



School Catalog & Consumer Guide

NORTH ADRIAN'S BEAUTY COLLEGE, Inc.
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INDEX

ACADEMIC AND ATTENDANCE PROBATION	35
ACCIDENT INSURANCE POLICY	56
ADDITIONAL CLASSROOM	4
ADDITIONAL INCIDENTAL COSTS	59
ADMINISTRATION BUSINESS HOURS	2
ADMISSIONS POLICY	3
ADRIAN'S BEAUTY COLLEGE INSTITUTE OUTINGS	23
ADRIAN'S BEAUTY COLLEGE NON- SANCTIONED EVENTS	22
ADRIAN'S BEAUTY COLLEGE SANCTIONED EVENTS	22
ADRIANS STAFF & JOB TITLES & FUNCTIONS.....	40
ADVANCED TRAINING CLASSES AND SALON WORKSHOPS.....	25
ADVISING PROCEDURES/DISCIPLINARY PROCESS	14
APPEAL PROCEDURE	36
APPLICATION FOR STATE BOARD EXAMINATION	33
APPLIED EFFORT	23
APPROVALS	2
ATTENDANCE AND TARDY POLICY	28
ATTENDANCE STATUS.....	32
AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA	64
BUYERS RIGHTS TO CANCEL AND REFUND RIGHTS	56
CALENDAR/ HOLIDAYS	5
CALLING IN TO TEACHER.....	10
CAMPUS CRIME SECURITY REPORT	69
CAREER ADVISING.....	27
CAREER PLANNING OFFICE	4
CLASS HOURS AND PRACTICE HOURS (APPLIED EFFORT)	29
CODE OF ETHICS.....	5
COMPLIANCE STATEMENT	61
COMPLIANCE.....	16
COMPUTER AND ELECTRONIC DEVICES POLICY	74
CONDUCT AND DISCIPLINE.....	6
CONSUMER INFORMATION	1
CONTRACTED COURSE LENGTH –DISRUPTION OF EDUCATION	25
COPIES, FAX & RESUME CHARGES	28
COSMETOLOGIST COURSE	40
COSMETOLOGIST SERVICE PROTOCOL	16
COURSE COSTS	55
COURSE INCOMPLETE	36
COURSES OF STUDY	40
CRIMINAL HISTORY AND BACKGROUND CHECKS	69
DEAN'S LIST	28
DEFINITIONS	64
DETERMINATION OF WITHDRAWAL	27
DETERMINING NEED.....	64
DISCLOSURE AND RETENTION OF STUDENT RECORDS	6
DISPENSING OF EQUIPMENT AND MATERIALS	16
DRESS CODE AND APPEARANCE.....	12
DRUG ABUSE PREVENTION PROGRAM	28
DRUG FREE CAMPUS POLICY.....	28
EARLY DISMISSAL	10
EDUCATIONAL OBJECTIVE	6
ELECTRONIC DEVICES	13
EQUIPMENT AND BELONGINGS	22

ESTHETICIAN SERVICE PROTOCOL.....	16
ESTHETICIAN COURSE.....	45
ETHICS.....	15
EVALUATION PERIODS.....	34
EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY.....	39
EXPLUSION.....	15
EXTERN REQUIREMENTS.....	25
FACILITY'S & EQUIPMENT.....	7
FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE.....	25
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG).....	64
FEDERAL RETURN TO TITLE IV FUNDS POLICY.....	58
FIELD TRIP PARTICIPATION.....	22
FINANCIAL AID MECHANISM.....	62
FINANCIAL AID PHILOSOPY.....	62
FINANCIAL AID-CONSUMER INFORMATION.....	60
FIRE.....	14
GENERAL FINANCIAL AID INFORMATION.....	61
GENERAL INFORMATION.....	2
GRADING SYSTEM.....	32
GRADUATION DOCUMENTATION/ AWARDING OF DIPLOMA.....	32
GRIEVANCE PROCEDURE/INTERNAL COMPLAINT PROCEDURE.....	6
GUM CHEWING & SCOTCH TAPE.....	20
HEALTH AND PHYSICAL CONSIDERATIONS.....	7
HISTORY.....	8
HOUSEKEEPING.....	14
HOW OUR STUDENTS ARE DOING.....	69
INTERVENTION.....	15
JOB DEMAND.....	3
JOB PLACEMENT.....	28
LAST CLINIC APPOINTMENT TAKEN.....	16
LEARNING DISABILITIES.....	21
LEAVE OF ABSENCE (LOA).....	37
LOCATIONS.....	8
MANICURIST COURSE.....	49
MAXIMUM FIELD TRIP HOURS ALLOWED.....	22
MEDICATION.....	21
MEMBERSHIPS – AFFILIATIONS APPROVALS.....	8
METHOD OF PAYMENT.....	55
MISSION STATEMENT.....	8
MODELS.....	21
NO VERBAL AGREEMENTS.....	26
NON-PAYMENT OF OUTSTANDING BALANCES.....	56
NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION.....	73
NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS.....	71
ORIENTATION.....	4
PARKING.....	21
PERFORMANCE EVALUATION AND GRADES.....	23
PERSONAL DATA CHANGE.....	26
PERSONAL SERVICES.....	17
POLICY FOR SAFEGAURDING CUSTOMER INFORMATION.....	72
PRE-APPLICATION FOR STATE BOARD EXAMINATION.....	33
PRINCIPLES.....	62
RECEPTION DESK.....	16
RECIPROCITY.....	26
RE-ENTRY POLICY.....	38
RESOURCES.....	4

SAFETY REQUIREMENTS-BOARD OF BARBERING & COSMETOLOGY.....	68
SANITATION.....	13
SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS.....	33
SATISFACTORY PROGRESS POLICY.....	24
SCHEDULE CHANGE.....	12
SCHEDULE CHANGES.....	32
SCHOLARSHIPS.....	26
SCHOOL CLOSURES.....	39
SCHOOL POLICY FOR THE HANDICAPPED.....	26
SCHOOL POLICY ON REHABILITATION SERVICES.....	26
SCHOOL POLICY ON SEXUAL HARASSMENT.....	27
SCHOOL RULES AND REGULATIONS.....	29
SERVING THE PUBLIC.....	16
SMOKING.....	20
STANDARDS OF PERFORMANCE: POLICIES AND PROCEDURES.....	8
START DATES.....	26
STATEMENT OF NON DISCRIMINATION.....	26
STUDENT BENEFITS.....	27
STUDENT ELIGIBILITY REQUIREMENTS.....	62
STUDENT HEALTH AND SAFETY.....	14
STUDENT PRICE LIST.....	17
STUDENT SUPPLIES AND MATERIALS.....	21
STUDENTS RIGHTS AND RESPONSIBILITIES.....	69
SUPPLEMENTAL TRAINING.....	56
SUSPENSION POLICY.....	31
TARDINESS.....	10
COSMETOLOGY INSTRUCTORCOURSE.....	52
TELEPHONE CALLS.....	20
TERMINATION OF ENROLLMENT REFUND POLICY.....	26
TERMINATION POLICY.....	31
TESTING POLICIES.....	24
THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS.....	63
TIME ALLOTTED/TOWELS DISTRIBUTED & CREDITS GIVEN FOR CLINIC SERVICES.....	17
TIME CARDS.....	10
TIME CLOCK OR FINGERPRINT READER PROCEDURES.....	11
TIME SCHEDULE AND SCHOOL HOURS.....	9
TRANSFERS.....	38
TUITION FEE FOR ADDITIONAL TRAINING.....	59
TUITION FEE FOR RE-ENROLLED/TRANSFER STUDENTS.....	59
TUITION WAIVERS.....	27
TUITIION AND FEE POLICIES.....	59
UNDER THE INFLUENCE.....	21
UNSATISFACTORY PROGRESS.....	24
USE OF SCHOOL PRODUCTS.....	21
VISITORS.....	20
WARNING POLICY.....	31
WEAPONS.....	21
WHAT TO DO WHEN YOU HAVE A PROBLEM/CHAIN OF COMMAND.....	14
WITHHOLDING OF STUDENT TRANSCRIPT/GRADES/DIPLOMA.....	39

CONSUMER INFORMATION **NOTICE OF STUDENT RIGHTS**

1. You may cancel the contract for school without any penalty or obligation by the seventh business day after the contract was signed. If you cancel any payment you have made, any negotiable instrument by you will be returned to you within 45 days following the school's receipt of your cancellation notice. Cancellation period for programs less than 50 days, one business day for each 10; more than 50 days, fifth business day following the first class.
2. 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 refund for the part of the course not taken. Your refund rights are described in the contract.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:
5. 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 Dr., Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, Toll free number (888) 370-7589 or by fax (916) 263-1897.
6. 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 (a.k.a. How are students are doing), which must be provided to you prior to signing The enrollment agreement.
7. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by Completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

**Department of Consumer Affairs
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca. 95833**

**Mailing Address:
P.O Box 980818
W. Sacramento, CA. 95798-0818**

www.bppe.ca.gov

GENERAL INFORMATION

APPROVALS

The Institution's are accredited by:

National Accrediting Commission of Career Arts and Sciences
4401 Ford Ave., Suite 1300
Alexandria, VA 22302-1432
703-600-7600

North Adrian's Beauty College, Inc., Adrian's Beauty College of Tracy (an approved branch campus of North Adrian's) and Adrian's Beauty College of Turlock is recognized as eligible institutions to participate in Federal Financial Aid Programs by:

The United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20302

Adrian's Beauty College of Turlock, Inc. And North Adrian's Beauty College, Inc. is approved by:

** Approval to operate means compliance with minimum state standards and does not imply an endorsement or recommendation by the state or by the bureau.*

Bureau For Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 95833
916-574-7720

Approved for the training of veterans and eligible persons under Title 38 of U.S. Code

Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, Ca. 94244-2260
800-952-5210

Adrian's Beauty College of Tracy is a branch of North Adrian's Beauty College, Inc. and at this time is approved by the BBC, but will not have veteran's approval for a minimum of 3 years.

ADMINISTRATION BUSINESS HOURS

CAREER PLANNING OFFICE: Applicants may secure information on Tues. - Sat. From 8:00 a.m. - 4:30 p.m., and additionally at North Adrian's on Monday-Friday from 8:00 a.m. - 6:00 p.m.

FINANCIAL AID: Applicants or students may secure Financial Aid information Monday through Friday between 8:00 a.m. and 4:30 p.m. Contact Financial Aid Office for an Appointment. This is located at the Financial Aid Office.

JOB PLACEMENT ASSISTANCE: Monday through Friday between 8:00 a.m. and 4:30 p.m. All placement assistance is done by appointment only.

All Administrative offices may be reached at the following:

Adrian's Beauty College of Turlock, Inc. (209) 632-2233
North Adrian's College of Beauty, Inc. (209) 526-2040
Adrian's Beauty College of Tracy (209) 835-3550

ADRIAN'S BEAUTY COLLEGES RESERVES THE RIGHT TO CHANGE THESE POLICIES AND PROCEDURES AT ANY TIME WITHOUT NOTICE BY POSTING SUCH CHANGES ON THE COLLEGE BULLETIN BOARD.

The College is a PRIVATE INSTITUTION

ADMISSIONS POLICY

All Instruction is given in English. Students are admitted as regular students following one of the following criteria:

All applicants of any course of training offered at Adrian's Beauty College must have completed high school or its equivalent prior to enrollment. As of January 1, 2010, students will no longer qualify to attend based on successfully passing a Ability to Benefit Test. Students who enroll must have completed high school or its equivalent only.

Third Party Contract Students-(R.O.P.) The administrative staff member will give the Aptitude Test to each prospective school district applicant (R.O.P.) prior to enrollment. ROP applicants could be required to provide two letters of recommendation. Letters shall be from non-family members, industry professionals, potential employers, clergy or other professional mentors.

An Aptitude Test will be administered under the following criteria:

- Time Limit's one hour
- Only one answer per question will be graded
- No dictionary of any kind may be used
- Mobile phone use is not allowed
- No interpreter or person who is not actively taking the test is allowed in the testing area
- Passing is a score of 80 or higher out of a total of 100 questions.
- Any score below 80 is considered failure and will not be eligible for the R.O.P.
- Only High School Juniors and Seniors will be tested. For Juniors, they must be in the last semester of their Junior year.

Note: Applicants must begin courses within one year of successfully completing the Aptitude Test. If a person has been withdrawn from their prospective course and chooses to re-enroll at a later date, they will not be enrolled in R.O.P. and can apply to enroll in other programs.

Applicants seeking Federal Financial Aid Assistance must have a minimum of:

1. High School Diploma, or
2. High School Equivalency Certificate, or
3. Completion of Secondary Home Schooling, or
4. If enrolled under a training agreement with a government agency, school district and/or other entity, the student must meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
5. All applicants must have completed admissions' application forms and submitted documentation
6. All applicants must attend orientation class
7. At least 17 years of age
8. Ability to read, comprehend and communicate in English
9. All applicants must pass a personal interview with the enrollment office prior to admissions.

JOB DEMAND In the Cosmetology Industry, 2007

In May 2007, data compiled from 6,203 salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. More importantly, 69 percent of California salon owners who attempted to hire new employees in 2006 said they were unable to find properly trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40 percent of salons in the state are employer owned and 29 percent are booth rental salons. The other 31 percent are a combination of the two.

There has been notable growth in the industry since 1999:

- The total number of salons is up by 18%
- The number of chairs or workstations is unchanged
- The number of employees leaving their positions is down 13%, and
- The number of new hires is down 15 percent
- Fewer employees left their jobs, so there is a decline in job swirling

The salon industry is a job seekers market. Some 56% of the salon owners reporting that they had job openings. More than 572,000 open positions were filled in 2002 with both experienced salon professionals changing positions (73% of the new hires) and with inexperienced professionals with less than one year's experience (27% of the new hires). The supply does not appear to be keeping up with demand.

Approximately 3 out of every 4 salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel.

Other key findings

- Zero unemployment. Today, the growing salon industry offers a dramatically unique zero unemployment factors - needing many more new salon professionals than we can supply.
- 49% of the salon owners classified their salon as a full service salon, 20% as a hair cutting salon, 58% as a full service salon and 13% as a barber shop.

