the time of their SAP evaluations. The types of advice will vary according to each student's evaluation. Students strengths and weaknesses are assessed. In cases of unsatisfactory

progress, a formal advising session must be documented. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

PLACEMENT & EMPLOYMENT ASSISTANCE

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Once a diploma has been awarded for Cosmetology, Cosmetician, Barbering or Manicuring, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, California Beauty Academy will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

HOUSING

The availability of housing located near CALIFORNIA BEAUTY ACADEMY ranges from $950.00 to $1200.00 PER MONTH for a 1 bedroom apartment. CALIFORNIA BEAUTY ACADEMY has no responsibilities to find or assist a student in locating and/or securing housing. Dormitory facilities are not available at California Beauty Academy.

UNIFORMS

1. No student will be allowed to remain in school without the proper uniform.
2. School uniform (white/black) must be worn at all times while clocked in.
3. Additional clothing such as sweaters, sweatshirts, and jackets should be white or black, preferably.
4. Full-coverage shoes must be worn at all times.

LIBRARY

There is an area with computers and internet access as well as reference books, DVDs and videos to support the educational programs at California Beauty Academy.

Students have access to our resources during school hours with the instructor approval.

DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, 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:

Chapman Counseling 1412 E Chapman Orange, Ca
92867 714-288-9779

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 agency every two years. A log of incidences and disciplinary actions is kept by the institution.

ABUSE PREVENTION PROGRAMS

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

Southern California Alcohol & Drug Programs - Heritage House Village 405
South Rose Street Unit 102 Anaheim, CA 92805
(714) 999 - 5960

California Hispanic Commission Casa Elena
832 South Anaheim Blvd. Anaheim, CA 92805
(714) 772 - 5580

Adult Abuse Service 1-800-451-5155
Child Protective Services 1-800-442-4918 Domestic Violence Hotline (714) 992 - 1931

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director. Disciplinary action(s) including suspension through expulsion and referral to local law enforcement will take place if harassment and/or stalking is occurring or has happened. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding and both the accuser and the accused will be informed of the outcome of all disciplinary proceeding brought alleging a sex offense. A victim has the option to change her/his schedule after an alleged sex offense.

Harassment is any unwanted sexual attention, verbal or non-verbal or written, touching or innuendo by male or female. This includes stalking and other predatory behaviors. Stalking is defined as “a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear." (from the National Institute of Justice) Stalking can be carried out in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). **Cyberstalking**—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail.

LEAVE OF ABSENCE POLICY

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The begging date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

There must be a reasonable expectation that the student will return from the LOA in order to for a LOA to be approved. Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student’s contract will be extended 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 or an addendum must be signed and dated by all parties.

A student may request more than on LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academy Director, Mr. Jonathan Nguyen. Mr. Nguyen will address the complaint within 48 by meeting with the concerned individual and coming to a mutually agreed upon decision.

A student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtain on the Bureau's internet website: www.bppe.ca.gov

COURSES OF STUDY

Currently California Beauty Academy is approved to offer Cosmetology for 1,000 Clock Hours, Barbering for 1,000 Clock Hours, Manicuring (Nail Care) for 600 Clock Hours, Manicuring (Nail Care) for 400 Clock Hours, Esthetician/Cosmetician (Skin Care) for 600 Clock Hours, Hairstyling for 600 Clock Hours, Cosmetology for 1,500 Clock Hours, Barbering for 1,500 Clock Hours.

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology, Skin Care, Barbering, Manicuring or Hairstyling.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a Cosmetologist/Hairstylist (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #39-5012), Cosmetician/Esthetician (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094). Manicurist (D.O.T. # 331.674-010, CIP # 12.0410, S.O.C. #39-5092), Barber (D.O.T. # 330.371-010, CIP #12.0402, S.O.C. #39-5011).

TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

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

COSMETICIAN/ ESTHETICIAN 600 CLOCK HOURS

COSMETICIAN CURRICULUM DESCRIPTION

This 600-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Cosmetician(Esthetician) licensure. Entry level positions as a skin care therapist, make-up artist, brow expert, product representative or waxing technician are some of the options that a licensed Esthetician can secure.

COURSE GOALS

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as Cosmetician.

