



INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

STUDENT HANDBOOK & CATALOG

5225 W. SAN FERNANDO ROAD
LOS ANGELES, CA 90039
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WWW.ICBAS.EDU

LETTER OF WELCOME FROM THE DIRECTOR

DEAR STUDENT,

Welcome to the **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** and thank you for selecting us to assist you in obtaining your desired training in the field of beauty. You are now entering into a field that will hopefully provide you with the opportunity for a successful future. At **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES**, we offer you the best basic training to pass the Board of Barbering & Cosmetology examination. We also place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part, and will help you practice shop management, business concepts and the psychology of personal success.

It is a pleasure to have you join us at **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mrs. Sonia Boghosian
School Director

EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

At the **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS)**, our objective is to offer training that prepares the student to acquire the knowledge and skills necessary to pass the Board of Barbering and Cosmetology Licensing Exams. In addition to preparing our students for graduation we provide sufficient knowledge and self-esteem that our graduates can seek and find employment in any related beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist and Esthetician or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Supervisor or an Educator.

The daily training operation of the **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** is under the instruction of a qualified Director, Mrs. Sonia Boghosian, who brings many years of valuable experience within the beauty industry and believes in continuing education to keep abreast with the vast changes in our industry. Our Director, Mrs. Sonia Boghosian brings many years of administrative experience to the program. Her experience complements her great educational and managerial talents and expertise as a salon/spa owner & International & National Industry mentor & speaker.

The resultant educational program, the teaching and training at **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** represents the spectrum of cosmetology knowledge and experience. Our Director, Mrs. Sonia Boghosian presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields - the beauty industry.

The quality of the **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise from virtually all cosmetology, manicuring and skin care professions. These exciting activities are carried out in an environment that is characterized by an educational philosophy that demands student's adherence to exemplary professional conduct and standards. An instructional methodology provides continual individualized instructions during the complete tenure of student training. Students will gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment.

The constant utilization helps develop skills to their fullest capacities. **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

We also welcome students the opportunity to grant visa which is one of the privileges we cherish sharing our unique educational systems & techniques from those whom wish to learn the latest trends in beauty industry and being able to provide student visa place our school in a multi diverse league.

APPROVAL DISCLOSURE

INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS) is a private institution and has been approved and licensed by the Board of Barbering and Cosmetology. *ICBAS* received its license to operate since November 2, 2010 by Bureau for Private Postsecondary Education (BPPE) as an accredited institution. As well as accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) since September 15, 2010 and received its Financial Aid approval by the United States Department of Education (USDE) in June 13, 2011. The board's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by BPPE institutions and does not imply any endorsement or recommendation by the State or by the Board.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

***Prospective enrollees are encouraged to visit the physical facility of the school and to discuss personal, educational and occupational plans, also we encouraged for you to review the School Performance Fact Sheet, which must be provided to you prior to enrolling or signing enrollment agreements.**

FACILITY DESCRIPTIONS

International College of Beauty, Arts & Sciences (ICBAS) is centrally located at the tri-city boundaries of Glendale, Burbank and Los Angeles. It boasts of 3,500 square feet of modern classrooms coupled with three state-of-the-art training rooms to simulate real life spa and salon conditions. Easily accessible from all forms of commute, it is a fully air-conditioned facility that provides comfort for both our students and staff. A student lounge is provided to relax, a lunchroom and a gathering area. Instruction is in resident with facility's occupancy level accommodating 100 potential students.

Two handicapped-accessible restrooms are built with lockers for our students' and staff's uniforms, supplies and personal items.

INSTRUCTIONAL EQUIPMENT

A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at International College of Beauty, Arts & Sciences at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed after the 7th day of the notice of cancelation). And student's (equipment/supplies/kits) that will be issued by the 7th day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school without any penalty or obligation after the date of registration through the seventh (7th) day after the first class session as described in the Notice of Cancellation form that will be distributed to all students at the time of enrollment. You are encouraged to read the Notice of Cancellation for detailed information on your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

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

Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Board of Barbering & Cosmetology at the address and phone number below for information.

4. 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

You may also write or call the Board of Barbering & Cosmetology at PO Box 944226, Sacramento, CA 94244-2260; TELEPHONE 1-800-952-5210.