ORIENTATION

The orientation at the College is mandatory that you attend, and you cannot start school until you have attended the orientation. Orientation is 2-4 hours and is held prior to the class start date.

This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of the college, sanitation aspects, rules and regulations, student expectations, time cards, using the time clock and parking on campus, and the expectations of the teaching staff. It will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your first days and weeks of your class. Any papers, documentation, payments or verification that you need to complete for the office should be done before attending the orientation session.

ADDITIONAL CLASSROOM (NORTH ADRIAN'S ONLY**)**

An additional classroom may be utilized for any educational purpose as required. This additional classroom is located at 2412 Mc Henry Ave Modesto, Ca 95350.

There are a variety of orientation dates which you can obtain from the admission's department. An appointment for the orientation class is suggested, you may make the appointment with either the admissions or financial aid representative. To start college you MUST attend orientation.

CAREER PLANNING OFFICE

The career planning office is located at the facility.

RESOURCES

Other available services (career counseling, childcare, etc.) are located at each campus. The institution does not have any dormitory facilities under it's control. We do not provide assistance in finding housing.

The Institution has a small library, and internet access. They must see there supervising instructor to check out one of the magazines or design books. They have to also get permission for use of the computer

CALENDAR / HOLIDAYS

Both colleges are year round schools, with open enrollment and open exit. The class start dates are: Mondays and Tuesdays at North Adrian's and Tuesdays at Adrian's Turlock. . Any class may be cancelled at any time at the discretion of the director.

The colleges are closed on Sundays, and at Adrian's Turlock & Tracy on Sunday and Monday. The following holidays are observed by the colleges:

- New Years Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Depending upon the day of the week the holiday falls on, additional days may be included as holidays. The school closes a week after December 25th and for two weeks in the summer. The school reserves the right to close additional days for Instructor/ Staff in service or training. Please refer to the 2011 School Calendar.

A special holiday may be declared for special or emergency reasons and will be posted on the school bulletin board. Holy Days of all religious beliefs are respected and allowed. A schedule is given to staff and students at the beginning of each year.

CODE OF ETHICS

1. Adrian's Beauty College has as its principle objective, to provide training to qualify students to give the best possible service to clients.
2. Adrian's Beauty College strives to continuously improve its operation in order to keep abreast with the ever-changing business climate and new techniques in all areas of the beauty industry.
3. Adrian's Beauty College encourages its instructors to keep abreast of the latest teaching methods in Cosmetology by reading educational books and attending teacher refresher or advance courses, workshops and other trade shows.
4. Adrian's Beauty College takes part in educational conferences and regional meetings in order to advance the Cosmetology profession.
5. Adrian's Beauty College makes use of acceptable teaching techniques and training aids, such as; textbooks, workshops, role playing, round table discussions, team training, videos, DVDs and other audio-visual aids in order to provide the best possible training for students.
6. Adrian's Beauty College purchases only high grade standard equipment, cosmetics, and supplies, with well-known trade names to be used for the instruction of its students and use upon its clients.
7. Adrian's Beauty College maintains a fair and honest relationship with staff, students, clients, State and Federal Agencies and other colleges.

8. Adrian's Beauty College advertises truthfully and makes honest representations to its clients and future professionals.
9. Adrian's Beauty College does not recruit students already attending or admitted to another college offering a similar program of study.
10. Adrian's Beauty College observes the standards of the National Accrediting Commission of Cosmetology Arts & Sciences.

CONDUCT AND DISCIPLINE

It is expected that all Adrian's students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of positive learning. It is also expected that all students who enroll at Adrian's are willing to assume the responsibilities of citizenship within the student body. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

DISCLOSURE AND RETENTION OF STUDENT RECORDS

Adult students have the right to inspect, review and challenge information contained in their educational records. Parents of adult students are not allowed access to the student's files. Access is granted to parents only if the student is a minor and a dependent. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the college. To inspect, review, or challenge information, you must make an appointment with the administrative office. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies as authorized by law. See FERPA Act, Students are not allowed to review or inspect the financial records of their parents. The college will maintain records as available until June 30 of the year that a student attended. After June 30th each year, all records will be archived. For the records to be removed or researched from storage, a \$75 archive fee is to be paid prior to removing from archives.

The college will maintain education records for five (5) years. After five years, records are destroyed and are no longer archived.

EDUCATIONAL OBJECTIVE

Adrian's Colleges primary objective is to provide an education to its students so they may graduate and become licensed to begin their new careers.

The colleges offer a progressive curriculum, as well as people skills and self awareness based upon communication. When students have developed a positive, healthy attitude, they can extract the maximum benefit from their educational experience.

GRIEVANCE PROCEDURE/INTERNAL COMPLAINT PROCEDURE

If you have a problem with an individual, try to resolve the matter with that person, whether it is a student, a teacher, or a staff member. If the problem cannot be resolved only after discussing it with the person, then contact our Student Affairs Representative at each college. The Student Affairs Representative can act as a buffer so that both parties may discuss their problems calmly and with a third part to assist in resolving the matter. If needed, the problem may be taken up with the School Associate Director; however, most can be solved before this stage. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This

produces more positive results, rapid action, and consistency. Any serious grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. The grievance must be submitted within five business days to the Student Affairs Representative from the date that the incident occurred. The Student Affairs Representative will evaluate the grievance within ten business days and submit a written response back to the student. Should the student disagree with the decision of the Student Affairs Representative, an appeal must be filed within ten business days from the receipt of the response from the representative. After an appeal is filed, a committee will meet within thirty days and provide a written notice to the student of its decision within ten business days after the committee decision. The Committee consists of an Administrator and the Director of Education. The decision of the committee will be final. If the college is unable to assist you after exhausting all of the above methods then seek assistance from the Bureau For Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833. Also see notice of Student Rights.

FACILITY'S & EQUIPMENT

North Adrian's Beauty College is located on Floyd Avenue with more than 9300 square feet of floor space. The facility contains five theory classrooms (capacity 160). Each of the classrooms is equipped with flat screen TV's & DVD players in which the teachers use the large video library to supplement their classes. There is a large and extremely modern client clinic laboratory with 56 client stations, 12 manicure stations, two efficient dispensaries, as well as four private rooms for conducting facials in a professional setting with six beds, a massage table, four portable facial chairs and three wax chairs. Additionally there is a wet treatment room, with a wet treatment table, two private showers for spa therapy treatments. Additional classrooms available with 1200 square feet of floor space and student capacity of 50 located at 2412 Mc Henry Ave. There are several administrative offices and teachers' offices.

Adrian's Beauty College of Turlock is housed in a building in the Starkweather Shopping Center. The building has 12,000 square feet of floor space. There are 12 dual client styling stations, 20 wall stations, 9 manicure stations that will easily accommodate at least fifty clients and student stylists. There are three offices for the administration and instructional staff, and a large storage room for supplies. The building contains six classrooms (capacity 210), an ultra-modern and easily assessable clinic laboratory, beginning student area, and two classrooms with a bi-fold door that converts to a very large alternate class room. The student lavatories are quite large and contain sufficient rest rooms to accommodate a growing student population.

Adrian's Beauty College of Tracy is located at 3000 Grant Line Road in the Wal-Mart/Costco Shopping Center. The building has 8767 square feet of floor space, with three large classrooms and two multipurpose classrooms along with a spacious state of the art client clinical lab. Equipped with the latest salon furniture and fixtures, including European overhead dryers to pipe less hand blown glass pedicure spa stations. A student break area is designed with the student's study needs in mind. There are several rest rooms within the space that are designated for clients and for students within their study areas.

HEALTH AND PHYSICAL CONSIDERATIONS

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

If a student, while enrolled, sustains an injury deemed by the college to impair their ability to fulfill all educational requirements, both practical and theoretical, the student may be required to take a Leave of Absence until given a full medical release by their physician.

HISTORY

Adrian's Beauty College was founded in 1956 by Adrian Cochran. Adrian was always progressive in his approach and definitely a people person. Using that formula for success, he went on to establish twenty eight-beauty schools throughout California. There are now three locations that are owned and operated by Pat Cochran. We strongly encourage our students to continue the community involvement throughout their professional career.

Adrian's Beauty College of Turlock, Inc., and North Adrian's Beauty College, Inc. and it's Branch campus Adrian's Beauty College of Tracy does not have a pending petition in bankruptcy, isn't operating as a debtor in possession, or filed a petition within the preceding five years, or have ever had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

LOCATIONS

North Adrian's is located at 124 Floyd Avenue, just off McHenry Avenue. North Adrian's Beauty College, Inc. was licensed by the California Board of Barbering and Cosmetology in 1968. In 2006 an additional classroom was secured at 2412 Mc Henry Ave Modesto, CA 95350.

Adrian's Beauty College of Turlock, Inc. was incorporated July 1, 1985 by the State of California and began its first class on July 8, 1985. Adrian's of Turlock is at 1340 West Main Street, Suite A in the Starkweather shopping center in Turlock.

Adrian's Beauty College of Tracy, a branch campus of North Adrian's is provisionally accredited at this time, the location is 3000 W. Grantline Road, Tracy, California 95304, and it was opened 12/09/2008.

The colleges are located on all major bus routes. Ample parking is available in nearby parking lots, for students, faculty and clients.

MEMBERSHIPS - AFFILIATIONS APPROVALS

American Association of Cosmetology Schools (AACCS)
California Department of Vocational Rehabilitation
The Council for Higher Education Transfer Alliance
National Accrediting Commission of Career Arts and Sciences
National Hairdressers & Cosmetologists Association
Stanislaus County Department of Education
Stanislaus County Job Training, One Stop Center
U.S. Department of Education, Division of Eligibility
U.S. Veterans

MISSION STATEMENT

The colleges provide career training in Career Arts and Sciences and related fields. The Institutions graduate students with the skills needed to secure entry level employment

STANDARDS OF PERFORMANCE: POLICIES AND PROCEDURES

Student Standard of Performance Statement:

As a student of Adrian's Beauty College, I will declare myself to secure my success and assure the prosperity of my industry. This formula starts with me projecting a positive mental attitude in efforts to achieve a cooperative atmosphere. My productive environment will consist of: honesty, respect, integrity, fairness, responsibility, accountability, and effective communication through people skills, professionalism and the incessant desire for continual knowledge. With these attributes, I will come to

understand the value of teamwork and the importance of client satisfaction. Once these qualities are developed and practiced, I will have set forth on my mission to become a true professional.

Adrian's Beauty College is founded on certain Standards of Performance. The following standards indicate how you can function according to the specific policies and procedures of the school. Your adherence to these policies directly affects the consistency and continuity of the image of Adrian's Beauty College presence in the marketplace. These guidelines by no means intend to stifle your creativity. On the contrary, the Personal Standard's of Performance statements and guidelines form a framework from which you can build on your success.

The Standards of Performance, Policies and Procedures contained herein are by no means complete. However, they are the foundation of some of the most successful salons in the United States today.

TIME SCHEDULE AND SCHOOL HOURS:

Please refer to each campus for class schedules.

Your school hours vary with your schedule. It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you are scheduled to arrive.

Should you find it necessary to change your schedule, please complete the schedule change form. It is located in the Administration office. A fee of \$25.00 will be charged for any change a forty hour per week student may reduce the contract base schedule for one of the following reasons:

- Job related
- Child care

The student may only reduce their schedule to the already available schedules at the location they are enrolled in. The student must have completed Basics, Intermediate and Advanced to increase or reduce their schedules. Mondays, Fridays or Saturdays are mandatory depending on prior contract agreement. Students can have financial aid reduced by decreasing hours. Written documentation of new work hours, childcare concerns, etc. must be submitted with Schedule Change form. Only one schedule change will be allowed.

A thirty hour per week student may increase their schedule to attend more than 40 hours per week for one of the following reasons:

- Job related
- Child care
- Hardship
- Accelerated learning

The student may increase their contract base schedule two ways:

- Temporary change - Allowed only one for a maximum period of six weeks. The student must have completed Adrian's Basics, Intermediate and Advanced and/or a minimum of 900 clock hours. Mondays, Fridays or Saturdays plus prior contract hours are mandatory. Students on warning, probations or who have grades or attendance in question are not eligible. Only one schedule change will be allowed. The Associate Director or School Director may at their discretion, terminate a temporary change.
- Permanent change - Same as a temporary change procedure above and a new contract will be executed with the college. Please refer to each locations schedule for the maximum amount of hours for your school. A fee of \$25.00 will be assessed for all contract changes.
- Regional Occupational Program students are not eligible to attend the accelerated hours. Financial aid recipients must check with the financial aid office to determine if this will affect their funding.

TARDINESS

Effective as 2/1/10

Tardiness negatively affects everyone who is here on time. When students are tardy for class, a disruption is caused. After the first 5 min of class, students are considered tardy. Students must be in class within 1 (one) Hour from scheduled class start. Students who fail to clock in within the 1 hour will not be allowed to clock in but can return to school the next day. **The maximum amount of time a student can be late and still be allowed to clock in and receive credit for the day and night is 1 hour from scheduled start time.** This policy is not intended to punish students for coming in late. It is to reward the students who are here on time with an uninterrupted class. In most every legitimate case, you should know at least the day ahead if you will need to miss part of your school day. All you would need to do is fill out an absence form in advance, and turn it in to your teacher.

A call to the college is not sufficient to allow you admittance into a class beyond the 1 hour timeframe. In cases of emergency, documentation will be required and looked at on a case by case basis. School rules always take priority, but students are to adhere to each Educator's classroom rules.

CALLING IN TO TEACHER

If you are going to be late for school or will not be in that day, it is your responsibility to call into the teacher's office before your scheduled start time. Students who do not call in may be subject to warning, suspension and termination. It is the student's responsibility to notify the school of any interruptions to their attendance as soon as possible.

EARLY DISMISSAL

All personal/business appointments should be handled on your day off. Should you find it necessary to leave school early, you must fill out the Early Dismissal form, have it signed and turned in to your instructor. Early dismissals **must be** filled out if you are leaving more than 10 minutes before you scheduled end time (4:20 P.M. for full-time students, 7:50 p.m. for part-time students, 4:20 P.M. on Saturday).

TIME CARDS

Time cards are an important factor to your success at Adrian's Beauty College. It is **your** job to make sure that you are getting the correct credits on the time card so that you are maintaining satisfactory academic progress and applying effort toward graduation. All students have access to a weekly time card near the time clock. It is the student's responsibility to maintain the time card. It is also the student's responsibility to transfer all prior hours and operations accurately to a new weekly time card.

