

*My* **BEAUTY & BARBER** *College*  
**School Catalog**

Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover Programs

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The information in this catalog is true and correct in content and policy and as certified as true by the Owner/School Director, Leslie Nguyen-Pickett.

Leslie Nguyen-Pickett

Leslie Nguyen-Pickett, Owner/School Director

January 1, 2017

Date

### Mission

The mission of **My BEAUTY & BARBER College** is to be a recognized provider of highly-trained and innovative professionals by offering exceptional Barbering Course, Cosmetology, Esthetician, Manicuring and Barbering Crossover programs to vocational career students. Combining faculty and student passion, academic excellence, and extensive hands-on laboratory training, we prepare students to become entry-level licensed professionals ready for an exciting and successful career in the beauty industry.

### Objectives of the Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover Programs

Our goal is to provide quality education by implementing a combination of technical instruction and practical operations into our curriculum as well as by giving our students as much experience and practice as possible in a wide variety of up-to-date techniques of barbering, cosmetology, esthetician, and manicuring. In this way, students will perform at the skill level necessary to obtain entry-level employment opportunities. In addition, students will be prepared to pass the California Cosmetologist, Barber, Esthetician or Manicuring Exam. All five programs offered lead to occupations requiring licensure in the state of California. In order to obtain a license in barbering, cosmetology, esthetician or manicuring, candidates for licensure must attend a licensed school and complete the state of California's minimum required training hours:

- Barber License – 1500 hours
- Cosmetologist License– 1600 hours
- Esthetician License – 600 hours
- Manicuring License –400 hours
- Barbering Crossover – 400 hours

### Licensure

After completion of training, graduates are required to take and pass a licensing exam issued by the State of California Board of Barbering and Cosmetology before receiving their license and beginning employment in the field.

Students' who complete a state-required training program, including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license in the State of California. With this professional license, the graduate may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.

To take the licensing examination, students in the Barbering Course, Cosmetology, Esthetician, Manicuring, and Barbering Crossover programs are required to:

- Complete the total clock hours of instruction in a program at a board-approved school
- An applicant must be at least 18 years old. 17 years of age is acceptable if the student has a high school diploma or the equivalent.
- An applicant must have a high school diploma or the equivalent (GED).
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code

In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Los Angeles, CA and Fairfield, CA.

## **History**

**2002** – Ut Nguyen (the founder) was born in Hue, Vietnam. At 16 years of age, he attended Quoc Hoc University and graduated with a Certificate (equivalent to a bachelor's degree in the US) in Political Science. After the university, he decided that a career in politics was not for him due to political events in Vietnam at the time. Hairstyling had always been his hobby, so in 1971 he and his wife (Kim Yen Nguyen) decided to pursue their hairstyling career in the main capital city, Saigon. Before venturing into their own business, they studied intensively under a famous hairstylist, Hoang Duc, in Hue. Through hard work, practice, and self-discipline, they mastered the skills and techniques of the hairstyling field. As a result, they were able to successfully build a wealthy clientele in Saigon, catering only to the socialites of that era. Their clientele continually grew to include movie stars and musicians as well, and Hoang Yen Salon became well known to everyone who visited or lived in Saigon at that time. The Nguyens worked in their salon through the Vietnam War and its aftermath (the fall of Vietnam to Communism).

Having lived through the war, witnessing and experiencing firsthand the horrific rule of the new Communist Party, they realized that they wanted to take their career in another direction. They wanted to use their skills and knowledge of hairstyling to train youths who had become homeless as a result of losing their family in the war; the Nguyens wanted to provide those youths with an opportunity for a vocational career. In 1985, they decided to close their salon and use the space to develop and expand into a school. Thus, they opened Hoang Yen Hairstyling School, the first hairstyling school in postwar era Saigon. Their first group of students consisted of 30 young adults (18 – 25 years old), both male and female.

In the war's aftermath, many people plunged into extreme poverty, especially the youths who became orphaned. As a consequence, the Nguyens offered to train them without cost in the skilled art of hairstyling. In return, these students agreed to assist with the upkeep of the school. The Nguyens managed the school up until 1991, at which time they felt it was the right time to leave their home country, still under Communist rule, to seek better opportunities, not for themselves, but for their seven children. The Nguyens immigrated to Stockton, California, in November 1991. Even with their extensive experience in the hairstyling field, they went back to cosmetology school to learn basic laws and regulations pertaining to hairstylists required by the state of California.

After acquiring their licenses, Ut Nguyen and his wife were able to acquire Mai's Hair & Nails. Managing the salon for 10 years made them realize what their true passion was: to impart their knowledge and skills from all these years to students who would then be able to use those skills to improve their lives. As a result, My Barber College was founded in 2004. Due to the success of the Barber College, the Nguyens ventured on to establish My Beauty & Barber College. The following timeline shows some key developments in the history of the school:

**2004** --My Barber College was established under the name "My's Barber College" at 6171 Stockton Blvd., #155, Sacramento, CA 95824. The Bureau for Private Postsecondary and Vocational Education (now the Bureau for Private Postsecondary Education) granted approval to operate in July 2004.

**2006** --We changed our name from My's Barber College to My Barber College because the general public does not know that My's is in actuality a name, but in a possessive form. Therefore, to simplify, we took out the "s" in the My, and our name became My Barber College.

**2009** – We moved to a new location on Mack Road to expand our facility. My Barber College and My Beauty College, formed December 1, 2006, merged and became My Beauty & Barber College. Our facility is in Valley Mack Plaza shopping center on Mack Road.

**Ownership** – Kim Nguyen and Leslie Nguyen-Pickett.

**Approvals**

a. My Beauty & Barber College is a private institution approved to operate by the California Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free number (888) 370 7589 or by fax (916) 263-1897. Approval to operate means 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.

b. My Beauty & Barber College is approved by the Board of Barbering and Cosmetology (BBC), 2420 Del Paso Road, Suite 100, Sacramento, CA 95834, P: 800.952.5216

c. My Beauty & Barber College is accredited by NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, telephone number (703) 600-7600 or by fax (703) 379-2200.

d. My Beauty & Barber College is recognized as an eligible institution to participate in Federal Financial Aid Program by The United States Department of Education (ED), 400 Maryland Ave, SW, Washington DC 20202

**Updating Policy**

The catalog is updated in July of every year or when updates or changes occur throughout the year.

**Hours of Operations**

Tuesday - Saturday: 9:30 a.m. - 6:15 p.m.