COURSE MATERIALS

Milady Standard Esthetics: Fundamentals, 11th Edition - Milady Publishing Corporation

2025 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Cosmetician Kit

Instructor Handouts

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:

Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Cosmetician/Esthetician with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

MAJOR SEGMENTS OF COURSE CONTENT:

Required by

SUBJECTS	THEORY HRS	PRACTICAL HRS	SUBJECTS
Rules & Regulations		20	
Health & Safety Considerations		50	
Board Approved Health & Safety		30	
Disinfection/Sanitation		20	80
Facials - Manual		15	95
Electrical Facial		15	95
Chemical Facials		20	50
Eyebrows & Hair Removal-Wax & Lash Beautification		40	30
Body Treatments/ Spa Services		10	10
Make-Up		10	10

Including training in: professional ethics, salesmanship, keeping records, obtaining employment, preparation of employment application, effective communication, and business management.

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations
Practical demonstrations and evaluations of student performance
Assessments

GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

MANICURING 600 CLOCK HOURS

MANICURING COURSE OF STUDY (600 HOURS)

The Manicuring course consists of six hundred (600) clock hours which includes a minimum of 175 clock hours of technical instruction with the remaining 425 clock hours allotted to the completion of the state board's minimum specified practical operations, additional practical operations and clinic work. This course is 200 hours over the state's minimum requirements to provide students more time to gain and perfect marketable skills – electric nail drill techniques, advanced pedicure and manicure techniques and additional nail enhancements and art skills are taught and mastered. Licensed manicurists secure positions as nail techs, nail artists, pedicurists, product demonstrators and sales representatives.

The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements. Additional techniques in drill work, nail art, paraffin systems, massage, aromatherapy, and gel systems will be taught by the instructors and practiced by the students. Reception desk duties, professionalism, personal and business ethics, personal grooming and dress, employer-employee relationships, customer relations and communication skills will be modeled and discussed. Technical instruction will be provided to students in each skill prior to the student performing client services (practical operations).

DESCRIPTION OF COURSE

This course covers all phases of hand foot and nail care as well as manicuring and pedicuring. Successful completion of this course and successful passage of the State Board of Examination and Licensure will allow the Manicurist to perform all skills including manicures and pedicures.

Technical Instruction is by way of instruction, demonstration, lecture, class participation, studying textbooks and related information, writing outlines, classroom use of audio and visual film, tapes, slides, downloads and examinations.

Practical Operations are the actual performance by the student of complete services on another person, a student or mannequin.

Instructional Techniques and Methods include students attending regularly scheduled theory classes (lecture), reading assigned chapters in their textbooks and other printed materials, performing actual practical operations (services) on another person, a student or mannequin. Taking and passing assigned tests with a grade point average of 75% [C] or better.

COURSE EDUCATION GOALS

The goals of the Manicuring Course of study are to prepare students for the state licensing examination and to become profitable as a Nail Technician. The knowledge and skills will prepare licensed technicians for work as a Nail Technician, Manicurist, Pedicurist, Nail Artist, Podiatrist Assistant, Product Demonstrator, Salon/Spa Owner, Spa/Salon Manager, or Heath/Beauty Sales Representative. D.O.T. #331.674-010, (CIP #12.0410, S.O.C. #39-5092

COURSE PERFORMANCE OBJECTIVES

The objectives of the Manicuring course are for students to: Acquire knowledge of laws and regulations created by California State Board of Cosmetology and Department of Consumer Affairs; Understand sterilization and sanitation procedures; Acquire knowledge of general theory relative to nail structure and chemistry; Master theory relative to practical manicuring and pedicuring procedures; Acquire the ability to perform all required practical operations with a level of performance equal to 75% which is a [C] grade or better; Acquire business management skills and techniques common to nail technicians and manicurists.

COURSE LICENSING REQUIREMENTS

A Manicurist License will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring Course as described above and passed the Manicurist State Board Examination with an overall average of 75%.