A teacher must document each and every operation when that operation is completed. The teacher that supervised the operation will initial and grade the operation on the time card immediately upon completion or no credit will be given. Under no circumstances will credit be given by a teacher who did not supervise the operation. Further, no credit will be given after the fact by a teacher that has not checked the complete operation.

The entire week's paper time card must be turned in at the desk at the end of each and every day. Taking paper time cards home and holding on to paper time cards will result in loss of all credits earned during that week or weeks. In order to complete the course of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The time card is the property of the college and no copies will be made. All students are allowed to review their timecards with their instructor during their review and receiving their academic progress report. Any students, who believe a mistake is made, should request a correction prior to signing their report card. If a student has a problem with their instructor must follow the internal complaint procedure.

TIME CLOCK OR FINGERPRINT READER PROCEDURES

The course you are enrolled in is considered a clock hour program. This means that credit is applied toward completing your program through the accumulation of clock hours. Adrian's Beauty College's time clocks or fingerprint readers are the only instruments that we use to determine the number of clock hours you have completed on a daily basis. To keep an accurate account of your time, you must adhere to the following procedures or you will lose credit hours.

CLOCKING IN / OUT PROCEDURES

Clocking in

You must clock in upon arrival to school. You may clock in up upon your arrival to school, before your scheduled clock in time, however your time will not start until your contracted start time. *Example: If you are scheduled to begin at 8:00 a.m. and you clock in at any time between 7:30 a.m. and 8:00 a.m., your time will begin at 8:00 a.m.*

To use the fingerprint reader make sure it asks for a fingerprint, if not push the clear button, use the same finger and position on the reader used when you were enrolled, apply your finger until you see the green fingerprint appear on the screen, release your finger immediately, failure to do so will clock you in and back out! The unit will show you are clocked in.

Clocking Out

You must clock out when leaving school for the day. You may clock out up to 30 minutes after your scheduled clock out time. *Example: If your schedule ends at 4:30 p.m. and you clock out any time between 4:30 p.m. and 5:00 p.m., you clock out time will be rounded up to the nearest quarter hour.* For the student interns, you will need to finish a client in progress and have the thirty minutes to complete the client and receive clock credit. If you are not working on a client, you will not be given additional clock time for the day by clocking out late. Unless an Instructor overrides your schedule prior to clock out time, you will clock out at the end of your contracted time.

If you wish to leave earlier than your scheduled clock out time, you must follow the early dismissal procedure, complete an early leave form, have the teacher sign the early leave form and get approval from the office. The same procedure for using the fingerprint reader applies to clocking out that was explained in clocking in.

Breaks / Lunch

You are allowed one 10 minute break per four hours, and are required to take a 30 minute lunch break if you are clocked in for more than six and a half hours. You must clock out and back in for lunch. You may not just wait and leave early.

30 - Minute lunch

The minimum required time for lunch is 16 minutes. Any lunch taken less than one half an hour will be automatically rounded to 30 minutes. Any time more than 30 minutes will be recorded as your lunch taken plus any time more than 30 minutes. *Example: A 20 minute actual lunchtime will be recorded as 30 minutes; a 33 minute actual lunchtime will be recorded as 30 minutes; a 38 minute actual lunch time will be recorded as 45 minutes, and all will reduce your clock hour accumulation for the day. Any additional time taken over 30 min will be rounded to the nearest quarter hour.*

Lunches are thirty minutes. This includes purchasing your food and eating it. This does not mean thirty minutes travel time to get your food, then clocking in and sitting down to eat. Nor, does it mean to wait while someone goes to pick up your food and then sitting down to eat. If you are in class, your teacher determines lunchtime and when you will be dismissed to eat. If you are a student intern on the clinic floor, your lunch will be coordinated with the reception desk and clients. You must take a lunch. If you are on the clinic floor and have not had a chance to take a lunch by 1:30 p.m. because of client bookings, notify your teacher. Your teacher will arrange a lunch break for you and assign another student to take over your client while you are out. Lunches for clinical floor students are scheduled by the receptionist. Clinic floor students must record their lunchtime on the lunch log while they are out to lunch.

ADDITIONAL INSTRUCTIONS / GUIDELINES FOR CLOCKING IN AND OUT

- Credit will be given for **APPLIED EFFORT ONLY!** Applied effort is defined as working on class assignments, manikin or client clinical work, not listening to radio, reading magazines, or talking on cell phones.
- Should you forget to clock in or out, you will lose time credit. No instructor or staff member can initial time cards to guarantee lost time will be credited.
- The week's paper time card must be turned in at the desk on the last day of attendance for that week. Should you have an absence and do not turn in your paper time card at the desk, you will not be allowed to receive late credit because the paper time cards are not to leave the campus. Holding on to paper time cards will result in loss of all credit accumulated for that week/weeks.

SCHEDULE CHANGE

(Please fill out Contract Schedule Change Form)

Schedule changes may be made due to the following conditions:

- A. Conflict with a schedule due to work, child care/related problems.
 - B. Health reasons (includes pregnancy)
 - C. Moving
 - D. To meet State Board dates (administration will determine an effective date of schedule change)
 - E. Accelerated learning
 - There is two weeks waiting period when submitting a schedule change request for administrative approval.
 - One schedule change allowed per enrollment, the fee is \$25.00.
- Temporary schedule change, fees and rules are the same as a permanent change above.

ALL SCHEDULE CHANGE REQUESTS REQUIRE DOCUMENTATION AND ARE SUBJECT TO MANAGEMENT APPROVAL AND CAPACITY RESTRAINTS.

DRESS CODE AND APPEARANCE

All students are required to arrive at school each day meeting the dress code in its entirety. The personal appearance of our students reflects our school image and visually states what the school represents. This means that when you as a stylist are communicating to clients, the client receives over half of their impressions of you from what they can see, not what they can hear. If your goal is to be successful, then it is apparent that you must take every advantage. The following dress policy will help you in reaching your goal.

You're DRESS IS THE 1ST LINE OF DEFENSE NEEDED FOR YOUR SAFETY AND PROTECTION, so PLEASE, wear the appropriate dress at all times. Any student that isn't dressed properly WILL be sent home to change into appropriate clothing and may return to the campus when they are in the allowable dress. The decision as to whether the student's dress is inappropriate is at the discretion of the college staff. We don't want to send anyone home, but the dress code will be strictly enforced for your safety and well-being. Students will not earn any clock time while they are sent home to change clothing for any reason.

** No deviation from an approved school logo allowed*

For All Students:

A clean pressed full length, black snap smock or apron with our school logo. Silver for Esthetician Solid black school shirts or sweatshirts with our school logo.

No writing or logos are allowed on any shirt.

Any exposed shirt under smock or apron must be solid black.

Shirts cannot expose armpits, shoulders, bellies, belly button, backs, midriff, bras or chest areas.

See through shirts, sheer shirts, tank tops, halter tops, half shirts or cut off tops are not allowed. Solid pure black slacks or pants that can be creased and full length.

- **ABSOLUTELY NO JEANS MAY BE WORN.**
- **PANTS MUST BE PURE BLACK.**
- **PANTS MUST BE ABLE TO CREASE.**
- **PANTS MUST BE HEMMED AND FULL LENGTH.**
- **APPROVED SCHOOL SHIRTS OR HOODIES WITH LOGO MUST BE WORN.**
- **APPROVED SCHOOL APRON WITH LOGO MUST BE WORN.**
- **MIDRIFFS MUST NOT BE EXPOSED.**
- **NO EXPOSED UNDERWEAR.**
- **NO SEE THROUGH SLACKS OR SHIRTS**
- **NO COTTON SWEATS APPAREL, THERMALS, LEGGING, GYM OR SPORTSWEAR MAY BE WORN.**
- **IF AT ANY TIME A UNIFORM, SMOCK, APRON, SWEATER OR SHOES BECOME STAINED OR SOILED THEY MUST BE REPLACED WITH CLEAN UNSOILED ITEMS.**
- **NO SANDALS OR FLIP FLOPS ARE ALLOWED.**

- A. Any tattoo / body markings deemed profane, obscene, and violent, gang related (language, gesture, symbolic, or artwork) must be covered.
- B. Earrings can be worn in the ears only and in moderation. Body piercing jewelry or accessories of the nose, eyebrows, lips and mouth are allowed only if a clear plug is used. Tongue barbells or rings are not allowed to be worn during school hours.
- C. Head cover/hats, bandanas, or gear of any kind are not permitted. Hair ornamentation (i.e., flowers, chopsticks, clippies, etc. must not cover more than 25% of hair.) The school reserves the right to classify what is and is not hair ornamentation.
- D. Solid black closed toed and closed heel shoes are required. No accent colors or logos allowed on shoes or soles. Cushioned, supportive shoes with non skid soles, such as nurse's shoes, are preferable. Keep in mind that you will be standing for long periods of time on a tile floor that is slippery on occasion. Shoes that produce black marks are not allowed.
- E. Make up must be applied and hair styled prior to clocking in and done in a manner that represents the career you have chosen as future professionals.
- F. All students are required to be in uniform to receive credit for clock time. No early changing into street clothes is allowed.

The school reserves the right to enforce this policy.

ELECTRONIC DEVICES

All electronic devices such as cell phones or iPods must be kept off during class hours so as not to cause disruption to the class. No photos, text messaging or recording is allowed. No person will be allowed to listen to personal electronic devices. All Bluetooth devices must be removed from students ears at all times while clocked in. Students must be clocked out when using a cell phone. The only location a student may use a cell phone (even when clocked out) is outside the building in the break area, not the front of the college.

SANITATION

It is everyone's responsibility to keep our working and training place clean. Each student throughout their training will be assigned specific sanitation duties. All areas of the college that include the rest rooms, waste containers, mopping wet or soiled floors, and garbage pickup are included in these duties. These duties will be no greater than what is expected of you in a salon. Throughout the day you must keep your styling tools in a sanitary and clean condition. It is important for every student to assume responsibility for sanitation. It's not fair to other students to clean up after another student. We must all work together as a team to create a positive environment conducive to learning.

HOUSEKEEPING

- A. A clean work area makes for a pleasant and safe place to work.
 - B. Students are not allowed to eat in classrooms or on the clinic floor, which is a federal sanitary law. The only exception is drinking water.
 - C. Employees and students are asked to help keep their surroundings as neat and orderly as possible. To prevent slippage, the floors must be free of hair, debris, and water. Should these substances come in contact with the floor, please remove them immediately. Place safety cones in areas to indicate wet floors. This is imperative for the safety of everyone.
 - D. Trash receptacles are located throughout the building. Please place all litter from lunch to scrap materials etc. in these receptacles.
 - E. Be health, safety, and fire prevention conscious.
- Rigid adherence to the rules of sanitation, sterilization and personal hygiene is required at all times. This directly affects the professionalism, continuity, and image of you and the school in the marketplace.

STUDENT HEALTH AND SAFETY

Your health and safety are important to Adrian's Beauty College. All requirements must be adhered to and the following are to be noted and/or followed by all students.

- A. All accidents or injuries must be reported on the accident incident form which is located in the teacher's office.
- B. Common sense is the most important safety rule of all. Please use it at all times.
- C. Horseplay in work areas will not be tolerated.
- D. Take all necessary precautions to maintain a safe environment.

FIRE

In case of a fire, your responsibility is to protect you by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route, and know where fire extinguishers are located throughout the building.

WHAT TO DO WHEN YOU HAVE A PROBLEM /CHAIN OF COMMAND

Problems of all kind occur in any school or business. If a problem should arise with an individual, try to resolve the matter with that person. If the problem can't be resolved, you may request an appointment with the student affairs representative. The purpose is to have both parties discuss their problems in a calm manner with the student affairs representative, student, and others present with a resolution. Should the problem become unresolved, it needs to be referred to the Assoc. Director for an investigation and resolution. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results and quicker action, reaction and consistency. If, after you have exhausted the entire chain of command toward a resolution and the organization is unable to assist you in your matter, seek **The Bureau for Private Postsecondary Education** 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833. **National Accrediting Commission of Career Arts and Sciences**, 4401 Ford Ave, Suite 1300, Alexandria, VA 22302, 703-600-7600. See grievance procedures for additional information.

Any problems will be discussed with the student, we will not discuss any situation with anyone (mother, father, aunt, uncle, brother, sister, spouse, boyfriend, girlfriend), other than the student the School has the contract with.

ADVISING PROCEDURES / DISCIPLINARY PROCESS

When a student needs to be counseled for disciplinary problems, Adrian's Beauty College implements the positive approach, known as a WIN/WIN AGREEMENT. This agreement entails the action in question,

desired results, resources, guidelines, accountability and consequences (results of action, positive or negative). In conjunction with the WIN/WIN AGREEMENT, the following four step procedures are entailed.

- STEP I **Verbal warning**
STEP II **Written warning**
STEP III **Student is clocked out and sent home.** A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days. Student is allowed to return to school the next day.
STEP IV **Three day suspensions.** A student is ineligible to participate in competitions or advanced classes/workshops for thirty calendar days.
STEP V **Termination.** Student may be escorted out of facility by a staff member. In the event A student displays inappropriate or threatening behavior; law enforcement officers will be called to escort the student off of the premises. A student may appeal with a letter. (See appeal procedures) If appeal for continuation granted, a student is permanently ineligible to participate in any competitions or any special salon workshops.

Adrian's Beauty College reserves the right to advance a student through this step process with/without a letter of appeal and should the condition warrant it, to remove the student immediately from the college.

**Adrian's reserves the right to bypass the step procedure if a student is involved in an unlawful act.

**Administrative Leave- Students are placed on Administrative Leave when a situation arises that is deemed to be a safety concern for any member of the student body, faculty, or public. These situations normally require additional investigation to fully evaluate. A student is either allowed to return with no further requirements, allowed to return with stipulations or required to go through the review process. The student is asked to remove all property from the school and are not allowed to attend school. Administrative Leave time is not charged to the student as extra instructional time. During this process the student will be notified of a meeting date and time, the student will be allowed to explain their side of the situation in front of a board of 2 employees not involved in the situation, the Associate Director and a Board Member, employee of a different Adrian's or board member. The student will then receive a written decision within 14 days from the date of their meeting. If the student does not agree they must abide by the schools appeals process in order for their appeal to be processed.