STATEMENT OF NON-DISCRIMINATION

INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS) does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

DISCLOSURE UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. Student records are subject to various laws and rules controlling maintenance of these records and access to the records by students others. For example, the FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when ICBAS can disclose education records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes ICBAS is not compliance with the statute and governs with ICBAS can disclose directory information about students. **STUDENT FILE ACCESS**; Students seeking access to their records should submit a written request that identifies the record of records they wish to inspect to: ICBAS - Attn: President; 5225 W. San Fernando Rd. Los Angeles, CA 90039 International College of Beauty, Arts & Sciences will keep records for five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

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

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE

The training programs are structured using clinic settings as close to actual working conditions of a salon as possible. The practical "hands-on" application accounts for 50 to 60 percent of the training program. Each curriculum is geared toward a specific area in the Cosmetology Esthetician, & Manicuring field. The staff of the school is aware that individuals learn at different degrees of speed and ability, therefore training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum.

Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons who are interested in pursuing a new career are welcomed by International College of Beauty, Arts & Sciences. Before the beginning of each new class session, interested persons will be encouraged to visit the school and speak with school staff and consider the many advantages.

UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2012 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, via the school administration office and school website: www.icbas.edu

ADMINISTRATIVE/ADMISSIONS POLICIES & PROCEDURES

ADMISSION POLICY AND PROCEDURES

Admission requirements for the Cosmetology, Esthetician and Manicurist courses include that all prospective student meets any of the following criteria: Checklist for individual program requirements:

A) Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent and pass an admissions test (SLE) with a minimum score of 72% or higher as stated in the test publisher's guidelines.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criterion will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the (Wonderlic). This test is approved by the Secretary of Education, Washington, DC. The passing scores for this test are as follows: Verbal Skills (VS) section (200) - or higher and Quantitative Skills (QS) (210) or higher. These tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after 2-weeks waiting period and the independent test agency will explain and provide you with the re-testing procedures.

C) Applicant must complete and sign an Enrollment Agreement. If English is not the applicant's primary language, and the applicant is unable to understand the terms and conditions of the Enrollment Agreement, applicant may notify us and we will provide a clear explanation of the terms and conditions and all cancellation and refund policies in the applicant's primary language.

VALIDITY OF HIGH SCHOOL DIPLOMA

Department of Education required the institution to develop and follow the procedures to evaluate the validity of a student's high school diploma if the institution has reason to believe that the diploma is not valid or was obtained from an entity that provides secondary school.

*PROCEDURES

Applicants must provide a valid high school diploma or GED. If the document's validity is questionable, it is the students' reasonability to provide acceptable supporting documentation. At least one of the following documents is acceptable supporting documentation of high school graduation or its equivalency.

- Official high school diploma
- High School transcript documenting high school graduation

- Official letter from your high school on school letter head, preferable with the school seal, stating name, social security number, and birthday and date of graduation.
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma.
- College transcript that documents the completion of high school or the GED
- DD from 214 (Certificate of Release or Discharged from Active Duty form) documenting high school graduation or GED.
- State issued GED certificate or transcript
- A letter or copy of the applicant's certificate of completion from the school district in which student resides attesting to the students completion of a program of home schooling and/or the states recognition of the home school program.
- Foreign high school diploma or transcript (translated line per line, word per word if different language than English).

As part of this process to determine the validity of the high school diploma or GED Admission Advisor must check the National Center for Education Statistics-NCES <http://necs.ed.gov>. If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is; www.onlinehighschool.org which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html.

TRANSFERABILITY OF HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION

Int'l College of Beauty Arts & Sciences (ICBAS) has not entered into an articulation or transfer agreement with any other college or university. The transferability of hours you earn at ICBAS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (hours, diploma or certificate) you earn in ICBAS is also at the complete discretion of the institution to which you may seek to transfer. If the (hours, diploma or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (ICBAS) to determine if your (hours, diploma or certificate) will transfer.

ORIENTATION CLASS

Orientation classes are held every Monday afternoon, 1:00 p.m. the Monday prior to any new class. All new students, transfers and re-enrollment students are required to attend orientation prior to admission.

ENGLISH AS A SECOND LANGUAGE

We do not offer English as a Second Language ("ESL") course. All students enrolled must be proficient in English.

ADDRESS WHERE CLASS SESSION WILL BE HELD

5225 W. San Fernando Road Los Angeles, CA 90039

CLASS SCHEDULES for 2011-2012

Classes will begin as follows; Cosmetology, Esthetician, and Manicuring: Every Tuesday of the month.