COURSE MATERIALS

Milady Standard Nail technology, 7th Edition – Milady Publishing Corporation
2025 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
Manicure Kit
Instructor Handouts

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECTS	THEORY HRS	PRACTICAL HRS
Rules & Regulations	20	
Health & Safety, hazardous, substances	50	
Bact/Ster/Sanitation/ Disinfection	20	80
Board Approved Health & Safety	30	
Manicures	15	45
Pedicures	15	45
Artificial nails liquid & Powder	20	45
Nail Tips/ Gel	15	20
Nail Art and Wrap	15	40
Aromatherapy, Spa Therapies	25	
Business Practices and Employment Preparation	50	
Massage Technique	25	25

LABORATORY TO INCLUDE INSTRUCTION:

Basic operating rules for tools and equipment, station set-up and operation, mannequin care and handling, performance, patron relations and salesmanship, scientific hand and arm massage, dry, water and oil manicures including hand and arm massage, complete pedicures including foot and ankle massage, artificial nails, including liquid gel, and powder brush-on, nails tips, nails tips, nails wraps and nail repairs.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADING SYSTEM

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. Students must maintain a “C” (75%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized by the school.

95% - 100%	**A Excellent**	**85% - 94%**	**B Above Average**
75% - 84%	**C Satisfactory**	**74% - 70%**	**D Unsatisfactory**
Below 70%	**F Failure**		

MANICURING 400 CLOCK HOURS

MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the appearance of the feet with pedicure techniques. Successful graduates will have the knowledge and skills needed to pass the required California board examination for manicurist licensure. Graduates who obtain their licenses can secure entry level manicuring positions at salon and spas.

COURSE GOALS

The student will learn:
All phases of nail beautification - including nail tips, nail wraps and acrylics.
Knowledge of product chemistry for safety and patron protection Business practices and professional ethics in nail care.
Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensor and to secure employment as a manicurist.

COURSE MATERIALS

Milady Standard Nail Technology, 7th Edition - Milady Publishing corporation
2025 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.
Basic Manicuring kit
Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECTS	THEORY HRS	PRACTICAL HRS
Rules & Regulations	20	
Health & Safety, hazardous, substances	50	
Bact/Ster/Sanitation/ Disinfection	20	80
Board Approved Health & Safety	30	
Manicures	15	20
Pedicures	15	25
Artificial nails liquid & Powder	20	30
Nail Tips/ Gel	15	20
Nail Art and Wrap	15	25

Additional training Including: professional ethics, personal hygiene, grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.

GRADED ACTIVITES

Written objective examinations
Practical demonstrations and evaluations of student performance Practical Assessments

GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:

Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

Hairstyling Outline

Business and Professions Code (B&P) Section 7363 (a) states: A course in hairstyling established by a school shall consist of not less than 600 hours of practical and technical instruction in the practice of hairstyling.
Pursuant to B&P 7362.5c the curriculum for a hairstyling course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

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 – Hours Technical Instruction 20 – Laws and Regulations 20 – Hours Chemistry 30 – Hours Health & Safety/Anatomy 5 – Hours Electricity 25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

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.

Disinfection & Sanitation	Practical Operations and Hours
20 – Hours Technical Instruction	80 – Sanitation / Disinfection

400 Hours Technical Instruction & Practical Training in Hairstyling Services

Hairstyling services include 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 - Hours Hairstyling Technical Instruction	Practical Operations and Hours 200 Hairstyling
50 - Hours Haircutting Technical Instruction	100 - Haircutting

HAIRSTYLING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's hair establishments' practices.

2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, scalp.
3. Acquire knowledge of general theory relative to hairstyling including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to hairstyling.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all hairstyling services.
2. Acquire the knowledge of analyzing the scalp prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all hairstyling services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to hairstyling.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

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.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance (GPA 4) 4 POINTS=A	
89 - 80% Above Average	**(GPA 3) 3 POINTS=B**
79 - 70% Average	**(GPA 2) 2 POINTS=C**
69 - 60% Unsatisfactory	**(GPA 1) 1 POINTS=D = NOT PASSING**
59 - 00 % Fail	**(GPA 0) 0 POINTS=F = NOT PASSING**

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

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Hairstyling with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a Hairstylist license will be granted by the State of California only after the student has successfully completed and graduated from the Hairstyling course as

described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

COSMETOLOGY 1500 CLOCK HOURS

COSMETOLOGY CURRICULUM DESCRIPTION Completing 1500 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin and nail care. This course is 500 hours over the state's new minimum requirements to provide students more time to gain and perfect marketable skills. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

COURSE GOALS Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color. Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