EXPULSION

If a student is expelled from school they may be entitled to a refund and will be calculated as if a withdrawal.

INTERVENTION

When a student is not maintaining satisfactory progress, grades, or displays a behavior that is not conducive to the philosophy of the Adrian's organization and/or the beauty industry, they will be counseled by staff personnel. If necessary a PFI (Plan for Improvement) will be required, appropriate steps will be outlined for the student's continuation of their education.

ETHICS

At Adrian's Beauty Colleges, we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school, but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members, and fellow students must be treated with respect and courtesy. Please keep the schools best interest in mind at all times. Conversation topics should be limited to professional subjects and not include: religion, politics, sex, or personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes any type of discord. Respect must be shown at all times toward peers, customers, and staff.

COMPLIANCE

Students must comply with all instructions, directives, and orders given by the school personnel relative to school activities. Also, students must comply with the school's Standards of Performance, Policies and Procedures, and State Rules and Regulations.

RECEPTION DESK

The school reception desk is not a gathering place for students. Standing at the desk is unsightly to clients entering the school and disrupts the duties of the school receptionist. Only the reception manager and assigned students are allowed to be behind the desk. All appointments are to be made by the receptionist, designated staff member, or assigned student(s). All personnel, including teachers, must follow this procedure to insure consistency, customer service and professionalism.

LAST CLINIC APPOINTMENT TAKEN

The last appointment taken should reflect the normal total time needed to complete the full service.

DISPENSING OF EQUIPMENT AND MATERIALS

The dispensary is responsible for dispensing supplies to ensure inventory control. It will be necessary for the student to present the client work ticket before any supplies will be released. If a student is checking out an implement, they must provide their time card. Upon return of the checked out items, the student time card will be released.

SERVING THE PUBLIC

All students will be serving the public and must be courteous and pleasant. Students must take all appointments assigned to them after completing specific modules/cycles. Students are to be prepared with all necessary equipment needed to complete the service. A student is not to leave a client during a service while a chemical is processing, during a facial peel, or while an electric apparatus is applied to the skin, unless another student has been assigned by the teacher. Should a student leave a client with any of the above-mentioned work, they will face disciplinary actions as deemed appropriate.

COSMETOLOGIST SERVICE PROTOCOL

1. When students are called to the reception desk for an appointment, they will pick up the work ticket, which will indicate the type of service his/her client has scheduled.
2. The student will greet the client in a professional manner and direct them to assigned station. The work ticket must be prominently displayed on the work station.
3. After completing the consultation process, it may be necessary for the student to consult with the floor instructor before the service begins. Additional services may be added and a client charged accordingly.
4. The work ticket must be presented before any product is dispensed.
5. Throughout the service, educate the client as to what additional services may be required or retail products that maintain the quality of service.
6. Upon completion of the service, the student will walk the client to the reception desk to complete their transaction, suggest any retail products, and book for their next appointment.

ESTHETICIAN SERVICE PROTOCOL

1. An appointment schedule for the day (already properly rotated by the teacher) will be delivered to the senior esthetic classroom and to the dispensary by 8:20 A.M. (FT students) and 4:15PM (PT students).
2. Esthetician students can receive the key to the treatment room up to 15 minutes before their scheduled appointment. This should allow sufficient time to set up the room.
3. Once the client arrives, the front desk will check them; instructors will complete a consultation, and print out their work ticket. The esthetician student will be paged to the reception desk and given the client's work tickets and a completed client consultation form. The student must leave their badge at the reception desk to receive a clipboard.
4. The client will be escorted to the treatment room where the clients' consultation is conducted and their skin is analyzed. Products to be used for the service are entered on the consultation form. The student then must have an instructor check product formulation and initial consultation form.
5. Work tickets and initialed consultation forms are presented for product disbursement.
6. Service is performed.
7. After service, the client is escorted for booking next appointment, and purchasing any retail products.
8. Students will return clipboard and completed client consultation to the reception desk. ID badges will be returned to the student.
9. A student cleans room and turns in key to the teacher for room inspection and grading of service and sanitation.

PERSONAL SERVICES

There is no personal service during time clocked in. A student is not allowed to clock out in order to have services performed. There are various times during our Curriculum where students are encouraged and required to maintain and update their professional image. These are the only allowed times for personal services.

STUDENT PRICE LIST

A Student Price List is provided as a supplemental handout.

TIME ALLOTTED, TOWELS DISTRIBUTED and CREDITS GIVEN for CLINIC SERVICES

*credits given will also apply to mannequin work, but it is based on the completeness of the style.

Hair Services	Time Allotted	Credits Awarded	Towels
Haircut	½ Hr	1 HC	1
Beard-sideburn Trim	15 min	1 HC	Sanex
Clipper Cut	½ Hour	1 HC	1
Shampoo Set*	1.5 Hrs (includes dryer time)	1 Wet Hairstyling	1
Shampoo/Air Form	30 min	1 Thermal	1
Shampoo Set/Updo	1.5-2 Hrs	1 Wet Hairstyling	1
Shampoo Set w/Perm Rods	1..5-2 Hrs	1 Wet Hairstyling	1
Shampoo Blow Dry	½ Hr	1 Thermal	2
Shampoo Blow Dry/ Press	1.5-2 Hrs	1 P&C 1 Thermal	2
Shampoo Blow Dry/ Curl	1.5-2 Hrs	1 Thermal	2
Shampoo Blow Dry/ Press-Curl	1.5-2 Hrs	1 P&C 1 Thermal	2
Retouch Curl on Existing Style	½ hr	1 Thermal	1
Wrap Only	45 min	1 Wet Hairstyling	1
Wrap and Molding, Combo etc.	1-2 Hrs	1 Wet Hairstyling	1
Fingerwaves*	15 min	1 Wet Hairstyling	1

Pony - Tail Updo	1-2 Hrs	1 Wet Hairstyling	1
Bonding Tracks	2 Hrs	1 Wet styling per Hr	1
Braids		1 Wet styling per Hr	1
State Board Wet Set*	15 min	1 Wet Hairstyling	1
Pin Curl Set*	½ hr	1 Wet Hairstyling	1

*** Wet designs on mannequin receive ½ credit unless shampooed, dried and finished**

Hair Services	Time Allotted	Credits Awarded	Towels
Virgin Bleach/ Tint	1.5 Hrs	1 Bleach 1 Color	3
Virgin Bleach w/ Toner	1-2 Hrs	1 Bleach 1 Color	3
Highlights or Weaves	1-2 Hrs	Color (based on hair length)	3
Partial Highlights	1 Hr	1 color	2
Retouch Tints	1-2.5 Hrs	1 Color	2
Bleach Touch-Up w/ Toner	2 Hrs	1 Bleach 1 Color	4
Color Gloss	1 Hr	1 Color	2
Corrective Color Process	2 Hrs & up	1 Color Credit per Hr	4
Toner	1 Hr	1 Color	2
PD Test, Strand test & Color Consultation	15 min	1/2 color	1

Chemical Reformation	Time Allotted	Credits Awarded	Towels
Cold/Acid Wave	1 ½ - 2 Hrs	PW (Based on Hair Length)	3
Specialty Design Perms	2-3 Hrs	PW (based on hair Length)	4
Partial Perm	45 min -1 Hr	1PW	2
Virgin Curl	2-3 Hrs	1 Chem. Straight, PW	4
Retouch Curl	2-3 Hrs	1 Chem. Straight, PW	4
Virgin Relaxer	1 ½ - 2 Hrs	1 Chem. Straight	3
Retouch Relaxer	1 ½ - 2 Hrs	1 Chem. Straight	3
Partial Retouch Relaxer	1 ½ Hrs	1 Chem. Straight	2

*** An entire mannequin must be properly wrapped in perm rods to be given full credit.**

Scalp Treatments Cond	Time Allotted	Credits Awarded	Towels
Scientific Brushing	15 min	1 Scalp & Hair Trt	1
High Frequency	15 min	1 Scalp & Hair Trt	Sanex
Shampoo Only	15 min	1 Scalp & Hair Trt	1
Dandruff Control Treatment	15 min	1 Scalp & Hair Trt	1
Deep Reconstruct Conditioner	15 min	1 Scalp & Hair Trt	1

Skin Care Services	Time Allotted	Credits Awarded	Towels
European Facial	45 min	1 Manual Facial	4
Deep Cleansing Facial	1 hour	1 Manual	4
Back Treatment	45 min	1 Manual	4
Spa Back Treatment	1 ½ Hr	1 Man.,	6
Acne Treatment	1 ½ Hr	1 Man.,	6
Paraffin Wax	15+ min	1 Manual	6
Electrical Facial	45 min	1 Electrical	6

Skin Renewal Treatments	Time Allotted	Credits Awarded	Towels
Glycolic and AHA treatments	45 min	1 Chem.	6
Glycolic Acid PD Test	15 min	n/a	1

Body Therapy	Time Allotted	Credits Awarded	Towels
Mud Pack	1 ½ hr	1 additional	2 large, 4 small
Body Mask	1 ½ hr	1 additional	2 large, 4 small
Body Polish	1 ½ hr	1 additional	2 large, 1 small
Combo Salt Scrub w/ mud or Hydropack Masks	1 ½ hr	1 additional	2 large, 1 small
Bronzing Treatment	1 ½ hr	1 additional	2 large

Esthi= Wax & Dep.

Waxing Services	Time Allotted	Credits Awarded	Towels
Eyebrows	30 min	1	
Lip	30 min	1	
Side Burns	30 min	1	
Chin	30 min	1	
Full Face	45 min	1	
Chest or Back	45 min	1	
Full Arm	45 min	1	
Half Arm	30 min	1	

All waxing services require the use of disposable items. No cloth towels are used or issued.

Other Services	Time Allotted	Credits Awarded	Towels
Tweezing	25 min	1 Arch/HR(Cos), 1 Tweeze (Es)	2
Make Up Application	30-45 min	1 Make-Up	2
Brow Tint	30 min	1 Make-Up	1
Lash Tint	30 min	1 Make-Up	1
Lash and Brow Tint	45 min	1 Make-Up	1

Manicuring Services	Time Allotted	Credits Awarded	Towels
Manicure	½ Hr	1 Water/Oil Mani	3
Manicure w/ Hot Oil or Paraffin	½ Hr	1 Water/Oil Mani	3
French Manicure	½ Hr	1 Water/Oil Mani	3
Spa Manicure	1 Hrs	1 Water/Oil Mani	4
Pedicure	45 min	1 Pedicure	4
Pedicure w/ Hot Oil or Paraffin	1 Hr	1 Pedicure	4
Spa Pedicure	1 Hr	1 Pedicures	4
Spa Pedicure w/ Paraffin	1 ½ Hrs	1 Pedicures	4

Artificial Nails	Time Allotted	Credits Awarded	Towels
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Acrylic Full Set	2 Hr	10 Liquid/Powder Nails	
Tips w/ Overlays on Natural Nails	2 Hr	10 Artificial Nail Tips & 10 Liquid/ Powder Nails	
Fills for Full Sets or Overlays	1 ½ Hrs	10 Liquid/Powder Nails	
Full Set for French Acrylic	1 ½ Hrs	10 Liquid/Powder Nails	
Fill for French Acrylic	1 ½ Hrs	10 Liquid/Powder Nails	
Repair per Nail	20 min per nail	1 Nail Wrap Repair per Nail	
Nail Removal & Oil Manicure	1 Hr per set	1 Nail Wrap or Repair and 1 Manicure	

Cloth towels are not issued for artificial nails, only disposable towels are used.

Credits given for mannequin work are based on applied effort (time), detail/finish of work, and length of hair.

State Board Procedures

1) Must follow performance criteria
2) Timing to be within State Board time specifications (20 min per operation)
3) An instructor must initial each credit

Credit for Study Time Guidelines (Cosmetologist)

**Maximum of 1 hour per day Personal study work form must be completed and adhered to for proper credit.

VISITORS

All visitors must remain in college waiting area. No visitors are permitted in the classroom or on the clinic floor or break area. Personal phone calls from visitors will not have messages taken by the receptionist.

GUM CHEWING & SCOTCH TAPE

Gum chewing is not permitted on the premises. It does not look or sound professional to service a client while chewing gum, nor is it sanitary. Gum is a hair magnet. Scotch tape is not allowed to be used on the premises. It damages the high impact plastics used in the equipment and furnishings and cannot be used on any surface of the college.

TELEPHONE CALLS

Messages will be taken for incoming calls in emergencies only. Calls will be screened to determine if it is an emergency and only on emergency calls will messages be taken or delivered to the student. An emergency is defined as a spouse, child, sibling; parent is extremely ill or has been in an accident requiring emergency medical treatment.

School phones may not be used for personal calls. Use of personal cell phones is only allowed during students' break, outside the building in the back, not in front of the college.

SMOKING

No smoking is allowed in the school. Smoking is only allowed behind the building, in the smoking area, and at least 20 feet from any entry door. A student must be clocked out when taking a smoking break.

MEDICATION

All students must inform the Student Affairs Office of all medication ingested during business hours. This includes prescription medication. For the safety of our clients, the college reserves the right to encourage students on heavy medications to work on mannequin.

LEARNING DISABILITIES

If you have any known learning disabilities, please notify the Director of Education. This will help ensure that you may receive proper attention to complete your course. This should be done prior to enrollment.

UNDER THE INFLUENCE

Any student who possesses or who is determined to be under the influence of alcohol or drugs while at school will be subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours. Reinstatement is at the discretion of the Director of the school.

WEAPONS

Any student who possesses or uses a weapon while at school will be subject to termination.

PARKING

Students are to park in the student parking lot and designated area assigned by the school. **Students are not allowed to park in front of the building or any area along the sidewalks.** These spaces are reserved for our clientele. The border between Adrian's lot and the Good Will lot may not be breached when parking. The speed limit in the parking lot is 3 mph.

MODELS

At times, the student will be asked to provide a model to perform services. There are no fees for models for your School Board Final Examination. For Adrian's Phase I, II & III the school will give the student a five-day minimum notice. Failure to bring in a model will adversely affect your grade, performance, and specialized personal training. As a part of the student's learning experience, he or she will be responsible for receiving services administered by other students. If the student has a medical condition that prohibits them from receiving a particular service, they must submit supporting documentation from a certified physician. Students are responsible for providing their own models during various parts of their training. Failure to do so may result in an unsatisfactory grade or failure of that portion on the course.