SCHOOL HOURS ARE AS FOLLOWS:

Standard Full Time	9:00 am - 4:00 pm (Tuesday to Friday) 6.5hrs/day =36 hrs/week
Standard Part Time	9:00 am - 1:00 pm (Tuesday to Friday) 4hrs/day =16 hrs/week

Please be advised the institution's schedule will be change starting June 1, 2012. The standard schedule FT is Monday thru Friday from 9am-4pm and Monday thru Friday from 9am-1pm for PT. Our institution reserved the rights to modify schedules as deem necessary. Students and staff members are notify an ample of time prior to any changes that may occur.

CALENDAR/HOLIDAYS: The college is closed on Sundays and the following holidays: New Year's Day, President's Day, Dr. Martin Luther King Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & Christmas Day. Likewise, the college will be closed for one week for summer vacation during the first week of August and from Christmas to New Year's Day for winter vacation.

GRIEVANCE PROCEDURE

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge, you may deliver or mail it to: **MRS. SONIA BOGHOSIAN at 5225 W San Fernando, Los Angeles, CA 90039.**
4. All grievances regardless of the nature will be turned over to the owner/director and reviewed.
5. The School Director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the, form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that you cannot work out with the institution you may contact:
Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

STUDENT RIGHTS TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the 5th business day after enrollment (**seven calendar days from date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the school, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, ICBAS shall Provide a full refund of all money paid; less registration fee. **School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the ICBAS shall provide a full refund of all money paid; less registration fee.

Refund Policy: After the cancellation period, ICBAS will provide a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

ACADEMIC and INSTRUCTIONAL POLICIES

SCHOOL RULES AND REGULATIONS

1. Students must arrive to school on time and follow your contract schedule.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call the School Office to report his/her absence before 9:00 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:08 a.m. in clean, prescribed uniform. Students must wear neat and clean lab coat (black for cosmetology, white for esthetician & green for manicuring), white or black pants and white or black closed-toe/closed low-heel shoes. No canvas shoe or fabric shoes is allowed.
5. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy (coming at 9:08 am or later) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be suspended for 2 days or be placed on probation until tardiness ceases.
7. Students will take lunch between 12:00 am and 12:30 pm. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students who fail to do so will only receive hours indicated by the time clock.
9. No student is allowed to clock out during college hours without permission from the Instructor in Charge. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, his/her time card must be left with the instructor.
10. No gum chewing is allowed in the college at any time. Smoking is not allowed only **OUTSIDE** of the building's parking. Our school is "smoke free facility."

11. No visitors are permitted in the classroom or student lounge area unless approved by the Instructor in Charge.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.
14. Students must keep workstation, in class or on the floor, clean and sanitary at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while doing perm or hair coloring service, except in an emergency and is executed by an instructor.
18. Students are not allowed to give services or use products without prior consent with Instructor.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. with a written consent/waiver.
20. Students must not take equipment from the school. Each student is solely responsible for his/her personal belongings and materials. All roll-about that are not property of the school must be approved by the management prior to bringing them to school, with no exceptions.
21. Students must not gather around the receptionist desk, congregate in the office or kitchen, or visit another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Fridays mandatory. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. If she/he has been absence more than 3 days must have a doctor's excuse letter.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and Board of Barbering and Cosmetology. Hours will be given for applied effort only when students are continuously engaged in the training and study of the Branch of Cosmetology for which they are enrolled. All work must be checked by an instructor or hours will not be given. Records must be neat and clean.
26. All students will be expected to maintain an average of 70% or better in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products furnished by the college must be use.
28. Students are to park only in the area designated by the college. The School Management will show you the parking area and where to park during the orientation class.
29. Students must comply with all instructions, directions, orders, etc, given by school personnel relative to school activities. No insubordination will be tolerated.
30. Students must comply with college policy and State rules and regulations.
31. Assignments, tests and homework may be made up only in excused absences. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of three (3) days or more in one month without notification will be unexcused and the student will be suspended for 3 days. Any student who's absent more than twenty one (21) days without notifying the School Office will be automatically terminated.
34. Students may not use earphone radios, cellular phones or while texting in the school building. Pagers and Phone ringers must be switched off or turned to silent mode while in the school building at all times. **These rules are designed to form excellent work habits and attendance and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Esthetician, Make Up Artist or Manicurist. Violation of school rules may result in suspension or termination.**

DISCIPLINARY POLICY

- The Director or instructors may take disciplinary action, appropriate to the misconduct as defined above.
- A. Proper professional authorities should be notified immediately of misconduct as noted above.
 - B. Discipline - The following types of disciplinary action may be taken by the school:

1. Warning - A verbal notice or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.
2. Disciplinary Probation - The student will be verbally counseled by the School Director and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.
3. Immediate Suspension - Any student who violates any Law of the State of California or in any way may cause injury to him/herself, other students or school staff or clients may be suspended immediately without prior steps as outlined in 1-2, and pending an investigation and consensus of the staff and Board of Directors, termination may then occur.