COURSE MATERIALS Milady Standard Cosmetology, 13th Edition - Milady Publishing Corporation 2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Cosmetology kit Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT: Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECTS	THEORY HRS	PRACTICAL HRS
Rules & Regulations	20	
Chemistry	20	
Health & Safety, hazardous, substances, HIV/AIDS	45	
Infection Control/ Microbiology	25	
Theory of Electricity	15	
Disinfection/Sanitation/Anatomy/ Physiology	50	80
Hair Styling	40	250
Permanent Wave	40	100
Chemical Straitening	30	100
Hair Cutting	20	100
Coloring &Bleaching	60	100
Scalp & Hair Treatment	5	20
Facials	35	75
Eyebrows Arch/Hair Removal-Wax/ Lash Beautification	25	50
Make-up	15	25
Manicuring	10	25
Pedicuring	10	25
Nails - Acrylic, Liquid, Powder, Gel, Tip, Wrap	35	50

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations
Practical demonstrations and evaluations of student performance
Practical Assessments

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

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GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADE CHART
95% - 100% - Excellent
85% - 94% - Good
75% - 84% - Passing
70% - 74% - Unsatisfactory - Not Passing
Below 70% - Fail - Not Passing

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

GRADUATION REQUIREMENTS:
When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a Cosmetologist license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 73%.

BARBERING COURSE - 1500 Clock Hours

Completing 1500 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced. This course is 500 hours over the state's new minimum requirements to provide students more time to gain and perfect marketable skills.

COURSE GOALS
Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management
Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring
Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

COURSE MATERIALS
Milady Standard Professional Barbering, 5th Edition - Milady Publishing Corporation
2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Barbering kit
Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Laws, Rules & Regulation	**20**	
Chemistry	**20**	
Health and Safety/Anatomy	**40**	
Electricity	5	
Hairstyling	**65**	240
Hair Cutting	**20**	**250**
Shaving	**60**	120
Microbiology/Infection Control	**25**	
Disinfection and Sanitation	**20**	**100**
Hair Waving and Straightening (Chemical)	**40**	**120**
Hair Coloring, Tinting & Bleaching	**60**	**100**
Scalp and Hair Treatments	**5**	20
Men's Skin Analysis	**30**	
Men's Facials	**30**	50

Additional Training **60**

TOTAL HOURS: 500 THEORY HOURS 1000 PRACTICAL HOURS

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations
Practical demonstrations and evaluations of student performance
Practical Assessments

GRADE CHART
95% - 100% - Excellent
85% - 94% - Good
75% - 84% - Passing
70% - 74% - Unsatisfactory - Not Passing Below
70% - Fail - Not Passing

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:

Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

COSMETOLOGY 1000 CLOCK HOURS

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin and nail care. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices. Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.
Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

COURSE MATERIALS

Milady Standard Cosmetology, 13th Edition - Milady Publishing Corporation
2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs Cosmetology kit
Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECTS	THEORY HRS	PRACTICAL HRS
Rules & Regulations	20	
Health & Safety Considerations	50	
Board Approved Health & Safety	30	
Disinfection & Sanitation	20	80
Hair Styling	30	75
Permanent Wave	15	30
Chemical Straitening	15	30
Hair Cutting	20	100
Coloring &Bleaching	60	100
Facials: Manual; Electrical & Chemical & Make Up	50	100
Eyebrows & Hair removal-Wax & Lash Beautification	25	50
Manicuring	5	10
Pedicuring	5	10
Artificial Nails and Wraps & Acrylic	25	45

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations
Practical demonstrations and evaluations of student performance
Practical Assessments

GRADE CHART

95% - 100%	A Excellent	70% - 74%	D Unsatisfactory
85% - 94%	B Good	below 70%	F Fail
75% - 84%	C Passing		

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

BARBERING 1000 CLOCK HOURS

BARBERING CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

COURSE GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensor examinations.

COURSE MATERIALS

Milady Standard Professional Barbering, 5th Edition - Milady Publishing Corporation

2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Barbering kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

SUBJECTS	THEORY HRS	PRACTICAL HRS
Rules & Regulations	20	
Health & Safety Considerations	30	
Anatomy & Physiology	15	
Hair Styling	65	125
Infection Control/ Microbiology/Disinfection	20	80
Permanent Wave	30	50
Chemical Straitening	30	55
Hair Cutting	20	100
Coloring &Bleaching	60	50
Facials	30	50
Skin Analysis	30	
Shaving	40	100

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aides, actual on-the-floor performance of barber practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADED ACTIVITES