USE OF SCHOOL PRODUCTS

Professional products/materials are supplied by the school for use on paying clients. Students must present a client work ticket to receive products. This process will assist in the student's learning experience. At the student's discretion they may choose to use products they purchase independently or through the college. Only products endorsed or carried by the college are approved and all other products will be requested to be removed.

STUDENT SUPPLIES AND MATERIALS

The student is expected to supply all tools and materials needed for their learning experience beyond their student kits, except products for paying clients (see use of school products/materials). A Supplemental Handout will be given to each student for the kit and book list required before starting school.

EQUIPMENT AND BELONGINGS

Each student is responsible for their personal belongings and materials. A locker or storage units are provided for this reason. All bottles and containers must be labeled to identify contents. Roll-abouts distributed by or purchased from the school only are allowed on the clinic floor no exceptions. Students may not borrow equipment from each other, and they are responsible for the return of school materials and equipment lent to them. Any equipment/supplies borrowed from the school, not returned, will be charged on their Adrian's account. Backpacks and wheel packs are allowed, but they are not allowed on the clients' clinic floor or the classroom floor, they must fit into your locker. The reason they are not allowed on the clients' clinic floor or the classroom floor is because of fire safety and trip hazards. Any bags and lockers are subject to on the spot inspection along with the student tool kit. Personal kit belongings must be removed from the school no later than 30 days from the student's last day of attendance. There will be no written notice given by the college to remove the student's belongings from a locker or station. Should you have any concerns about possible loss of equipment and belongings, we recommend that you contact your insurance agent to determine whether your present policy would cover any loss. If your present policy does not cover such loss, you may want to pay additional premiums and provide coverage through a rider on present policy.

FIELD TRIP PARTICIPATION

The management of Adrian's Beauty College believes that outside education and exposure to our industry is a vital part of our students' development. In accordance with this belief, Adrian's Beauty College awards hours for attending trade shows and other educational events.

MAXIMUM FIELD TRIP HOURS ALLOWED

The guidelines for administering field trip credit are as follows:

Cosmetologists contracted for 1200-1600 hours:	24 hours
Cosmetologists contracted for 800-1199 hours:	18 hours
Cosmetologists contracted for 400-799 hours:	12 hours
Cosmetologists contracted for 1-399 hours:	6 hours
Esthetician:	12 hours

Field trip hours only apply to hours missed during one's course of study. A student cannot graduate before their contracted end date (based upon perfect attendance) by applying earned field trip hours. Trade shows fall under one of two categories: Adrian's Beauty College sanctioned events, and non-sanctioned events.

ADRIAN'S BEAUTY COLLEGE SANCTIONED EVENTS

These are events that Adrian's Beauty College supports and will have a designated representative in attendance. Generally speaking, these are the larger and more recognized shows. Examples of these shows include Hair World, ISSE (ICE), West Coast Beauty Show, and Las Vegas Aesthetics Conference. Credit given for sanctioned events will be four hours per day of attendance. A student must complete 'ft-1' form for credit. This form designates a time and place to meet Adrian's Beauty College Representative at the show. Completed 'ft-1' form must be turned in with the time card on Tuesday following the event (see Time Card Policy).

In a rare event that a sanctioned event falls on a scheduled school day, a student may receive up to their regular scheduled hours if that exceeds four hours. Example: A full time student attending Hair World on Tuesday is eligible to receive their full eight hours. In this case, the student must sign in and out at designated times to receive full hours.

ADRIAN'S BEAUTY COLLEGE NON-SANCTIONED EVENTS

These are smaller shows that Adrian's Beauty College does not actively support. If a student wished to receive credit for an upcoming show that Adrian's Beauty College has not sanctioned, they should fill out an 'ft-2' form identifying the show name, date and location and requires Director of Education Approval.

Once the show is approved, students will be able to receive a maximum of four hours for attending. (If show is only one hour in duration, only one hour will be awarded).

To receive credit, students must submit proof of ticket purchase and a ½ page (200 words) reaction paper. The paper should describe the student's reaction (thoughts, response) to the event. This paper must be turned in within one week of attending the event.

ADRIAN'S BEAUTY COLLEGE INSTITUTIONAL OUTINGS

*These are events where the students volunteer to represent Adrian's Beauty Colleges in the public. Examples of these events have included the local high school career days and the ROP Olympics. Hours awarded for assisting on an outing will be consistent with actual hours worked at the event. These hours do not count against the maximum allowable field trip hours, and an unlimited number of outing hours can be earned.

Often, more students express interest in representing the school on an outing than Adrian's Beauty College has space for. In such cases, the following criteria for selecting students will be followed.

1. A student must be in Satisfactory Progress
2. A student must not have advanced to step 2 or 3 in the disciplinary process within 30 calendar days prior to extern assignment. Once a student is advanced to step 4, they are permanently ineligible to represent Adrian's Beauty College on an outing.
3. Students meeting the above criteria will be selected according to best attendance percentage in the previous 30 days.

To receive hours for attending an Adrian's outing on an unscheduled school day, a student must turn in a completed 'ft-1' form where their start and finish time are signed off by Adrian's Beauty College representative. If the outing occurs during scheduled hours, then no additional documentation is necessary.

Any hours earned on a field trip or outing that falls outside of regular scheduled hours will be recorded on an internal spreadsheet and added at the end of training. These hours are not added in as they are earned, meaning they do not count toward pre-application or extern requirements. The number of field trip hours earned reduces the number of hours needed to graduate. Students however must complete the minimum contracted hours for completion. 1600 hours for cosmetology and 600 for esthetics.

PERFORMANCE EVALUATION AND GRADES

Each student will be evaluated equally according to a standard set of criteria. Evaluations will be held in private. Criteria for evaluation consist of: attendance, conduct, applied effort, academic performance and knowledge of theory and practical subjects.

APPLIED EFFORT

After clocking in, you are required to maintain applied effort. Applied effort means; you are to be working on practical assignments, authorized self study activities, or in a class. In all cases, your activities when you are clocked in must be related to training for your course of study. Refer to class hours and

practice hours for applied effort procedures. A student may be sent home for not applying effort at the discretion of the Instructors.

TESTING POLICIES

- I. At the end of the freshman module a written and practical exam will be given. Should a student who is scheduled for this exam miss any portion, either written or practical they will be charged a missed test fee of \$100. Once the fee is paid the student will be eligible to be scheduled for the next test date. It is the students' responsibility to reschedule any missed or failed exam; retest dates will not be announced.
- II. At the end of each Pivot Point Module, a written and practical exam will be given on the entire module. Should a student who is scheduled for these exams miss any portion of the exam, either written or practical they will be charged a fee of \$50. Once the fee is paid the student will be eligible to be scheduled for the next test date. It is the students' responsibility to reschedule any missed or failed exam; retest dates will not be announced.
- III. Each student is required to pass a mock state board exam. The exam will consist of a written and practical exam. Should a student who is scheduled for these exams miss any portion of the exam either written or practical, they will be charged a fee of \$100. Once the fee is paid the student will be eligible to be scheduled for the next test date. It is the students' responsibility to reschedule any missed or failed exam; retest dates will not be announced.
- IV. Tests are given at the end of each Theory Chapter. Should a student miss any chapter test due to any absence/illness either excused or unexcused they are required to make up the test at the next make up test date. Make up tests are given monthly. Should any student fail to make up chapter tests monthly they will be charged a fee of \$15.00 for each make up test given prior to graduation. It is the students' responsibility to schedule make up test; test dates will not be announced.
- V. These fees will be billed directly to your student account and must be paid prior to graduation. No proof of training will be issued until balance is paid in full.
- VI. **No electronic dictionaries, devices or cell phones will be allowed in class during any test.**

SATISFACTORY PROGRESS POLICY

The following levels must be achieved for a student to be making satisfactory progress in our colleges.

- A. An overall academic grade average of 70% for theory and practical work
- B. Must maintain an average of 67% attendance for each evaluation period.
- C. Must maintain a cumulative attendance of 67% by mid point as required by DOE.
- D. Adhere to all school polices.
- E. A maximum time frame is considered to be 150% of course length as defined on an enrollment contract. A student who reaches maximum time frame will be dropped:

<u>Programs</u>	<u>Program hours</u>	<u>Maximum Time Frame</u>
Cosmetologist	1600	2400
Cosmetology Instructor	600	900
Esthetician	600	900
Manicurist	400	600

UNSATISFACTORY PROGRESS

All students who fail to maintain satisfactory progress will be subject to the following restrictions.

- A. A student will be on warning if at the first evaluation period they fail to maintain satisfactory progress, and will be eligible for financial aid Title IV funding and Veterans benefits.

- B. Academic probation. The probationary period will be the second consecutive evaluation period in which the student failed to maintain satisfactory progress. During this time the student can bring up grades and/or attendance, and will not be eligible for Title IV Federal Financial Aid and/or Veterans benefits.
- C. No personal service if on warning or probation will be allowed.
- D. A student is only allowed to be on probation a maximum of two times.

EXTERN REQUIREMENTS

*At this time, no locations participate in an extern program.

ADVANCED TRAINING CLASSES AND SALON WORKSHOPS

Periodically, Adrian's Beauty Colleges will offer special, advanced training classes to our students. These include hands on classes instructed by representatives from area salons and advanced technical training delivered at Adrian's Beauty Colleges. The process for selecting which students can participate is as follows:

1. A signup sheet for the class or workshop will be posted on the Student Notice Board. A deadline for signing up will be given on the notice.
2. Once the sign up date has elapsed, participants for the class will be selected according to the following criteria.
 - A. Total number of students allowed in class is determined by salon conducting the workshop.
 - B. Seniors are given priority.
 - C. Students must be scheduled for an intern module during time of workshop.
 - D. Students must be making satisfactory progress. If a student is on Academic Probation, the student must achieve a minimum 85% attendance level thirty days prior to the class.
 - E. Students that have met all of the above criteria will be selected according the best attendance in the previous 30 days.

FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE

Should a student fail to complete the minimum number of hours and/or operations within the contract ending date, all student training may be stopped until additional money for training has been paid to the college's. The amount charged for additional training for Cosmetology is \$8.69, for Esthetics \$13.75, for Manicurist is \$8.75, for Teacher Training is \$13.75 per hour. Please refer to your contract.

CONTRACTED COURSE LENGTH - DISRUPTION OF EDUCATION

All educational courses are designed to be completed within the students' original contracted course length. Should a student fail to complete the required number of clock hours, minimum number of theory hours and/or operations within the contract ending date, payment in full must be made or satisfactory arrangements, then a diploma will be awarded.

Additional money will be paid to the college for the student to complete the shortage of clock hours, theory hours and/or operations. If the student fails to complete a module due to absence or failing grades, the student must repeat the entire module successfully to proceed to the next module. Should a student fail to complete all modules, the result will be additional hours, tuition increase, and a contract change for the student to continue attending.

The college will not assign an instructor to students who have failed to complete the course within the original contract time frame. The college will endeavor to assist the student to complete their program,

but the responsibility remains entirely with the student. As a courtesy at each evaluation period, the school will compute student's overtime, send out a statement. This will give the student ample opportunity to pay on overtime fees prior to their last contracted date. If a student withdraws prior to her last contracted date any overtime charged will be credited before the Refund policies are applied.

TERMINATION OF ENROLLMENT REFUND POLICY

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

- A. All books and materials charged through the college are due immediately.
- B. Tuition rates are based on the amount of hours you have scheduled.
- C. A maximum of \$75.00 registration fee.
- D. Lab Fees are non-refundable.

PERSONAL DATA CHANGE

Students will keep the school informed of any change in telephone number, address, name change, email change or emergency numbers. Form for changes is available at the reception area.

NO VERBAL AGREEMENTS

There are no verbal agreements made between students' and their teachers or office personnel. Only agreements made, signed and executed by the college and the student will be valid.

RECIPROCITY

Students wishing to relocate to or from other states must check the requirements of that state. In California you must contact www.barbercosmo.ca.gov

SCHOLARSHIPS

In 2011, all campuses will begin participation in the ACE Grant Program. Beginning 2010, an Adrian Cochran Scholarship will be awarded at each location, applications available 11/7/2009.

START DATES

All class start dates are posted on the Institution's website: www.adrians.edu

STATEMENT OF NON DISCRIMINATION

Adrian's Beauty Colleges do not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, graduation, or placement policies.

SCHOOL POLICY FOR THE HANDICAPPED

Adrian's Beauty Colleges complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their disability. Adrian's Beauty Colleges admits those impeded individuals whose disabilities would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

SCHOOL POLICY ON REHABILITATION SERVICES

For Adrian's Beauty Colleges to offer a quality educational program, and for the student to be successful in they're career choice. We find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for Adrian's Beauty Colleges to obtain the history of the applicant in order to

fulfill our objective. Therefore, it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to Adrian's Beauty Colleges.

SCHOOL POLICY ON SEXUAL HARASSMENT

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list.

- A. Unwanted sexual advances.
- B. Offering benefits in exchange for sexual favors.
- C. Visual conduct; Leering, making sexual gestures, display of sexually suggestive objects, pictures, cartoons or posters.
- D. Verbal conduct; making or using derogatory comments, slurs or jokes.
- E. Verbal sexual advances or propositions.
- F. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations.
- G. Physical conduct; touching, assault, impeding or blocking movement.

The owners and management of Adrian's Beauty Colleges strongly disapprove of any and all forms of Sexual Harassment. Anyone who has been sexually harassed should notify the Director in writing within 48 hours of the offense. An investigation will be made into the allegations. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation. The policy is available in the college business office. Adrian's Beauty College will take all reasonable steps necessary to prevent harassment from occurring.

TUITION WAIVERS

Tuition Waivers are done for special circumstances; hardship or disputes. These are only allowed with approval from the Director of the School.

DETERMINATION OF WITHDRAWAL

The cancellation or withdrawal date will be determined by the postmark on written notification or The date personally requested, or if on an approved leave of absence, the school is notified that student will not return, date called in is used rather than the return date of the leave of absence.