**Definition of Clock Hours**

A clock hour is defined as 50-60 minutes class, lecture, faculty-supervised laboratory, shop training or recitation in a 60-minute period

**Program Length**

FULL TIME PROGRAM (based on attendance of 8 hours/day x 5 days/week = 40 hours/week):

<u>Program</u>	Barbering Course
<u>Total Clock Hours of Instruction</u>	1,500
<u>Length</u>	Approx. 38 Weeks = 9 ½ months
<u>1.43x Normal Program Length</u>	55 weeks = 14 months

<u>Program</u>	Cosmetology
<u>Total Clock Hours of Instruction</u>	1,600
<u>Length</u>	Approx. 40 Weeks = 10 months
<u>1.43x Normal Program Length</u>	57 weeks = 15 months

<u>Program</u>	Esthetician
<u>Total Clock Hours of Instruction</u>	600
<u>Length</u>	15 Weeks
<u>1.43x Normal Program Length</u>	22 weeks

Program	Manicuring
Total Clock Hours of Instruction	400
Length	10 Weeks
1.43x Normal Program Length	15 weeks

Program	Barbering Crossover
Total Clock Hours of Instruction	400
Length	10 Weeks
1.43x Normal Program Length	15 weeks

PART TIME PROGRAM: (based on attendance of 4 hours/day x 5 days/week = 20 hours/week)

<u>Program</u>	Barbering Course
<u>Total Clock Hours of Instruction</u>	1,500
<u>Length</u>	Approx. 76 Weeks = 18.75 months
<u>1.43x Normal Program Length</u>	109 weeks = 28 months

<u>Program</u>	Cosmetology
Total Clock Hours of Instruction	1,600
Length	Approx. 80 Weeks = 20 months
1.43x Normal Program Length	114 weeks = 30 months

Program	Esthetician
Total Clock Hours of Instruction	600
Length	30 Weeks
1.43x Normal Program Length	43 weeks

Program	Manicuring
Total Clock Hours of Instruction	400
Length	20 Weeks
1.43x Normal Program Length	29 weeks

Program	Barbering Crossover
Total Clock Hours of Instruction	400
Length	20 Weeks
1.43x Normal Program Length	29 weeks

**Class Schedule**

Full time:      Tuesday - Saturday      9:30 a.m. to 6:00 p.m. with a 30-minute lunch  
Part time:      Tuesday - Saturday      9:30 a.m. to 1:30 p.m. with a 15-minute break

**Program Start and End Dates**

- Start Date: Barbering Course, Cosmetology, Esthetician, Manicuring & Barber Crossover are scheduled to begin every Tuesday of the month (Full Time & Part Time).

- End Date:

Course	Required Hours	Months
Cosmetology Full-Time	1600	10 months
Cosmetology Part-Time Day	1600	20 months
Esthetics Full-Time	600	4 months
Esthetics Part-Time	600	8 months
Manicuring Full-Time	400	2.5 months
Manicuring Part-Time	400	5 months
Barber Full-Time	1500	9.5 months
Barber Part-Time	1500	19 months
Barbering Crossover Full-time	400	2.5 months
Barbering Crossover Part-time	400	5 months

**Holidays**

The school observes the following holidays, and My Beauty & Barber College will be closed:

1. New Year’s Day, January 1, 2017
2. Vietnamese New Year’s, January 28, 2017
3. Independence Day, July 4, 2017
4. Thanksgiving Day, November 26, 2017
5. Christmas Day, December 25, 2017

**Schedule Change**

Students are able to request a schedule change from part time to full time or vice versa at any point in their program by submitting a request to the School Director or Director of Education. Part time students are welcome to request a schedule change to increase their hours at any time, and full time students may schedule a decrease in hours as well. A Schedule Change (Enrollment Agreement Addendum) form must be completed.

Requests for a decrease in hours will be granted only for cases such as:

1. Conflict with work hours
2. Family related issues
3. Health reasons

Note: the first schedule change is at no charge to the student, any change thereafter will be subject to a \$100.00 administrative fee. All requests must be submitted in a timely manner and will be approved based on capacity restraints and validity of the request.



### Program Educational Objectives

The programs offered at My Beauty & Barber College aim to prepare students to pass the California State Board Barber, Cosmetology, Esthetician, and Manicurist licensure exams. To achieve this goal, we teach students the fundamentals of barbering, cosmetology, esthetics, and manicuring (tools and different hairstyles, as well as the latest trends, shaves, facials, shampoos, hair-waving, hair-coloring and processing, manicures and pedicures) and expose students to the latest techniques through a combination of technical instruction and practical applications. Using the cumulative knowledge and skills acquired, students will be prepared to perform these operations successfully for the California Barber, Cosmetology, Esthetician or Manicurist exam, as well as on patrons.

### Overview/Curriculum

The curriculum for students enrolled in the *Barbering Course* shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	30	
Health and Safety Considerations	45	
Disinfections and Sanitation	55	30
Bacteriology, Anatomy, & Physiology	20	
Hairstyling	65	215
Haircutting	45	320
Shaves	100	100
Rest Facials	30	20
Shampoos	15	25
Scalp/Hair Treatment	10	10
Permanent Waving	20	60
Hair Coloring	60	30
Chemical Straightening	20	60
Bleaching	25	20
Additional Training: Life Skills & Professional Ethics	50	20
Total	590	910

The curriculum for students enrolled in the *Cosmetology Program* shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology as defined by the State of California Barbering and Cosmetology Act. The program will have two components: technical instruction and practical operations. Technical instruction is defined as theory instruction, theory examination, Practical State Board Procedures Demonstration, Practical State Board Procedures Examination, and Practical Operation Demonstration on Clients. Practical Operations is defined as the actual performance by the student of a complete service on a mannequin or a client. Technical instruction and practical training shall include the following hours:

<b>SUBJECT</b>	<b>Required Technical Hours</b>	<b>Required Practical Operations</b>
Laws and Regulations	20	
Health and Safety Considerations	45	
Theory of Electricity	5	
Bacteriology, Anatomy, & Physiology	15	
Disinfections and Sanitation	20	40
Wet Hair Styling	65	240
Chemical Waving	20	100
Chemical Straightening	20	60
Haircutting	40	185
Hair Coloring	30	50
Scalp/Hair Treatment		20
Bleaching	30	15
Facials-Manual	5	20
Facials-Electrical	10	25
Facials-Chemical	10	25
Eyebrow/Hair Removal	10	50
Make-up	15	10
Manicuring	5	15
Pedicuring	5	10
Liquid/Powder Nails	10	50
Artificial Nail Tips	10	50
Nail Wraps/Repairs	5	20
Salon Business & Retail Sales	20	
Additional Training: Life Skills & Professional Ethics	100	100
<b>Totals</b>	<b>515</b>	<b>1085</b>