TARDY AND MAKE-UP POLICIES

absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her automatically. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

RECORDING ATTENDANCE PROCEDURE

Students shall record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for transferring the operations and hours to a new sheet each week. Students will be allowed up to eight (8) minutes grace period after 9:00 am to sign-in and receive credit for the full quarter hour. All time sheets should be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets must be handed in every weeks on Friday. Discrepancies should be reported immediately to ensure that the correct calculation of the student's average attendance meets the minimum criteria.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the Financial aid officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the FAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress are placed on first probation for 30 days and are considered to be making satisfactory progress while during the first probationary 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 30 day probationary period, the student has still not met both the attendance and academic requirements, he/she will be placed on a second probation for another 30 days and will be determined as NOT making satisfactory academic progress and, if applicable, *students will not be deemed eligible to receive Title IV funds*. If at the end of the second 30 day probationary period, the student has still not met both the attendance and academic requirements, he/she will be subject to termination of enrollment at the school at the discretion of the Administration.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

RE-ENTRY POLICY

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

INSTITUTIONAL DETERMINATION OF WITHDRAWAL

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

- The date the student notifies the school of intent to withdraw in person, by mail or submitting a signed notice of cancellation form to school.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student failed to attend classes for a three-week period and failed to inform the school that he/she is not withdrawing.
- term In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, Or (If attendance is not required) the last date when the student participated in an academically related activity or midpoint of the, payment period or enrollment period.
- For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's Director. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The Director shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the Director's decision. Should the student's appeal be denied, he or she may appeal before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10) days. The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

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 Cosmetology Students at **25%, 50%, 75% and 90%** of the course hours scheduled to complete. For all other courses consisting of 600 hours or less, students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING POINT

100% - 90%	A	Superior Performance
89% - 80%	B	Above Average
79% - 70%	C	Average
69% - 60%	D	Unsatisfactory

GRADES FOR PRACTICAL WORK

(GPA 4) 4 POINTS = A
(GPA 3) 3 POINTS = B
(GPA 2) 2 POINTS = C
(GPA 1) 1 POINTS = D

59% - 00%

F

Fail

(GPA 0)

0 POINTS = F

FINANCIAL AID SATISFACTORY PROGRESS (SAP)

STANDARDS: This institution expects all students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the institution's accrediting body. Satisfactory progress in attendance and academic work are requirements for all students enrolled in (ICBAS). Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the courses as stated in the enrollment agreement. For example, if the student has contracted to
Student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

SATISFACTORY ACADEMIC EVALUATION PERIODS

Students are evaluated by Instructor for Satisfactory Academic Progress as follows:

Cosmetology 300, 600, 900, 1200 clock hours

Esthetician 150, 300, 450, 600 clock hours

Evaluations will determine if the student has met minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

GRADUATION AWARDS (CERTIFICATE/DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State examination.

COURSE CURRICULUMS

COSMETOLOGY CURRICULUM

(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,600 HOURS

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIREMENTS

30 Disinfecting

80 Permanent Waving

150 Thermal Hair Styling-50/Blow Dry- 50 /Press & Curl -50

25 Chemical Straightening

15 Scalp and Hair Treatments

15 Make up applications

15 Complete Pedicure

50 Artificial Nails with Liquid Powder

SUBJECT OF TECHNICAL INSTRUCTION

240 Wet Hair Styling (includes pin curls, finger-waving, comb-outs, analysis

80 Haircutting-general combination (40): (Razor - 20) (Clipper - 20)

150 Hair Coloring & Bleaching

40 Facials-Manual, Electrical, & Chemicals

10 Water and Oil Manicures

15 Eyebrow Arching and Hair Removal

50 Artificial Nail Tips

20 Artificial Nail Wraps and Repairs

MINIMUM HOURS OF TECHNICAL INSTRUCTION

The Cosmetology Act and the Program's Rules & Regulations 20

Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.) 20

Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.) 45

Theory of Electricity in cosmetology (shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.) 05

Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) 20

Anatomy and Physiology- this subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology 15

Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.) 25

Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and blower styling.) (A.) Thermal Styling (B.) Press and Curl **20**

Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.) **20**

Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions) **20**

Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.) **20**

Hair Coloring and Bleaching (shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. **60**

Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.) **05**

Facials (A) Manual (shall include cleansing, scientific manipulations, packs, and masks.) **5**

(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) **10**

(C) Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the Section 992 regulations regarding skin peeling. **10**

Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) **10**

Make-up (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.) **15**

Manicuring and Pedicure:(A) Water and Oil Manicure, including nail analysis, and hand and arm massage. **05**
(B) Complete Pedicure, including nail analysis, and foot and ankle massage **10**
(C) Artificial Nails 1. Liquid and Powder Brush-on **05**
2. Artificial Nail Tips
3. Nail Wraps and Repairs

Additional Training (Shall include the following subject matter: Salon management, communication skills that include, professional ethics, retail sales, decorum, record keeping, and client service record cards, also how to prepare a Resume, employment development skills, modeling, desk and reception, and other subjects relating to the course **100**
of Cosmetology. **MAXIMUM HOURS**

Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 73219(d)(l), 7321(d)(l), 7362,7362.5(b) and 7389, Business and Professions Code.

COSMETOLOGY PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's Cosmetology establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to cosmetology.

COSMETOLOGY COURSE GOALS

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Cosmetologist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up including the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps and nail tips.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

To be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty/integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by the Bureau 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, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

Applicant must be 18 years of age or older and have completed 10th grade or its equivalent. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

ESTHETICIAN CURRICULUM (CIP CODE 12.0409, SOC CODE 39-5094.00) 600 HOURS

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

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

10	Disinfection and Sanitation	Eyebrow Arch - Tweezing	25
150	<u>Facials:</u>	Eyebrow Arch - Wax	25
	A. Manual 50	Makeup	40
	B. Electrical 50	Corrective Make to include eyelash application	20
	C. Chemical 40	Depilatories	
100	SUBJECT OF TECHNICAL INSTRUCTION	MINIMUM HOURS OF TECHNICAL INSTRUCTION	

Cosmetology Chemistry related to the practices of an Esthetician and purpose of cosmetic and skin care preparation.
(Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter

10

Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.

Theory of Electricity. Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)

Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)

Bacteriology, Anatomy, and Physiology.

Facials- A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks
B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials
and skin purposes **30**
C. Chemical (peels, packs, scrubs, masks)

Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories

Makeup

Corrective Makeup-application of False Eyelashes

Preparation - shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume' employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics.

MAXIMUM HOURS

Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(b), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

ESTHETICIAN PERFORMANCE OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry and theory and acquire business management techniques common to Esthetics.

ESTHETICIAN COURSE GOAL

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sterilization procedures.
- To successfully acquire knowledge of the general theory relative to Esthetics, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the esthetician

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Cosmetician services, learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by 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, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

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

MANICURING CURRICULUM (CIP CODE 12.0410, SOC CODE 39.5092.00) 400 HOURS

The curriculum for students enrolled in manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist

and pedicurist. Technical instruction means instruction by demonstration, lecture classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

10	Disinfection and Sanitation	Water and Oil Manicures	40
20	Complete Pedicures	Acrylic Nails: Liquid and Powder	80
60	Nail Tips	Nail Wraps and repairs	40
SUBJECT OF TECHNICAL INSTRUCTION		MINIMUM HOURS OF TECHNICAL INSTRUCTION	

The Cosmetology Act and the Program's Rules & Regulations **10**

Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and the purpose of nail care purpose of nail, care preparations. **10**

Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS & Hepatitis B.) **15**

Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) **10**

Bacteriology, Anatomy, and Physiology **10**

Water and Oil Manicures, including hand and arm massage. **15**

Complete Pedicure, including foot and ankle massage. **10**

Application of Artificial Nails,

(A) Acrylic: Liquid and Powder Brush-on **15**

(B) Nail Tips **10**

(C) Nail wraps and repairs **05**

Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume', employment development, modeling, desk and reception, and care and other subjects relating to Manicuring and the field of Cosmetology. **MAXIMUM HOURS** **25**

(d) No hours of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Sections 7312, 7362 and 735, Business and Professions Code. Reference: Sections 7316(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

MANICURIST PERFORMANCE OBJECTIVE

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

MANICURIST COURSE GOALS

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Manicurist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all manicuring, pedicure and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to any service to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

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

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

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