STUDENT SERVICES

STUDENT BENEFITS

Students maintaining satisfactory progress may receive the following benefits:

1. In house discounts of 20% on retail products.
2. A personal service discount of 20% on service.
3. Family discounts of 10% on services. For immediate family members only.
4. Participation in special school promotional events outside the college.
5. As a Pivot Point member school, all cosmetology students that enroll in the Pivot Point program and satisfactorily complete will receive all level certificates and a \$1,000 educational gift voucher valid at Pivot Point International, Chicago, IL.

CAREER ADVISING

Students are advised individually by their teachers, and as often as necessary. Advising takes place as part of the satisfactory progress review at the end of each module. A student may request an additional advising period at any time. Often the college is in a position to help a student with a personal or

business problem and referrals to resources within the community are made. We will be happy to discuss any concerns you may have by appointment. Students are encouraged to come to us with problems or questions which may affect their performance in college. Advice on course selection and vocational goals are provided to all students before enrolling in college, and at any subsequent time. Should your problem arise in the following areas, seek out the appropriate person or department.

Conflict with a student or staff member	Teacher / Student Affairs Representative
Curriculum	Assoc. Director/Director of Education
Personal Finances	Financial Aid Department
Student ideas to improve college	Advisory Committee/ Student Affairs Representative

COPIES, FAX & RESUME CHARGES

Copy charge per page per side \$1.00
Fax charges: \$3.00 first page, \$1.00 each page thereafter

DEAN'S LIST

A student who maintains a grade average of 94% or better in homework, theory tests, practical assignments, and clinical work during their entire course and has satisfactory attendance will be placed on the Dean's List. A certificate is presented to the student.

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and teachers. Any individual associated with Adrian's Beauty Colleges who is seeking information, counseling, or assistance concerning Drug Abuse prevention may call the following agency.
Drug Treatment Center 24 Hour Help Line 800-711-6375

DRUG FREE CAMPUS POLICY

The colleges participate in the US Department of Education Drug Free Schools Program. Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. The college does not guarantee employment or use the placement data as an incentive to entice prospective students to enroll. Our primary goal is to provide training which will prepare our graduates for employment upon licensing from the Board of Barbering and Cosmetology.

ACADEMIC REGULATIONS

ATTENDANCE AND TARDY POLICY

Each student is expected to attend all classes as scheduled. Any student who is aware of an impending absence from school should notify their teacher in writing. Forms are available in the reception area for absence notification. An absence is documented by a written excuse from a Doctor, Dentist, or Court of Law. If a student is receiving Federal Financial Aid any grant or loan could be affected by any and all absences. Documented absences do not relieve student of any and all overtime charges. Pre-arranging absences and documented absences will allow the student to make-up tests and will keep the student from being withdrawn. But students will still be charged the overtime rate as described on your contract.

If for any reason the school is closed unexpectedly for extenuating circumstances, students will be notified by phone, or email, and if the staff is unable to reach students by phone or email a notice will be posted on the college front door.

CLASS HOURS AND PRACTICE HOURS (APPLIED EFFORT)

Adrian's Beauty College will only recognize time clock recorded hours of attendance. Students must clock in and out at the start and end of their class day, in and out for their lunch period. After clocking in, you are required to maintain applied effort. Applied effort means that you are to be engaged in assigned practice activities, self study activities authorized by your teacher, or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study.

Personal grooming, listening to electronic devices, sleeping, leaving the building, reading magazines will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day and you will receive a counseling notice. Continued activities of this nature could result in your termination from the college. Each laboratory operation and/or practice operation must be checked by an instructor and signed by that instructor prior to client leaving and student receiving credit. Lost time cards will cause the loss of applied effort for the period covered on the time card.

Failure to clock in or out results in loss of time. Staff members have the authority to edit time clock for documented reasons.

Lunches will be assigned around client clinic work on an individual basis. Students should not make any lunch plans during this portion of their education.

SCHOOL RULES AND REGULATIONS

PROFESSIONAL CONDUCT is the only level of conduct we expect from our students. A professional doesn't arrive 15 minutes late. Students treat clients, instructors, and fellow students with courtesy and awareness. A student constantly takes the time to follow standards of good grooming and proper sanitation.

The following rules are important. If you do not comply, you may be warned, suspended or terminated from school.

WARNINGS WILL BE ISSUED FOR THE FOLLOWING;

- All students are required to be in class on time.
- Any student who is not clocked in on the hour is tardy.
- No student will be permitted to leave unless signed out by the Instructor in charge.
- No student will be given credit for theory unless the instructor initials daily record.
- Each and every operation must be checked and approved by the Instructor in charge of the operation.
- Students are required to attend school according to their contracted hours.
- Hours are posted by the official time clock and/or the fingerprint reader. Students will be given a update of total hours at each evaluation period. At this time it is the student's responsibility to balance the amount of hours on their timecard to the amount of clock hours on the system. Discrepancies should only be within the period of time included in the current evaluation period. Previous evaluation periods once signed and agreed upon by the Student, as demonstrated on the report card, cannot be changed.
- Common courtesy requires that the student address the client by Mr., Mrs., or Ms.
- Clients have priority over student's use of any and all equipment.
- All students must be applying effort or practicing at all times. Being clocked in when you are not actively engaged in practice on the school premises is considered fraud.

- Students must perform an operation hourly or is not considered as applying effort toward clinical practice.
- All students are given daily and weekly clinical assignments and are expected to complete them and turn them in weekly.
- For sanitary reasons, no chewing gum on campus.
- If you have failed to clock in at any time, you must clock in immediately and will not have any clock hour credit until clocked in.
- All absences must be phoned in on the day of the absence 30 minutes BEFORE class starts.
- Any other absences must be approved two weeks in advance in writing. Absence forms are available at the front desk and must be turned into Instructor.
- Should a student find it necessary to be out of school for longer than one week, a Leave of Absence should be requested in writing. Only one leave of absence is allowed for personal reasons and any additional leaves must be for documented reasons only up to a maximum of 180 days.
- Students may not clock out early for personal services.
- Clock time is only allowed while in uniform.
- All students are expected to be neat when arriving at school, this means hair combed, shoes cleaned, and in a clean uniform. For the women, their make-up on and the men, clean shaven.
- Students assigned to classroom work are not allowed to have students on the floor fix their hair.
- Break rooms and bathrooms must be kept clean at all times.
- Each student is responsible for any area they could use including bathrooms, classroom, break areas, lab, supplies, mirror, dresser, locker, student salon and anywhere around any of those areas.
- Nothing must be left on the dresser, mirror, or desk overnight. The school reserves the privilege of inspecting all articles used on the public at any time and said articles must be approved by the school as well as kept in a sanitary condition.
- We recommend that you mark all of your equipment and personal belongings with your name or initials. The school cannot be responsible if your property is stolen. A locker is provided for your personal belongings and equipment. The student must provide a lock for the locker. An extra key is to be given to the admissions office the first day of school and if the lock is a combination lock, the combination.
- Students must have approved equipment and textbooks with them at all times.
- During a leave of absence, you must vacate your station and/or locker. Personal effects left in lockers after 30 days, the locker will be emptied, and the school assumes no responsibility for these items. They will be disposed of in any way convenient.
- Do not talk to another student when working on a client.
- Do not ask another student how to do a procedure, ask the Instructor.
- All parking in designated student parking areas ONLY.
- Uniform of school must be neat and clean every day.
- Uniform of school - follow uniform policy.
- Student visitors are required to check in with receptionist and are to remain in reception area ONLY.
- Under no circumstances are visitors to be in student break area or on clinic floor.
- Under no circumstances is it acceptable for family or friends to come to the school on behalf of the student and behave in such a way that could be deemed threatening, inappropriate or vulgar. The necessary steps will be taken to protect the students and staff of the school. The student can be held responsible.
- No phone calls can be made or received during school hours except in case of an emergency.
- Cell phones, ipods are to be turned off during school hours.
- Outgoing or incoming cell calls can only be placed during lunch, off campus or in break area ONLY.

- Breaks are ten (10) minutes for every four clock hours.
- Lunch period is thirty (30) minutes.
- Food and drinks are allowed in the break area ONLY. State sanitary laws do not allow either food or drinks in the school.
- Students will be sent to lunch on a demand basis.
- School Board is required for completion and graduation.
- If a student misses a scheduled school board or fails, there is a \$100.00 charge for the retake.
- A grade of 75% or better on the school board is required for a diploma.

WARNING POLICY:

A warning is given to a student verbally or in writing for breaking any rule.

SUSPENSIONS will occur for the following if a student:

- Has repeated warnings
- Displays a poor attitude or rudeness
- Permits another student to clock them in or out. Both students will be suspended. Clocking in or out for another student is looked upon as forgery.
- Leaves school without permission.
- Does not attend Friday, Saturday, or the day before a holiday.
- Uses profane language or displays bad behavior.
- Smokes on the premises and not in an allowed smoking area.
- Refuses to take a client
- Complains about a client
- Argues with a client, student, or staff member
- Being in direct violation of an Instructor's direction.
- Does not give two weeks prior notice for personal time off.
- Does not pay tuition and is delinquent.
- Arguing, fighting with another student.

SUSPENSION POLICY:

A minor infraction will result in a suspension of just an hour or up to two weeks.

TERMINATIONS can occur if:

- A student is caught cheating, lying or stealing.
- A student is under the influence of alcoholic beverages, illegal and controlled substances.
- Permits another student to clock them in or out. Both students will be suspended. Clocking in or out for another student is looked upon as forgery.
- A student fails to make satisfactory progress.
- A student sexually or verbally harasses another person.
- Payment of tuition is delinquent for two months.
- A student is guilty of willful destruction of school property.
- A student causes bodily injury to any client, student, and staff member.

TERMINATION POLICY:

Students are dismissed for major violations as listed above, but are not limited to those listed. A student may be advanced through the termination process at the discretion of the Director or Associate Director of Education.

The school reserves the right to make any changes in the rules and regulations at any time if necessary, student(s) may be sent home under an Administrative Leave until or when the situation is calmed down and investigated. The school reserves the right to proceed under the Administrative Leave policy, request further documentation or allow the return to school.

SCHEDULE CHANGES

Should it become necessary to change schedules, only one schedule change is allowed for the following reasons.

- A. To increase hours.
- B. Conflict with schedule, due to work, child care/related problems
- C. Health reasons.

You must file an application for a schedule change which is available in the admissions office and attach the \$25.00 schedule charge to your application before it will be processed. It will take two weeks to process, and may not start until you have completed your module or there is class room availability.

ATTENDANCE STATUS

Full time students are required to attend a minimum of 30 hours per week.

Part time enrollment is defined as less than 30 hours per week.

Accelerated enrollment is defined as a student attending more than 30 and up to 61 hours per week.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each module. This evaluation form reflects the overall attendance and academic progress of each student. Academic grade is derived from an equal weighting of tests, homework, and practical operations. Students must maintain a "C" (67%) attendance average to maintain satisfactory progress. A student must maintain a "C" (70%) academic average to maintain satisfactory progress.

The grading system detailed below is the system utilized by the college.

Grading Symbol	Quality of Points	Academic Average	Attendance Average	Points Earned
A	Superior Attainment of Course Objectives	100-90%	100-90%	4
B	Good Attainment of Course Objectives	89 - 80%	89-80%	3
C	Acceptable attainment of course objectives	79- 70 %	79-67%	2
D	Poor attainment of course objectives	69-60	66-60	1
F	Not attaining course objectives	Below 59	Below 59	0

Note: Attendance is evaluated on a both a three hundred hour and a cumulative basis. At each evaluation point, the attendance from this evaluation will be added to the attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

GRADUATION DOCUMENTATION/AWARDING OF DIPLOMA

To be eligible for graduation/Diploma every student must have an overall GPA of 70%, completed all assigned projects, Pass the mock board test with a 75% and have a attendance overall average of 67%.

The student must have all financial obligations to the college fulfilled or have made satisfactory financial arrangements. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

Cosmetologist	completion of 1600 hours
Manicurist	completion of 400 hours
Cosmetology Instructor	completion of 600 hours
Esthetician	completion of 600 hours

APPLICATION FOR STATE BOARD EXAMINATION

After graduation, you may apply to the Board of Barbering and Cosmetology for the licensing examination. The fee to the State for the examination is \$125 Cosmetology, \$115 Esthetics, \$110 Manicurist, to be paid by the student. You must pass with a 75% to get your license. There are testing facilities for the examination in Fairfield and in Los Angeles. A kit at additional cost is also required to take the exam. Exam fees are subject to change without prior notification.

Please Note: Persons who have been convicted of Felonies, owe child support or fines, may at the discretion of the State of California, Department of Consumer Affairs be delayed or denied admittance to the Board of Barbering and Cosmetology Examination. The college is not responsible for a graduate being unable to take their state examination in these cases.

PRE-APPLICATION FOR STATE BOARD EXAMINATION

A student must complete the pre-application paperwork within one week of attaining the required hours.

Student may pre-apply for their State Board Examination when they attain the following hours:

- 1200 hours for Cosmetologist
- 450 hours for Esthetician
- 210 hours for Manicurist

Through the application process, students will be able to take their State Board examination sooner than the regular application. It is the students' responsibility to file these papers following a completed pre-app check sheet, to be obtained from the instructor. An additional fee of \$9.00 is required and must be paid by the student separately to the Board.

- Students cannot apply until their overtime to date has been paid in full. Students cannot apply if their account is not in good standing. Office clearance is required for proof of training.
- Students may not apply if poor attendance, grades, no theory grades or operations not completed proportionately.
- Pre-applying is a privilege and is not guaranteed for any student.
- If you're pre-application is denied, not received in time or not filed at all, normal application procedures will be followed.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:

This policy is reviewed during orientation and the catalog is available on the Adrian's website.

The college expects its students to maintain Satisfactory Attendance and Academic Progress (SAP). You will be evaluated on two (2) criteria.