The curriculum for students enrolled in the *Esthetician Program* shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetics as defined by the State of California Barbering and Cosmetology Act. The program will have two components: technical instruction and practical operations. Technical instruction is defined as theory instruction, theory examination, Practical State Board Procedures Demonstration, Practical State Board Procedures Examination, and Practical Operation Demonstration on Clients. Practical Operations is defined as the actual performance by the student of a complete service on a mannequin or a client. Technical instruction and practical training shall include the following hours:

<b>SUBJECT</b>	<b>Required Technical Hours</b>	<b>Required Practical Operations</b>
Laws and Regulations	10	
Health and Safety Considerations	20	
Cosmetology Chemistry	10	
Electricity	10	
Disinfections and Sanitation	10	50
Bacteriology, Anatomy & Physiology	15	
Facials:		
1. Manual	20	50
2. Electrical	30	80
3. Chemical	20	70
Eyebrow Arching and Hair Removal:		
1. Tweezers	5	35
2. Wax and Depilatories	20	75
Make up	20	50
<b>Total</b>	<b>190</b>	<b>410</b>

The curriculum for students enrolled in the *Manicuring Program* shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of manicuring. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>SUBJECT</b>	<b>Required Technical Hours</b>	<b>Required Practical Operations</b>
Laws and Regulations	10	
Cosmetology Chemistry Related to Manicuring	10	
Health & Safety/ Hazardous Substances	15	
Disinfections & Sanitation	10	15
Bacteriology, Anatomy, & Physiology	10	
Manicure & Pedicures	60	60
Application of Artificial Nails		
-Acrylic liquid and powder brush on	15	80 Nails
-Nail Tips	10	60 Nails
-Nail wraps and repairs	5	40 Nails
<b>Total</b>	<b>145</b>	<b>255</b>

The curriculum for students enrolled in the *Barbering Crossover Program* shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

SUBJECT	Required Technical Hours	Required Practical Operations
Laws and Regulations	6	
Health and Safety Considerations	7	
Haircutting	35	144
Rest Facials	17	6
Shaves	25	114
Disinfection	6	20
Additional Training: Life Skills & Professional Ethics	20	
Total	116	284

We reserve the right to modify the sequence of the above list of subjects and their contents as needed.

### Textbooks

The school will use the current editions of *Milady's Standard Professional Barbering*, *Milady's Standard Cosmetology*, *Milady's Standard Esthetics* and *Milady's Standard Nail Technology*. A textbook and workbook or other related resource material pertinent to the course taken shall be issued to enrolled students at that point in the curriculum when utilized. Necessary supplies will be maintained in the freshman classrooms. Included in the student's tuition are equipment and supply kits that will be issued by the first day. 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.

### Admissions Policy

In order to be admitted, students must meet the following requirements:

1. An applicant must be at least 18 years old. *17 years of age is acceptable if the student has a high school diploma or the equivalent.*
2. Applicant must pay a \$100.00 non-refundable registration fee.
3. Have a valid government issued I.D. Card. (Driver's License, any state, State issued Identification card; Military Identification; United States Passport; Resident Alien – I 551; Employment Authorization – I-7666; I-666B; Certificate of United States Citizenship; United States Citizen Identification Card – I-197; Alien Registration Card – I-5.)
4. An applicant must have a high school diploma or the equivalent (GED).
5. A valid Social Security Card and/or Birth Certificate.
6. Have a Tuition Payment Plan. Payments may be made in the form of check, cash, Visa, MasterCard, or money order.

\*A legal guardian must accompany any student under than age of 18 who wishes to enroll and possesses a high school diploma or GED.

### **Admissions Procedure**

1. As a prospective student, you are required to visit our school, take a tour, and take part in an interview with the school's Director of Education, who will explain the programs in detail.
2. Within one working day, you will be notified of your enrollment status.
3. To complete the application process, you need to provide a copy of your high school diploma, GED certificate or high school transcript.

Students who have been withdrawn from a program may request re-entry into the program and are required to meet with the Director. A re-entry request will be considered when the reasons which caused the withdrawal have been rectified. Re-entering students will be charged at the current tuition rates for newly entering students.

### **English Proficiency**

My Beauty & Barber College requires that all students possess a high school diploma, GED or equivalent documentation. This requirement ensures that all enrolling students have a minimum of a high school level of English skills.

### **Notice Concerning Transferability of Credits & Credentials Earned at Our Institution**

The transferability of credits you earn at My Beauty & Barber College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in a program is also at the discretion of the institution to which you may seek to transfer. If the credits or certificate 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 goal. This may include contacting an institution to which you may seek to transfer after attending My Beauty & Barber College to determine if your credits or certificate will transfer.

### **Credit Evaluation**

For students who have completed some clock hours at another school, we will accept those transferable hours if the students can provide us with an official transcript from the previous school. Please note: hours are transferable at the discretion of our school administration. Students from out of state must call the State of California Board of Barbering and Cosmetology at (800) 952-5210 to have their hours transferred to California's requirements. After receiving a transfer letter from the State Board, prospective students should contact the school admission office with this information. Appropriate credit will be granted for prior training or experience upon review and verification by the Board of Barbering and Cosmetology if from out of state. For consideration, the student needs to provide documentation to the school.

My Beauty & Barber College will accept all hours from another institution in California with a valid original Proof of Training from that institution. The tuition will be prorated for the hours remaining.

If a student wishes to transfer between programs at this School, the student must receive prior approval from the School Director.

My Beauty & Barber College does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

This institution has not entered into an articulation or transfer agreement with any other college or university.

### **Employment Opportunities**

Graduates will be able to find entry-level employment as barbers, cosmetologists/hair stylists, estheticians or manicurists, salon managers, and/or sales representatives for clippers, shears, trimmers, salon equipment, beauty or barber hair products, and hair tools.

### **Student Records Policies**

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

(1) The right to inspect and review the student's education records within 15 days of the day the College receives a request for access.

A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. The School Director or designee will make arrangements for access and notify the student of the time and place where the records may be inspected.

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

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

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

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

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, accreditor, governing agency, or collection agent); the institution provides students' records to NACCASS.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

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

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

This institution will retain student transcripts and proof of training permanently on digital media. Student records are kept in the school for five years from the last date of attendance.

For official copies of school records, please contact the School Director. There is no charge for the initial copy of withdrawal or completion documents at the time the student completes or withdraws. There is a \$10.00 fee for additional copies.