Written objective examinations

Practical demonstrations and evaluations of student performance Practical Assessments

GRADECHART

95% - 100% A Excellent

85% - 94% B Good

75% - 84% Passing

70% - 74% D Unsatisfactory

below 70% F Fail

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and paid all tuition and fees, a diploma will be granted. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

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

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

I. ATTENDANCE POLICY/TIMECARDS

A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service.
B. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
C. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required to maintain SAP for California Beauty Academy students. D. **Under no circumstances are student timecards to be removed from the school**.
E. **Under no circumstance shall a student clock in or out for another student.**
F. Students may not leave class without the permission of the instructor.
G. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day, and may be subject to disciplinary action at the discretion of the instructor or school director.
H. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8 hour day.

II. DRESS CODE /UNIFORMS

A. No student will be allowed to clock in and remain on campus without the proper uniform.
B. School uniform must be worn at all times while clocked in.
C. Clothing must be clean, pressed, black pants without any holes, and solid black shirts.

III. PERSONAL CONDUCT

1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
2. Any student who refuses customer service will be sent home. 3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
4. School products used by students during personal services must be paid for in advance and approved by the instructor.
5. Students are responsible to return all equipment and materials to the school after all services.
6. Refer any unsatisfied client to an instructor to resolve the situation.
7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.
9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
11. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (714) 633-7170.
12. No students are allowed behind the front desk unless they are assigned by the instructor.
13. Abusive, vulgar, profane language by a student is not allowed.

STUDENT'S SERVICE PRICE LIST-THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY HAIR CALIFORNIA STUDENTS FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

Perm..... $10.00 each
Tints..... $10.00 each (add $5.00 for extra solution)
Bleach..... $10.00 (e.g. tips, highlights, etc.)
Foil Weave..... $10.00
Cap Frost..... $10.00
Waxing..... $ 5.00 per service

SENIOR STUDENTS MUST BE GRANTED SPECIAL PERMISION BY SENIOR FLOOR INSTRUCTOR TO USE NON-SCHOOL PROVIDED PRODUCTS.

SENIORS can work on immediate family members at a 40% discount from regular prices.

14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. **All operations must be checked and signed by an instructor upon completion to receive credit.**
20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" California Beauty Academy on **Facebook** and **Instagram**. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Hair California Beauty Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: California Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

DISCIPLINARY ACTION

1. Any violation will be addressed to the student, documented, and kept in the student file.
2. A student may be sent home and may lose credit for the entire day at the discretion of the instructor or school director.
3. A student may be suspended and/or placed on probation for a length of time at the discretion of the instructor or school director.
4. A student may be terminated at the discretion of the school director.

Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market, maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.

REVISIONS

July 10, 2014	Cosmetician and Barber course outlines updated to the latest state
Dec 1, 2014	requirements All course outlines updated, SAP policy changed and Admission requirements updated.
Dec 30, 2014	2015 updates.
Aug 5, 2015	Edits & Refund Policy updated
November 25, 2015	2016 updates and revisions
December 20, 2015	2016 revisions
January 13, 2016	Manicuring 600 hours; kit cost changes
May 6, 2016	FSA Updates
December 30, 2016	2017 updates and requirements
July 19, 2017	Tuition, School Rules and Regulations, Address for classes
August 2, 2017	Tuition, Federal Financial Aid
August 9, 2017	Instructors, Crossover Applicants, Transferring to Hair California, Tuition, Brush Up for State Board Exam, Maximum Time Frame, Federal Financial
January 10, 2018	Aid

July 1, 2018	NACCAS Review Updates
August 15, 2018	Non-Accreditation
October 01, 2019	revisions BPPE
November 07, 2019	Revisions BPPE
February 19, 2020	Revisions.
October 01, 2020	School Name changes
August 01, 2021	2020 Updates
January 01, 2022	Course prices update
December 20, 2022	Course kit prices update
October 1, 2023	Program Information Update
April 1, 2024	Updates and corrections
November 7, 2024	Updates
January 30, 2025	Removal of STRF fee and 1500 hour programs
March 21, 2025	BPPE Corrections
	2025 updates & corrections
	Updates & Corrections
March 21, 2026	2026 updates
August 10, 2026	Program costs updates

I,_____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

_____
(Student's Signature)

_____
(Instructor's Signature)

_____
(Date)