1. Attendance - Must average at least 67% of scheduled hours of attendance. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the prior period will be added to attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame.
2. Academic - Students must average at least 70% in theory work which consists of an equal weighting of tests, homework, and practical operations. Homework may include project assignments.
3. You will be evaluated based on the course in which you are enrolled. See Evaluation Periods. In order to maintain SAP as established by this institution a student must:

- A. Maintain a cumulative academic average of "C" (70%) or better on all test, work projects, operations and other required course work, such as workbooks or assigned independent study.
- B. Maintain a minimum cumulative attendance of 67%.
 - i. Full time enrollment is defined as a minimum of 30 hours per week, half time enrollment is defined as a minimum of 15 hours per week, and part time enrollment is defined as an enrollment schedule of less than 30 hours per week... Scheduled attendance is defined as the hours per week/month the student has contracted for on the enrollment agreement (contract.) For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (.067 x 30 = 20). In addition to attendance standards relating to Satisfactory Academic progress, students are also required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in this school catalog.
- 4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint of the course to be considered as meeting satisfactory progress. Students meeting the minimum requirements for attendance and academic progress at an evaluation will be considered to be making satisfactory progress until the next evaluation.
- 5. Title IV Recipients to be eligible for funding must meet the hour requirements as described on the Federal award letter and meet the academic requirements of the evaluation period completed.
- 6. A maximum time frame is considered to be 150% of the course length as defined on an enrollment contract. A student who reaches the maximum time frame will be dropped. An approved Leave of Absence, not to exceed 180 days will extend the maximum time frame.
Maximum Time for the Cosmetology Program is 2600 hours; Esthetic Program is 1000 hours; Manicuring is 700 hours; Cosmetology Instructor Training is 1000 hours.
- 7. If you are not maintaining Satisfactory Academic Progress you will receive a written notification with the evaluation period in which you did not maintain the minimum requirements needed.
- 8. Transfer hours that are accepted are counted as both attempted and completed hours.
- 9. Students are given a report card which lists satisfactory academic progress results.

EVALUATION PERIODS:

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods, which are based on **weekly periods**; assessed at each of the following periods:

*These schedules are for the Modesto and Turlock campuses only.

For Cosmetologist Program

PROGRAM SCHEDULE	MINIMUM ATTENDANCE HOURS PER EVALUATION PERIOD OF TEN WEEKS
Full time - 30 hours a week	201 hours
3/4 time – 22.5 hours a week	150.75 hours
½ time - 15 hours a week	100.5 hours

Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.

For Esthetician Program

PROGRAM SCHEDULE	4 weeks	10 weeks	16 weeks

Full time – 30 hours a week	80	121	121
3/4 time – 22.5 hours a week	60	90	90
½ time – 15 hours a week	40	60	60

Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.

For Manicurist Program

PROGRAM SCHEDULE	2 weeks	6 weeks	12 weeks
Full time – 30 hours a week	40	80	121
3/4 time – 22.5 hours a week	30	60	90
½ time – 15 hours a week	20	40	60

Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.

For Cosmetology Instructor Program

PROGRAM SCHEDULE	4 weeks	10 weeks	16 weeks
Full time - 30 hours a week	80	121	121
3/4 time – 22.5 hours a week	60	90	90
1/2 time – 15 hours a week	40	60	60

Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.

Tracy Campus

The schedules below are for the Tracy campus only and are for 40 hours per week, the only available schedule.

PROGRAM			
Cosmetologist	Every 10 weeks		268 hours
Esthetician	4 weeks/ 107 hours	10 weeks/268 hours	14 weeks/ 375 hours
Cosmetology Instructor	4 weeks/ 107 hours	10 weeks/268 hours	14 weeks/ 375 hours
Manicurist	2 weeks/ 54 hours	6 weeks/ 161 hours	9 weeks/ 241 hours

ACADEMIC AND ATTENDANCE PROBATION

Students who fail to meet the Satisfactory Academic Progress (SAP) standards at any given evaluation point will be placed on academic and/or attendance warning, during their next evaluation period. Students **remain** eligible to receive financial aid during warning and will be considered as making satisfactory progress during this warning period. Students on warning who fail to meet SAP by the conclusion of the warning period will not be eligible for Title IV funds.

To re-establish "Satisfactory Academic Progress Standards", a student must follow one of the two options.

1. A student may appeal the negative progress determination within 10 days, and if the appeal is approved, the student will be placed on probation, if the institution determines that the standards can be met by the next evaluation, and develops an academic plan. During this period, a student will be eligible to receive financial aid.
2. A student that does not appeal its negative SAP status at the beginning of the "Probation" status, or his/her appeal is denied, can continue to attend without financial aid for the next evaluation period. If at the end of this evaluation period the student is still not meeting SAP, the student will be terminated. If a student chooses to appeal termination of their enrollment, the student must follow the appeal procedure.

In addition, VA benefits will be terminated and the Veteran's Administration will be promptly notified. For the duration of Probation, the student will also lose the following privileges: extern ship, advanced training, personal services, in house discounts, and family discounts.

APPEAL PROCEDURE

Students who disagree with any final determination by the Administration must follow these procedures. Students who are in negative progress after failing to achieve minimum satisfactory progress requirements may appeal this determination. The student must submit a written appeal to the School Director, within 10 days, along with any supporting documentation that will allow for the appeal like; death of a relative, an injury or illness of the student or immediate family member, or any other allowable circumstances to substantiate not being able to maintain Satisfactory Progress, which gives reasons why the decision to terminate (or the situation you're appealing, and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation) should be reversed, and a request for a re-evaluation of progress or request for further investigation. The School Director, within ten (10) business days of receipt of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand and the student loses their right for further remedies.

If an appeal is received within the 10 days as required and is complete an appeal hearing will be scheduled within forty-five (45) days from receipt of the appeal. This hearing will be attended by the student, the student's teacher, Student Affairs Representative, Assoc. and/or School Director and an Administrative Staff member from a different location. The student will be given 15 minutes to present their case for continuation of enrollment. The appeal board members will be given a maximum of thirty minutes for 2 questions. The student will be dismissed from the proceeding. Fifteen minutes will be allowed for appeal board discussion. A written vote will be taken and counted by the facilitator; the Majority vote rules. A decision on the student's appeal will be made within three (3) business days by the School Director and will be communicated to the student in writing. **This decision will be final.**

The student's letter, documents and results of the appeal are documented in the student's file. Should a student prevail on the appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to the student.

COURSE INCOMPLETE

A student that withdraws from the program, and later comes back, returns at the same Satisfactory Academic Progress status as the point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment.

Repetitions, Non-Credit remedial courses have no effect upon a student's satisfactory progress status in this college.

LEAVE OF ABSENCE (LOA)

Adrian's Beauty Colleges recognizes the need for a Leave of Absence when a personal medical emergency, an extenuating personal circumstance occurs, or when the school administration deems that the student is unable to benefit from an education due to a temporary personal or medical condition.

LOA CRITERIA

1. The LOA must be completed and submitted to the School Director.
2. The Medical condition or extenuating personal circumstances must require the student to be absent for 5 or more consecutive days.
3. In the case of a medical condition, documentation must be secured from the attending physician stating the nature of the condition and the necessary recovery time.
4. If extenuating personal circumstance exist, please detail the condition on the LOA form and/or attach supporting documentation. Adrian's Beauty College Administration will review the request and render a decision of its validity.

Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary care giver; death of an immediate family member; official church mission; military duty; temporary disability; or a serious medical emergency and/or extenuating circumstances.

- Adrian's Beauty College reserves the right to amend this policy case by case.
- LOA's are granted for a maximum of 180 days.
- LOA's cannot be extended beyond a total of 180 days.
- Additional LOA's may be allowed, not to exceed 180 days in a twelve month period, from day 1 of 1st leave.

LOA PROCEDURES

1. The student must notify the registrar in writing by completing a "Leave of Absence Request Form". The date of this notification will be the official request date. *In the event of unforeseen or special circumstances, a student may request a leave of absence to reflect a date prior to the request with approval from the Associate or School Director. A written decision of a student's Leave of absence request approval or denial will be provided to the student within 7 business days.*
2. The "Leave of Absence Request Form", the final time card, and documentation reflecting the circumstance for the Leave of absence must be submitted to the registrar's office *within seven days of the official request date, if possible.* The return date for a Leave of Absence may be determined by Adrian's Beauty College administration in the interest of placing the student at the same point he/she left off.
3. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original Leave of absence form. The student will be notified in writing by the administration if the extension is approved or denied within 7 business days.
4. Students will be counseled on the consequences of not returning from a Leave of Absence.
5. Upon return from a Leave of Absence, the student must report to the registrar's office and complete a "Leave of Absence Return Form". Students returning from a medical Leave of absence may be required to provide a doctor's note. A student returning from the leave of absence resumes the same SAP progress status as when he/she left.
6. Failure to return from a Leave of Absence will result in the student's withdrawal. If a student is on or has received financial aid funding, the school is required to perform a Return to Title IV calculation per Federal requirements.

A student that does not follow and complete the LOA procedures, will have all of his/her time missed counted as absences from school; the student will incur overtime charges as a result, and this will affect the student's Satisfactory Academic Progress. A student that misses 14 calendar days without an official Leave of Absence, will be considered withdrawn from the program and his/her contact will be terminated.

RE-ENTRY POLICY

Any former student wanting to re-enroll must wait six months from their prior withdrawal date (which is the student's last physical day of attendance).

1. An application must be completed, an intake interview, and a letter provided to the college explaining the circumstances of the prior withdrawal and how the student will be successful during this enrollment.
2. A \$500 fee will be paid by re-enrolling student for the evaluation exam. This Fee is non-refundable and must be paid prior to scheduling.
3. Student letter, exam results, and the educator's recommendation will be reviewed at the next scheduled staff meeting for consideration of re-entry; if the student is accepted for re-entry, the student will be placed in the appropriate course level.
4. Prior hours accepted by the College towards for a re-entry student may vary from program to program.
5. The decision for re-entry of the applicant acceptance and placement level of program, or denial, made by the school will be mailed to the student within 7 business days. **The decision is final and no appeals are allowed.**
6. Students accepted for re-entry must make an appointment with the business office and /or financial aid office to discuss financial arrangements to complete their program.
7. A re-entry student resumes to the same Satisfactory Academic Progress status as when he/she left the school.

TRANSFERS

Schedule Transfer/Change

A student who wants to change their class schedule must apply in writing to the business office. The schedule change application will be considered at the next staff meeting. The reason for the staff to review the student's academic record is to assure that the student can complete course work without any undue hardship. A fee of \$25.00 must accompany the change request.

Program Transfer

Transfer students may receive credit from the manicurist course or the esthetician course towards cosmetologist. No credit/hours are transferable toward the esthetician course. A non-refundable fee of \$500.00 must accompany the change request.

To Another Adrian's College

To request a certificate of transfer to another college, you must make the request in writing and pay \$500.00 transfer processing fee, any unpaid tuition, and any balance owed to Adrian's. If the student owes Adrian's for any reason, the Academic Transcript and Proof of Training will be withheld until the balance is paid in full. The college will only accept cash, cashier's check or money order for the balance.

From Another College or Previous Adrian's Student

A student, who wants to transfer from another college or wants the College to accept hours from a previous enrollment, must follow all procedures stated in the re-entry policy.

Adrian's Beauty Colleges carry out their transfer practices in a manner consistent with the Council for Higher Education criteria.

VA Students Only

This institution will evaluate all previous education and training, grant credit when appropriate, reduce the length of the program proportionately, and keep appropriate documentation on file. There is no fee connected to prior credit evaluation or transfer of credit to students receiving VA benefits.

SCHOOL CLOSURES

If the school permanently closes, students will receive a pro-rata refund of tuition as required by State & Federal guidelines.

EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY

Two weeks before completing course of study, an appointment must be set for the following:

1. Students must review all hours and operations and grades with their instructor for accuracy.
2. Students must confirm their expected graduation date with teacher and office.
3. Students must meet with the office to review accounts to date and pay off any outstanding balance. This final payment must be in cash, cashier check, money order.
4. All students must complete an evaluation of course, diploma request form and placement interview. Students will be given a state board kit rental form at this time.
5. All student information such as address and phone number must be updated in computer if necessary.

On the final school day:

1. Student is responsible to assure that all hours and operations are complete before clock out.
2. Students must have a -0- balance, including overtime or made satisfactory arrangements with the college.
3. R.O.P. students will return their inventoried and sanitized kit after final clock out. If all books, kit, and balances are taken care of, then the student will receive their Proof of Training and diploma after the kit and books are checked.
4. The required clock hours have been completed.
5. The student has an overall attendance average of 67%, a academic average of 70%, a total GPA of 70%.
6. Passed the mock state board, both practical and written with a 75% score.

WITHHOLDING OF STUDENT TRANSCRIPT/GRADES/DIPLOMA

Adrian's Beauty Colleges will withhold the student's transcripts (completion, withdrawal or a diploma) until all financial obligations have been arranged. These items will only be given when students meet the following criteria:

1. Total GPA 70%
2. Overall Attendance Average 67%
3. Operations & Theory Hours 100% Completed
4. Academic Average of 70%
5. Completion of required contract hours
6. Financial obligations met or arranged
7. Schools mock state board written and practical with a grade of 75%.

ADRIANS STAFF AND JOB TITLES AND FUNCTIONS

A Supplemental Handout will be given to each student with the Staff, Job Titles & Functions prior to starting school.

COURSES OF STUDY

All courses offered by Adrian's Beauty College are conducted primarily in English. The institution does not provide English as a second language (ESL) course.

COSMETOLOGIST COURSE: (1600 CLOCK HOURS)

Educational Goals:

The cosmetologist course of study is designated to assist the student's capability to pass the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the State of California (SOC #39-5012.00, CIP #12.0401)

Curriculum for Cosmetologist Course - 1600 Clock Hours

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology.

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained. See "Applied Effort"

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each module. Academic grade is derived from an equal weighting of tests, homework, and practical operations. Students must maintain a "C" (70%) academic average to maintain satisfactory progress. Students must maintain a "C" (67%) attendance average to maintain satisfactory progress.