**Physical Facility**

All courses are taught at 6100 Mack Road, Suite F, and Sacramento, CA 95758. Our facility is in Valley Mack Plaza shopping center. It consists of a technical/theory area, a practical/laboratory area, an office, and a multipurpose room.

Our lecture and laboratory areas are furnished with all the necessary equipment for the Barber, Cosmetology, Esthetician, and Manicuring programs. Our facility is equipped with the following: 23 hair stations, mirrored shelves with cabinets, 5 hair dryers, 5 shampoo sinks, 4 facial chairs, 20 mannequins, students desks, chairs, 8 computers, a flat screen TV, and other equipment.

**Maximum Number of Students in a Classroom and Laboratory**

The maximum number of students in a classroom lecture setting is 15. The maximum number of students on the laboratory floor area is 35.

**Fees and Tuition**

Barbering Course ---- 1,500 clock hours	Tuition
Application Fee [non-refundable , \$10.00 non-refundable for Veterans]	\$ 100.00
Tuition Fee@ \$10.00/hr	\$ 15,000.00
Kit Book & Workbooks [non-refundable]	\$ 3,100.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00
<b>TOTAL CHARGES *</b>	<b>\$ 18,200.00</b>

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Cosmetology Program ---- 1,600 clock hours	Tuition
Application Fee [non-refundable , \$10.00 non-refundable for Veterans]	\$ 100.00
Tuition Fee@ 6.03/hr	\$ 12,800.00
Kit [non-refundable]	\$ 1,400.00
Book & Workbooks[non-refundable]	\$ 300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00

<b>TOTAL CHARGES *</b>	\$ 14,600.00
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\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Esthetician Program ---- 600 clock hours	Tuition
Application Fee [non-refundable , \$10.00 non-refundable for Veterans]	\$ 100.00
Tuition \$7.33/hr.	\$ 5,100.00
Kit [non-refundable]	\$ 400.00
Book & Workbooks[non-refundable]	\$ 200.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00
<b>TOTAL CHARGES *</b>	\$ 5,800.00

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Manicuring Program ---- 400 clock hours	Tuition
Application Fee [non-refundable , \$10.00 non-refundable for Veterans]	\$ 100.00
Tuition @ \$2.75/hr:	\$ 1,100.00
Kit [non-refundable]	\$ 300.00
Book & Workbooks[non-refundable]	\$ 200.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00
<b>TOTAL CHARGES</b>	\$ 1,700.00

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

Barbering Crossover Program---- 400 clock hours	Tuition
Application Fee [non-refundable , \$10.00 non-refundable for Veterans]	\$ 100.00
Tuition @ \$15.00/hr:	\$ 6,000.00
Kit [non-refundable]	\$ 1,000.00
Book & Workbooks[non-refundable]	\$ 300.00
Student Tuition Recovery Fund Fee [non-refundable]**	\$ 0.00
<b>TOTAL CHARGES</b>	\$ 7,400.00

\* Estimated charges for the period of attendance and the entire program.

\*\*\$0 for every \$1,000 rounded to the nearest \$1,000

***In addition, students in all programs will be responsible for the following fees, as applicable:***

If monthly payments are not in by the 5 <sup>th</sup> of every month:	\$50.00
After the initial copy, withdrawal or completion documents:	\$10.00
Each additional hour attended after the maximum time frame:	\$12.00
Examination fees:	\$200.00
Pre-examination fees:	\$250.00
Exam kit fee	\$250.00
Additional training beyond the maximum time frame of the program will be charge at \$12 per hour.	



### **Financial Aid Disclaimer**

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

### **Bankruptcy Disclaimer**

My Beauty & Barber College has never filed a bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

### **Student Housing**

My Beauty & Barber College currently does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com for Sacramento, CA, rental properties start at approximately \$420 per month.

### **Student Tuition Recovery Fund**

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to pay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Time Clock**

My Beauty & Barber College records time by clock hours. Students are required to clock in and out of school using the time clock located at the front of the school. Hours are given according to the time that a student clocks in and out rounding to the nearest 15 minutes. For example: A student clocking in at 9:35 a.m. and clocking out at 5:55 p.m. will receive 7 ¾ hours for the day. A student clocking in at 9:30 a.m. and clocking out at 6:00 p.m. will receive the full 8 hours. 30 minute lunches are required for full time students and any students that stay on campus beyond 5 hours. Full time students are required to clock out for their lunch.

**Satisfactory Academic Progress (SAP) Policy**

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

An academic year is 900 clock hours and 26 weeks of instruction time. The first year would be at 450 clock hours and 13 weeks, 900 clock hours and 26 weeks of instruction time. The Second year would be at 1200 clock hours and 32 weeks, 1500 clock hours and 38 weeks of instruction time.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

	30%	60%	80%	100%	
Barbering Course	450	900	1200	1500	clock hours
Cosmetology	480	960	1280	1600	clock hours
Esthetician	180	360	480	600	clock hours
Manicuring	120	240	320	400	clock hours
Barbering Crossover	120	240	320	400	clock 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 in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% 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 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**Barbering Course Program:**

Intervals	% of Course	Clock Hours	70% Required Hours	Academic Standing
1	30%	450	315	70%
2	60%	900	630	70%
3	80%	1200	840	70%
4	100%	1500	1050	70%
5	125%	1875	1312.50	70%
6	143%	2143	1500	70%

**Cosmetology Program:**

Intervals	% of Course	Clock Hours	70% Required Hours	Academic Standing
1	30%	480	280	70%
2	60%	960	560	70%
3	80%	1280	840	70%
4	100%	1600	1120	70%
5	125%	2000	1400	70%

**Esthetician Program:**

Intervals	% of Course	Clock Hours	70% Required Hours	Academic Standing
1	30%	180	126	70%
2	60%	360	252	70%
3	80%	480	336	70%
4	100%	600	420	70%
5	125%	750	525	70%

**Manicuring Program:**

Intervals	% of Course	Clock Hours	70% Required Hours	Academic Standing
1	30%	120	84	70%
2	60%	240	168	70%
3	80%	320	224	70%
4	100%	400	280	70%
5	125%	500	350	70%

**Barbering Crossover Program:**

Intervals	% of Course	Clock Hours	70% Required Hours	Academic Standing
1	30%	100	84	70%
2	60%	200	168	70%

3	80%	300	224	70%
4	100%	400	280	70%
5	125%	500	350	70%

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

**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 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93 - 100                      EXCELLENT
- 85 - 92                        VERY GOOD
- 70 - 84                        SATISFACTORY
- 69 and BELOW                UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**

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

**WARNING**

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

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are

progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress 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

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

#### **LEAVE-OF-ABSENCE Policy (LOA)**

My Beauty & Barber College understands that sometimes unexpected circumstances arise that may interfere with a student's ability to continue without interruption in the program. Students with a medical or other extenuating circumstances that may require them to be gone for more than seven consecutive days are asked to submit a Leave-of-Absence request to the School Director or Director of Education. A Leave-of-Absence will be granted only to students who have a family emergency, medical reason, military service requirement, jury duty, or other serious personal reasons. We reserve the right to determine on a case-by-case basis the time necessary for a Leave-of-Absence. If a student needs to extend his/her Leave-of-Absence, the student is

required to submit an additional request to the Administrative Office. There is no fee to take a Leave-of-Absence.

The maximum time frame for a Leave-of-Absence or combined Leave-of-Absence is 180 days only within a 12 month period. This Leave-of-Absence time frame cannot be extended. We advise students to talk to the School Director or Director of Education if they are having problems attending school or have to leave for more than 180 days. In the event that students have to take a Leave-of-Absence, they must sign a Leave-of-Absence form (Enrollment Agreement Addendum) in advance. If unforeseen circumstances preclude this possibility, the form will be collected at a later date, and the reason for the delay will be documented. Those who are granted a Leave-of-Absence return to the school with the same status as before their leave. The time that the student missed during the Leave-of-Absence does not count towards the total hours required for their program and must be made up. The Leave-of-Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. If a student does not return from a leave on the date noted a withdrawal refund calculation is based on the student's last day of attendance.

### **Enrollment Agreement Program Length/ Disturbance of Education**

Students are expected to complete their Barbering Course, Cosmetology, Esthetician, Manicuring, or Barbering Crossover programs within the time frame stated in their Enrollment Agreement. If a student fails to meet the time frame expected due to excessive absences, tardies, and/or Leave-of-Absence, the student's additional time with us will consist of self-study activities, practice activities, and technical instruction as assigned by the instructor. If a student were to miss a part of the program due to certain circumstances, it would be the student's responsibility to keep up with the program and complete any missed assignments. Instructors are not responsible for giving additional assistance to students who have missed instruction, but they will do their best to help students complete the program—however, the responsibility is ultimately the student's.

### **Student Code of Conduct**

Academic Code:

1. Students are responsible for showing up on time to practical training and exams according to the schedule given. The students need to be at school by 10:00 AM or they will be considered late unless the student calls the school.
2. Students who are absent from practical training or exams must make arrangements to make up the training and tests.
3. Students are responsible for showing up on time to theory class and exams according to the schedule given.
4. Students who are absent from theory exams must make arrangements for makeup tests. It is the students' responsibility for reviewing the chapter(s) missed on their own time.
5. Students must have an 8x10 note book and pen for the program.
6. School starts at 9:30 a.m., Tuesday - Saturday; theory starts at 10:00 a.m., Tuesday - Friday.

Practical Floor Code:

7. My Beauty & Barber College students are responsible for purchasing additional supplies needed for their educational program.
8. The school will provide neck strips, but the neck strip dispenser has to stay in school and on the student's station at all times.

9. The school will not provide disinfectant spray; it is the student's responsibility to provide his/her own.
10. When practicing any procedures, students must use their own supplies.
11. Students are responsible for cleaning up after themselves when using mannequin heads. The mannequin heads should be washed out, combed out, and left in good condition.
12. The school is not responsible for tools or supplies missing, lost or stolen.
13. Students are not allowed to sit in the shampoo area unless giving or receiving a service.
14. Students are to use styling chairs properly (i.e., refrain from lying on chairs, resting feet on adjacent chairs or damaging chairs through misuse).
15. Full Time Students - 5:30 p.m. is the designated time to clean station and pack up. If for any reason the student needs to clean/pack up before the designated time (i.e., student is sick, has been sent home, has some other emergency, etc.), student is to clock out thirty minutes from the time he or she started cleaning/packing up.
16. Part Time Students - 1:30 p.m. & 5:30 p.m. is the designated time to clean station and pack up. If for any reason the student needs to clean/pack up before the designated time (i.e., student is sick, has been sent home, has some other emergency, etc.), student is to clock out thirty minutes from the time he or she started cleaning/packing up.
17. We suggest that students who are not feeling well request to go home for the day; we also reserve the right to send students home if they cannot contribute to our positive learning environment. Students must fill out and have approved a Request Time Off form, signed by both the student and a staff member.
18. Students are not allowed to leave school early without permission; a Request Time Off form must be submitted first. Leaving early without permission will result in a one day suspension.
19. If a student needs to request a day off (i.e., due to a doctor's or dentist's appointment, court appearance, etc.), the student must request time off in writing, preferably at least 24 hours in advance.
20. Students must be on campus grounds at all times, except for break and lunch. Students must clock out when leaving campus grounds. However, if the student fails to clock out when leaving, the student is responsible for his or her own actions.
21. For safety reasons, students who are pregnant must provide a doctor's note stating it is okay for them to continue on with their program.
22. Students other than those enrolled in the Esthetician or Cosmetology programs are not permitted to enter the facial area without prior approval. We ask that students schedule or inform the practical floor instructor if they wish to use the Esthetics area.
23. We ask that students schedule a day in advance with the practical floor instructor for any family member service that they wish to perform. Students and their family members will receive 50% off all procedures. If the student fails to schedule a day in advance, the current practical floor instructor has to treat the family member as a regular client within the daily service rotation and subject to the regular charges.
24. Shampoo bowls are to be used only for washing clients' hair, mannequin heads, or any related items (i.e., client services, rinsing dye bowls/brushes, etc.) Students are asked to refrain from using the shampoo bowls for anything else (i.e., preparing food, etc.).
25. Students' workstations must be kept clean and neat at all times.
26. Students' stations must be cleaned after each client service.
27. Haircutting /chemical capes must be folded and put on the chair or properly stored in the station when not in use.
28. School uniform (i.e., smock, apron) must be worn at all times.

29. Dress code under uniform must be black or white pants, shorts, skirts, etc. Skirts must be no shorter than 2 inches above the knee.
30. Pants must be solid, unfaded, and in good repair (without holes, etc.).
31. No flip-flops, open-toed shoes or high heels are allowed.
32. No hats, beanies, or bandanas are permitted inside school premises.
33. Any tattoo (whether offensive, gang related or not) or body marking must be covered.
34. Gum chewing is not allowed on the practical floor or while performing a client service.
35. No food or drinks are allowed on the practical floor or at workstations.
36. No cell phones (talking or texting) are allowed in the theory class or on the practical floor.
37. Students are required to clean up after themselves in the break room (i.e., clear away food, etc.)
38. Students are responsible for clocking themselves in and out, and are not allowed to clock in and out for another student, which will result in suspension for both students (it is actually against the law).
39. Students whose turn it is to perform a service on a client must perform the service once their name is called. Refusal of any service may result in automatic clock out for the day.
40. Students are not permitted to talk with classmates while performing services on clients (i.e., what they did last night, etc.). Talking about the actual service is permitted.
41. Students are not to comment on other students' work while they are performing services on a client.
42. Students must set up their station and prepare for the day once they have clocked in.
43. Students who do not complete the program within the maximum time frame (143% of the scheduled length) will be terminated.
44. If a student is late for his/her scheduled theory time, he/she will not be allowed to attend school for the day and will be clocked out.
45. All students are required to attend a minimum of 2 Saturdays per month. Students wishing to request a Saturday off must complete a Request Time Off form, signed by both the student and a staff member, one week in advance. Students who take a Saturday off without advance approval cannot clock back in until the following Friday.
46. No personal services are allowed until 5:15 p.m. (full time students) and 1:15 p.m. (part time students), unless approved by the practical floor instructor.
47. Students with any questions or concerns about My Beauty & Barber College, are asked to speak to either the instructor or office staff in private, not in front of clients or other classmates.
48. My Beauty & Barber College invites students' friends and family to stop by to visit, but they must come when it does not interfere with their learning experience. We ask that visitors come during the students' lunch hour. If the visitors want a tour of the school, students must schedule an appointment with the appropriate staff member.

My Beauty & Barber College uses a three-leveled system as follows to categorize non-compliance with the Student Code of Conduct:

**Clock Outs** are considered non-disciplinary.

**Offenses** are minor non-compliance with issues.

**Violations** are categorized and based on the severity of the non-compliance issue.

**Clock Outs:**

*Examples:*

1. Failure to have necessary tools/supplies for class
2. Failure to comply with dress code
3. Failure to be on time for class



**Offenses:**

*Examples:*

1. Cell phone usage
2. Lack of Professionalism (i.e., classroom disturbance or excessive noise, etc.)
3. Failure to comply with service protocol
4. Lack of effort
5. Improper sanitation
6. Failure to comply with attendance protocol
7. Improper clocking in and out
8. Failure to comply with instructor’s instructions
9. Any violation of the Students Code of Conduct

There is a four-step disciplinary process for Offenses:

1. First offense will result in write-up.
2. Second offense will result in clock out/ sent home for the day.
3. Third offense will result in a 3-day suspension.
4. Fourth offense will result in termination from the school.

1st Offense	2nd Offense	3rd Offense	4th Offense
Write-up	Clock Out	Suspension	Termination

**Violations:**

*Examples:*

1. Improper clocking in and out
2. Refusal of service when called
3. Lack of professionalism
4. Clocking in and out for another student
5. Not having a positive attitude for learning and practicing

For Violations, there is a three-strike system to include clock out, suspension, and termination along with three categories of severity:

Strike 1	Strike 2	Strike 3
Clock out	Suspension	Termination

☞ If two or more offenses/violations occur in the same write up, the higher consequence will be imposed

**Ethics**

We highly value the integrity of our school. We believe that our students represent our school’s philosophy and that our school is perceived through the actions of our students, staff, and faculty. We exercise professionalism and high moral standards and ask our students to do the same. Because each individual contributes to the school image, we expect our students to uphold these standards. We believe that all clients, staff, and students must be treated with equality and respect. Students are asked to keep their conversations on a professional level and avoid topics such as religion, politics, sex, and personal problems,

all of which can be offensive to others. Failure to comply with our Ethics Policy may result in disciplinary action.

### **Non-Discrimination Policy**

Our school holds a strict non-discrimination code. We do not discriminate on the basis of color, race, ethnic origin, age, sex, religion, disability, financial status, etc. in our enrollment, instruction or graduation policies.

### **Student Disability Policy**

My Beauty & Barber College complies with the provisions of Section 504 of the Rehabilitation Act of 1973. We do not discriminate against those with disabilities. We will be glad to accept any qualified disabled person, with the understanding that, while we are able to provide reasonable accommodations and assistance, we must be able to ensure the safety of the student and others. In addition, the student must have the ability to benefit from the program.

### **Sexual Harassment Policy**

We have a strict policy on sexual harassment. Sexual harassment is defined as unwanted visual, verbal or physical conduct of a sexual nature. It is strictly prohibited and will result in strict disciplinary action or termination. Listed are some examples of what is considered to be sexual harassment:

1. Unwanted sexual advances
2. Visual conduct such as making sexual gestures or displaying sexually suggestive objects, pictures, posters or similar materials.
3. Verbal conduct such as derogatory comments or slurs.
4. Physical conduct such as unwanted touching, assault or blocking movements.
5. Offer of benefits in exchange for sexual favors

☞ Our school takes reasonable precautions to prevent sexual harassment from occurring.

### **Student Salon Services**

Active students who wish to have any service at My Beauty & Barber College will pay 50% of the listed price per service.

### **Grounds for Cancellation/Termination by the School**

A student will be subject to termination if he/she is guilty of any of the following:

1. Failure to follow Student Conduct Policy.
2. Failure to comply with the school's attendance policy. In addition, not meeting the set class attendance time agreed to in the Enrollment Agreement for his/her individual program.
3. Failure to meet the Satisfactory Progress Policy.
4. Failure to meet all financial obligations to the school (keeping up with monthly payments).
5. Failure to comply with conditions and requirements set forth and agreed to in the Enrollment Agreement.

### **Graduation Requirements**

In order to graduate and be issued a Certificate of Completion, the student must meet all of the following conditions:

Achieve a 70% or above grade in all schoolwork (assignments, tests, and projects, etc.) in both the theory and practical parts of the program.

1. Attend all 1,500 (Barbering Crossover), 1,600 (Cosmetology), 600 (Esthetician), 400 (Manicuring) hours, or 400 (Barbering Crossover) hours of the program.
2. Satisfy all financial obligations to the school.

Upon successfully meeting all of the above requirements, the student will receive a Certificate of Completion. The certificate verifies that he/she has completed the required hours to be eligible to take the California State Board Examination for each program.

### **Graduation Documentation**

In order for students to obtain a Proof of Training to certify their completion of the Barbering Course, Cosmetology, Esthetician, Manicuring, or Barbering Crossover Programs, they must complete both theory hours and practical operations with a grade point average of a 70% ("C") or better for the whole 1,500/1,600/600/400/400 hours (depending on program) and other requirements of the program. Fulfilling these requirements makes them eligible to take the California State Board Examination for their program. Our school provides assistance in filing documents for the State Board Examination.

In addition each student will obtain a Certificate of Completion.

### **Pre-Application for State Board Exam**

Students who wish to apply early for the California State Board Barber, Cosmetology, Esthetician or Manicuring Exam have the option to pre-apply for the exam. Students may pre-apply for the exam when they attain 75% of the required clock hours and are making satisfactory progress. Students may request pre-application once achieving these hours. The application must be filed within a week of the prescribed hours. Following this procedure, students will be able to get an earlier examination date after graduation. Students are responsible for all the fees for the pre-application.

### **Management, Instructors, and Staff**

Nguyen-Pickett, Leslie: School Director

Education: Bachelor Science in Civil Engineering, University of the Pacific, Stockton, CA

Nguyen, Steve: Director of Education, Instructor

Background: *Licensed Barber* with more than 7 years of experience in the field

Education: Master of Business Administration, Cornelius University

Nguyen, Kimyen: *Instructor-Substitute Instructor*

Background: *Licensed Barber* with more than 40 years of experience in the field

Education: My Beauty & Barber College

Wisnon Fong: Director of Financial Aid

Education: Bachelor Science in Architect, CalPoly, CA

Nguyen, Thuytien: Chief Finance Officer

Background: License Cosmetology with more than 5 years of experience in the field

Chris Pickett: Administrative Assistant

Education: Chico State University

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the School Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The School Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

For attendance taking schools, aid received post LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of scheduled clock hours in the payment period as of the withdrawal date divided by the total clock hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student

and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is Order of Return of Title IV funds:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **Refund Policy**

#### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: My Beauty & Barber College, 6100 Mack Road, Suite F, Sacramento, CA 95758. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If My Beauty & Barber College closes or a program is cancelled subsequent to a student's enrollment, My Beauty & Barber College will refund all monies paid by the student.

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

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

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Student Service - Learning Resources for Students**

Learning resource material is located in the multipurpose room. The hours are: Tuesday – Saturday from 4:00 p.m.-6:00 p.m.

The school provides learning resources to enhance students' education in two broad areas:

- a. Books, magazines, journals, reference works, and electronic bookmarks related to topics in barbering, cosmetology, esthetician, and manicuring. These resources can be found in the library areas and on the school computers and are designed to help students better understand the curriculum coursework and to assist students in completing projects assigned by their instructor.
- b. Books, magazines, journals, reference works, and electronic bookmarks related to topics in career development, budgeting, and personal financial planning. These resources are designed to help students transition to academic life; develop coping, study, and research skills; access tutoring or study guides; plan for graduation; develop resumes and career planning skills; perform job searches; and assist with personal financial planning

### ***Use of the Learning Resources to Complete Assignments***

The purpose of student assignments is to broaden and deepen the student's understanding of the program curriculum. Instructors will assign projects that directly relate to the student's field of study and will involve elements of research, organization of information, and presentation. The assignments will be directly related to practical instruction provided in the laboratory or to specific chapters of the student's textbook and serve to build upon and enhance the learning objectives of both. The purpose of the assignment or project is not to simply re-state practical instruction steps or material covered in textbooks, but to build upon or apply the material learned in a manner that strengthens understanding or applies the material to real-world applications

### ***Use of Computers and Electronic Resources***

Computers and electronic resources are for the sole purpose of educational learning and student development. Computers may be used for Internet searches but limited only to search engines used for academic purposes.

### ***Use of Books, Texts, and Periodicals***

Students may use the books, texts, and periodicals in the learning resource area for research and personal or academic development.

### **Student Service - Placement Assistance**

Our school regularly updates our current listing of job openings, and it is readily available for students to view. When there are open positions in our outside network of salons and stylists, students will be notified. Students close to graduation are encouraged to keep an eye on our bulletin board, as we post job listings for stylists and hairdressers. In addition, we also offer to write letters of recommendation and serve as a reference when our students apply for employment. Please note: *Although we provide placement assistance, we cannot guarantee employment.*

### **Student Service - Student Grievance Procedure**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

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

The complaint form will be given to the School Director.

The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of continued investigation and/or actions being taken regarding the complaint. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

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

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and

either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable

In the case that questions or problems concerning the school have not been satisfactorily answered or resolved by the school, they should be directed to: Bureau for Private Postsecondary Education; 2535 Capitol Oaks Drive., Suite 400; Sacramento, CA 95833; www.bppe.ca.gov, (888) 370-7589.

**Consumer Disclosures**

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.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (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).

My Beauty & Barber College is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

**Campus Security Act Disclosure Form**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for 2016.

Reporting Period: January 1, 2016 – December 31, 2016

<b>Offense Type</b>	<b>Total On Campus</b>	<b>Total for Neighborhood</b>
Arrest	0	177
Arson	0	10
Assault	0	373
Burglary	0	232
Robbery	0	119
Shooting	0	156
Theft	0	218
Vandalism	0	46
Other	0	1692

\*Statistics obtained via “SpotCrime” for the “California: Sacramento Neighborhoods: Valley High-Laguna North” neighborhood.



1. All students and employees are required to report any crime or emergency to the institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, an institutional official will be prepared to record and report the crime, but not the name of the informant. In order to remain anonymous, the student or employee may submit his information in writing without a signature to the institutional official. If confidentiality is not an issue, the student or employee will contact the institutional official who will then contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 911.

2. Only students, employees and other parties having business with this institution should be on institutional property. Rear access doors are closed and locked during all hours of the day. When the school closes for the night, an official will lock all doors. Other individuals, students, or employees present on institutional property at any time without the expressed permission of appropriate institutional official(s) shall be viewed as trespassing and may also be subject to a fine and/or arrest.

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

- a. Do not leave personal property unattended in any classrooms or on the clinic floor.
- b. Report any suspicious persons to an institutional official.
- c. Always try to walk in groups outside and around the school premises.
- d. When waiting for a ride, wait indoors or within sight of other people.
- e. Employees, staff, and faculty will close and lock all doors and turn off lights when leaving a room.
- f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees and prospective students.
- g. The school has no formal program, other than orientation, that disseminates this information. All information is available upon request.
- h. Information regarding any crimes committed on the campus or parking lot will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be available within two (2) business days of the request.

4. Campus law enforcement/security policies are as follows:

- a. The institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required to call the correct agency or dial 911 in the event of a crime. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- b. The institution does not employ campus security personnel but encourages both its students and employees to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
- c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling, other than that the student or employee is encouraged to seek such aid and may utilize sources on the posted Counseling Hotlines.

5. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces to all state underage-drinking laws. This institution also does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest. Information concerning drug and alcohol abuse education programs is included in this catalog.

6. Sexual offenses/assaults on campus will be reported immediately to the school's official. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance for such assault.

7. All incidents shall be recorded in the institution's "Incident Report" binder at the institutional official's office.

The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days of being reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

### **Requirements for Financial Aid**

- ⊙ Admitted as a regular student
- ⊙ Be a citizen or eligible non-citizen
- ⊙ Not owe a refund on a Pell Grant or SEOG Grant
- ⊙ Not be in default on any federal Stafford loans
- ⊙ Making satisfactory progress
- ⊙ All male students born after January 1, 1960 are registered for selective service
- ⊙ Have a high school diploma or GED

### **Financial Aid Principles**

1. My Beauty & Barber College will work with schools, community groups, and other educational institutions to support the national goal of equal educational opportunities.
2. The expected family contribution (EFC) affects the student's cost of education. This school expects parents to contribute financially to their child's cost of tuition, according to their means, taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of financial aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

## **Student Accounts**

1. Student payment plans are set during the student's interview and enrollment process with the Administrator. This includes schedules and monthly payment amounts.
2. Student who are on the "In House" or an overage payment plan have an interest-free monthly payment due each month on the anniversary of their start date. MBBC allows a 5 business day grace period. For example, if the student started on the 1<sup>st</sup> of the month, his/her payment is due on the 1<sup>st</sup> and late on the 5<sup>th</sup>. If the student is late past the grace period, a \$50.00 late fee will be added to the account and the student will be **suspended** until his/her account can be paid up to date.

## **Financial Aid Mechanism**

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

## **Financial Aid Programs**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process, and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

To see if a student is eligible for financial aid, he/she can fill out a free application online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

My Beauty & Barber College's school code: **04262100**

Once the application has been submitted and processed by the U.S. Department of Education, a confirmation email will be sent to the student and the school determining the student's eligibility. The Financial Aid Director of the school will contact the student to determine the amount of financial aid award.

Any student wishing to apply for a Direct Loan must sign a master promissory note and Complete Entrance Counseling. To do so, the student must meet with the school's Financial Aid Director.

### **Federal Pell Grant Program (FPELL)**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid. Pell grant funds are received by June 30 in the year on which the application is intended for. Student Aid Report (or ISIR) must be submitted to the school's financial aid office by August 29 of the award year from which aid is requested, or your last day of enrollment in the award year, whichever arrives first. A valid ISIR, when the ISIR has been corrected if the student is selected for verification.

- ⦿ RENEWAL PROCESS: A FPELL Grant award received for one award year, (July 1 to June 30 of the following year) is **not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the school's financial aid office.
- ⦿ DISBURSEMENT: FPELL Grants are disbursed on a per payment period basis, via a direct credit to the student's account or via a check payable to the student.

### **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school, or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

**Federal Subsidized Stafford Loan** is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

**Federal Unsubsidized Stafford Loan** is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

- ⦿ DEADLINES: Most lenders require applications to be submitted at least 30 days prior to the end of the loan period for which the loan has been requested.
- ⦿ DISBURSEMENT: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. It is also the student's responsibility to comply with all obligations involved in the receipt of federal and/or state aid.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for education expenses. Parents may borrow up to the cost of their dependent student's education

minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the student starts school.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

For students who do not qualify for financial aid, we offer an interest-free monthly payment plan.

## **POLICIES AND PROCEDURES FOR VETERANS AND PERSONS ELIGIBLE FOR VETERANS BENEFITS**

### **TRANSFER OF CREDIT**

My Beauty & Barber College will inquire about each veteran' or person eligible for veterans benefits previous education and training, and requires that each prospective student request transcripts from all prior institutions, including military training, traditional coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Veterans and the Department of Veterans Affairs will be notified of the evaluation results and My Beauty & Barber College will maintain the written records.

### **Credit Evaluation**

For students who have completed some clock hours at another school, we will accept those transferable hours if the students can provide us with an official transcript from the previous school. Please note: hours are transferable at the discretion of our school administration. Students from out of state must call the State of California Board of Barbering and Cosmetology at (800) 952-5210 to have their hours transferred to California's requirements. After receiving a transfer letter from the State Board, prospective students should contact the school admission office with this information. Appropriate credit will be granted for prior training or experience upon review and verification by the Board of Barbering and Cosmetology if from out of state. For consideration, the student needs to provide documentation to the school.

My Beauty & Barber College will accept all hours from another institution in California with a valid original Proof of Training from that institution. The tuition will be prorated for the hours remaining, plus an application fee of \$10.00 and STRF fee for each veteran or eligible persons. Any additional equipment or books will be charged for. All other qualifications for admission must be met.

If a student wishes to transfer between programs at this School, the student must receive prior approval from the School Director.

My Beauty & Barber College does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

This institution has not entered into an articulation or transfer agreement with any other college or university.

## **VETERANS – CANCELLATION AND WITHDRAWAL FROM THE PROGRAM**

### **Refund Policy**

#### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: My Beauty & Barber College, 6100 Mack Road, Suite, F, Sacramento, CA 95758. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$10.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If My Beauty & Barber College closes or a program is cancelled subsequent to a student's enrollment, My Beauty & Barber College will refund all monies paid by the student.

#### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$10.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

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

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

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If a VA student is withdrawn, the VA will be promptly notified.

My Beauty & Barber College  
6100 Mack Road, Suite F  
Sacramento, CA 95758  
Phone: (916) 395 - 1972  
Fax: (916) 395 - 1468  
www.mybeautycollege.com

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Person Eligible for Veteran Benefits):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enrolled by (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



VETERANS POLICY STATEMENT  
ADDENDUM

SATISFACTORY ACADEMIC PROGRESS, CFR 21.4254(b)(6)(7)

Students are evaluated after completing 30%, 60%, 80%, 100% and 125% to assess compliance with minimum progress standards. Students who have not maintained the required grade average of 70 percent are placed on probation until their next evaluation. Those students who have not achieved the required minimum average of 70% by the end of the probation period will have their VA benefits terminated.

ATTENDANCE POLICY CFR 21.4254

Students are required to maintain 70% percent attendance average. Those students whose attendance is below the required average will be placed on attendance probation until their next evaluation. Those students who have not improved their attendance to the required minimum average by the end of the probation period will have their VA benefits terminated.

CONDITIONS FOR RE-ENROLLMENT CFR 21.4254(b)(7)

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

REFUND POLICY FOR NON-ACCREDITED COURSES– CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

*Note:* The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of School Official (Please Print)