Such technical instruction and practical operations shall include:

SUBJECT	Minimum Hours of Technical	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
2. Cosmetology Chemistry - (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin preparations. Shall also include the elementary chemical makeup, chemical skin peels physical and chemical changes of matter).	20	

<p>3. Health and Safety/Hazardous Substances shall include the training in chemicals and health in establishments; material safety data sheets; product knowledge – use and safety, tools, and equipment – use and safety; protection from hazardous chemicals and preventing chemical injuries; health and safety laws and agencies; ergonomics and communicable diseases including HIV/AIDS and Hepatitis B. All practical operations must be performed in accordance with section 992 regarding skin peeling.)</p>	45	
<p>4. Theory of electricity in Cosmetology (shall include the nature of electrical current, principals of operating electrical devices, and the various safety precautions used when operating electrical equipment).</p>	5	
<p>5. Disinfection and Sanitation (shall include procedures to protect the health, sanitation, infection control and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment specified in Sections 979 and 980. Disinfections should be emphasized throughout entire training period and must be performed before use of all instruments and equipment.</p>	35	10
<p>6. Bacteriology, anatomy, and physiology.</p>	15	
<p>7. Wet Hair Styling (shall include hair analysis, shampooing, finger waving, pin curling, comb-outs, principles and techniques).. Thermal Hair Styling (shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling, principles and techniques) (A) Thermal Styling (B) Press and Curl</p>	65	260

<p>8. Permanent Waving (shall include principles of permanent waving, hair analysis, chemical and heat permanent waving)</p> <p>Chemical Straightening (shall include principles of chemical straightening, hair analysis, use of sodium hydroxide and other base solutions).</p>	40	105
<p>9. Hair cutting (shall include principles and techniques of hair cutting, hair analysis; product knowledge; use of razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)</p>	20	80
<p>10. Hair coloring and Bleaching (shall include principles and techniques, hair analysis, product knowledge, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and use of dye removers. Shall not include any credit for color rinses. (A) Hair Coloring (B) Bleaching</p>	60	70
<p>11. Scalp and Hair Treatments (shall include principles and techniques of scalp and hair treatments, hair and scalp Analysis, scientific brushing, electrical and manual Scalp manipulation and other hair treatments).</p>	5	20
<p>12. Facials (shall include principles and techniques of skin care) (A) Manual (cleansing, scientific manipulations, packs and masks) (B) Electrical (use of all electric modalities, including dermal lights and electrical apparatus, for facial and skin care purposes; however, machines capable of producing electrical current shall not be used to stimulate as to contract, or for the purpose of contracting the muscles of The body or face.) (C) Chemicals (chemical skin peels, packs, masks and Scrubs. Training shall emphasize that only the non-living uppermost layers of facial skin, known as the epidermis, May be removed, and only for the purpose of beautification.</p>	25	40

13.	Eyebrow Arching and Hair Removal (use of wax, tweezers, electrical or manual and depilatories for removal of superfluous hair) Make-up (principles and techniques of cosmetics, skin analysis, complete and corrective make-up lash and brow tinting, product knowledge, and application of false eyelashes)	25	30
14.	Manicuring and Pedicuring (shall include principles and techniques of nail services) (A) Water and Oil Manicure, including nail analysis, hand and arm massage. (B) Complete Pedicure, including nail analysis foot and ankle Massage.	10	25
15.	(C) Artificial Nails 1. Acrylic: Liquid and Powder Bush On 2. Artificial Nail Tips 3. Nail Wraps and Repairs	25	120
16.	Professional Ethics, Professional Boundaries, Sales ability, good grooming, courtesy, career focus and normal cleanup duties. Salon Skills - people skills, effective communication and human relations, career employment information, fundamentals of business management, record keeping, career and employment information, job seeking skills, compensation packages, payroll deductions, and state licensing, certification and registration requirements.	60	
17.	First Aid - Administering first aid and when to seek help.	Max 100 hrs No Minimum	
<u>TOTALS</u>		<u>475</u>	<u>760</u>

Cosmetologist Performance Objective

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

Skills to be developed

- 1) Learn the proper use of implements relative to all cosmetology services.

- 2) Acquire knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
- 3) Will learn the procedures and terminology used in all cosmetology services.
- 4) Will learn the application of daytime and evening make-up including the application of false strip eyelashes.
- 5) Will learn the proper procedure of manicuring to include water and oil manicure and Pedi curing.
- 6) Will learn the application of brush-on nails, wraps, and nail tips.

Attitudes and Appreciations to be developed

- 1) Be able to appreciate good workmanship common to cosmetology.
- 2) Posses a positive attitude towards the public and fellow workers.
- 3) Have improved personality towards patrons and colleagues.

Course Levels (as of 1/1/2010)

Phase I-Foundation	300 hours Basics and fundamentals of hair styling, facials, & nails
Phase II-Framing	300 hours Intermediate training in Hair Design, Women's & Men's sculpting, Texture, Long Hair Design, Salon Success and Hair color
Phase III	300 hours Advanced Techniques in Hair Design, Women's & Men's Sculpting, Texture, Long Hair Design, Salon Success and Hair color
Student Salon/Rehearsal	500 hours Clinic client work on skills from prior classes
Board Classes & Mock State Board	200 hours

* It is at the discretion of the instructor/director to move students up or hold them back when there has been more than 18hrs. of absences in one level. If student is moved forward without work being completed Certificates for

Pivot Point Modules will not be given.

Methods used to instruct Students

Various teaching methods are utilized by the teaching staff, they include lecture, demonstration, hands on application, overheads, visual aids, text books, audio visual aids, trade magazines, and white board.

Requirements for Satisfactory Completion of Course

Shall have completed Theory, Operations and Clock hours required by the Board of Barbering and Cosmetology. An academic grade average of 70%, a attendance average of 67%, a overall GPA of 70% is required for satisfactory completion. Pass the written and practical mock state board exam with a 75%. All financial obligations must be paid, including extra instructional charges (overtime), or satisfactory arrangements have been made.

Graduation Requirements

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70%, attendance average of 67%, completed all required theory hours and operations, pass the mock board test with a 75% overall. The student must have all financial obligations to the college fulfilled or have made satisfactory financial arrangements. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

In Cosmetology completion of 1600 hours

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology course described above and passed the Cosmetology Board Exam. The State of California will check for any felonious convictions and should there be any found on the student applicant, they will refer back to the court of jurisdiction for clearance and this will result in the student either being delayed to take the test or denied taking the state test. In addition, the State of California will check for any outstanding fines or child support and the student will be denied the test until the state receives proof of payment and clearance of fines and child support.

Job Opportunities

The following career opportunities are opened to licensed cosmetologists: hairdresser, esthetician, nail artist, colorist, makeup artist, perm specialist, artistic director, fashion show stylist, beauty care marketing, trade show director, image consultant, photo and movie stylist, beauty product designer, product manufacturer representative, educator, platform artist, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, salon coordinator, salon franchisee, and salon manager.

ESTHETICIAN COURSE: (600 CLOCK HOURS)

The courses of study for students enrolled in the Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics. Credit is given only if applied effort is maintained. See "Applied Effort."

SOC # 39-5094.00 CIP# 12.0409

Educational Goals:

The esthetician course of study is designated to assist the student's capability to pass the Board's Esthetician licensing examination. Passing the exam is requisite in order to obtain a Esthetician license.

Curriculum for Esthetician Course 600 Clock Hours

The curriculum for students enrolled in the esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each module. This evaluation form reflects the overall attendance and academic progress of each student. Academic grade is derived from an equal weighting of tests, homework, and practical operations. "Excellence in Education" grading criteria will be used in all practical, attendance, and clinical work. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

Such technical instruction and practical operations shall include:

SUBJECT	Minimum Hours Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
2. Chemistry pertaining to the practices of an esthetician (chemical composition and purpose of cosmetic and care preparation. Shall also include the elementary chemical make-up, chemical skin peels, physical and chemical changes of matter.)	15	

3. Health and Safety/Hazardous Substances (training in chemicals and health establishments; material safety data sheets; products, tools, and equipment - use and safety ; protection from hazardous chemicals and preventing chemical injuries; health and safety laws; and agencies ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B)	40	
4. Electricity (the nature of electric current, principles of operating electrical equipment.) operating electrical devices, and the various safety precautions used when operating electrical devices	10	
5. Disinfections and sanitation (procedures to protect the health, infection control and safety of the consumer as well as the technician. The ten required operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979& 980. Disinfections should be emphasized throughout the entire period and must be performed before use of all instruments and equipments).	10	10
6. Bacteriology, Chemistry, anatomy, physiology, skin	15	

analysis and conditions			
7.	<p>Facials – Principles and techniques of skin care and cosmetics</p> <p>(A) Manual (product knowledge – use and safety, skin analysis, cleansing, scientific manipulations packs and masks).</p> <p>(B) Electrical (equipment, use and safety of electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes; however, machines capable of Producing electric current shall not be used to stimulate so as to contract the muscles of the body or face.</p> <p>(C) Chemicals (product knowledge – use and safety, chemical skin peels, packs, masks, and scrubs. Training shall emphasize That only the non-living, uppermost layers of facial skin known as the epidermis may be Removed and only for the purpose of beautification All practical operations must be performed in accordance with section 992 regarding skin peeling.)</p>	<p>20</p> <p>30</p> <p>20</p>	<p>40</p> <p>60</p> <p>40</p>
8.	<p>Eyebrow Arching and Hair Removal (use and safety of wax, tweezers, manual or electrical and depilatories for the removal of Superfluous hair.)</p> <p>(A) Tweezers</p> <p>(B) Wax and Depilatories</p>	<p>10</p> <p>20</p>	<p>10</p> <p>40</p>
9.	<p>Make-up (product knowledge – use and safety, skin analysis, complete and corrective make-up and Application of false eyelashes.</p>	<p>20</p>	<p>40</p>
10.	<p>Professional ethics, professional boundaries, effective communication, sales, grooming and courtesy</p>	<p>10</p>	
11.	<p>Salon Skills (people skills, career focus, career and employment information, fundamentals of business management, compensation packages and payroll deductions, state licensing, certification and registration requirements.)</p>	<p>5</p>	
12.	<p>First Aid - Administering and when to seek help</p>	<p>10</p>	
13.	<p>Additional training - record keeping; student and client Public service, volunteer work. Client intake process, preparation of the service environment, preparation and self care for the operator, client preparation for service</p>	<p>30 Max. No minimum</p>	

Totals	245	240
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Esthetician Performance Objective

- 1) Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
- 2) Acquire the knowledge of sanitation and sterilization as related to all phases of skin.
- 3) Acquire knowledge of general theory, relative to a cosmetician, including anatomy, physiology, chemistry, nutrition, and theory.
- 4) Acquire business management techniques common to esthetics.

Skills to be developed

- 1) Learn the proper use of implements relative to all esthetic services.
- 2) Acquire the knowledge of analyzing all skin types to determine proper analysis.
- 3) Will learn the procedures and terminology used in performing all esthetics services.
- 4) Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- 5) Will learn the safety procedures of the use of electrical skin care machines.
- 6) Will learn various massage techniques.

Attitudes and Appreciations to be developed

- 1) Be able to appreciate good workmanship common to esthetics.
- 2) Posses a positive attitude towards the public and fellow workers.
- 3) Have improved personality in dealing with patrons and colleagues.

Course Levels

Adrian's I	60 hours	Basics and fundamentals of facials and makeup
Intern	500 hours	of Clinic client work on skills from prior classes
Adrian's II	40 hours	Test and review for board preparation

Methods used to instruct Students

Various teaching methods are utilized by the teaching staff, they include lecture, demonstration, hands on application, overheads, visual aids, text books, audio visual aids, trade magazines, and white board.

Requirements for Satisfactory Completion of Course

Shall have completed Theory, Operations and Clock hours required by the Board of Barbering and Cosmetology. An academic grade average of 70%, a attendance average of 67%, a overall GPA of 70% is required for satisfactory completion. Pass the written and practical mock state board exam with a 75%. All financial obligations must be paid, including extra instructional charges (overtime), or satisfactory arrangements have been made.

Graduation Requirements

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70%, attendance average of 67%, completed all required theory hours and operations, pass the mock board test with a 75% overall. The student must have all financial obligations to the college fulfilled or have made satisfactory financial arrangements. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

Esthetician completion of 600 hours

Licensing Requirements

Applicants must be 17 years of age or older and have completed the 10th grade. An esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the esthetic course as described above and passed the Board of Barbering and Cosmetology Exam with an overall average of 75%.

The State of California will check for any felonious convictions and should there be any found on the student applicant, they will refer back to the court of jurisdiction for clearance and this will result in the student either being delayed to take the test or denied taking the state test. In addition, the State of California will check for any outstanding fines or child support and the student will be denied the test until the state receives proof of payment and clearance of fines and child support.

Job Opportunities

The following career opportunities are open to a licensed esthetician: Skin care professional, makeup artist, beauty care marketing, trade show director, product manufacturer representative, educator, beauty business consultant, cosmetic and fragrance designer, school instructor, salon owner, spa owner, salon/spa coordinator, salon franchisee, and salon manager.

MANICURIST COURSE: (400 CLOCK HOURS)

The course of study for students enrolled in a manicurist course shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of manicuring and Pedicuring. (SOC# 39-5092.00, CIP #12.0410).

Credit is given only if applied effort is maintained. See "Applied Effort."

Educational Goals:

The manicurist course of study is designed to improve the student's capability to pass the Board of Barbering and Cosmetology licensing examination. Passing the exam is a prerequisite in order to obtain a Manicuring License. The license is a requirement to operate as a manicurist in the state of California (DOT#331.674-010).

Curriculum for Manicurist Course 400 Clock Hours

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstrator, lecture, classroom participation or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include: (See next Page)

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each module. This evaluation form reflects the overall attendance and academic progress of each student.

Such technical instruction and practical operations shall include: SUBJECT	Minimum Hours of Technical Instruction	Minimum Hours of Practical Operations
1. The Barbering and Cosmetology Act and the Board's Rules and regulations.	10	
2. Cosmetology Chemistry related to manicuring practices (chemical composition and purpose of nail skin care preparations.	10	
3. Health and Safety/Hazardous Substances (training in chemicals and health establishments; material safety data sheets; products, tools, and equipment -use and safety; protection from hazardous chemicals and preventing chemical injuries; health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
4. Disinfections and Sanitation (procedures to protect the health, infection control and safety of the consumer as well as the technician. The ten operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified. Disinfection will be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
5. Bacteriology, Chemistry, anatomy, and physiology.	10	
6. Water and Oil Manicures including hand and arm massage, product knowledge – use and safety. Principles and techniques of manicures	15	40

7.	Complete pedicure, including foot and ankle massage, product knowledge -use and safety. Principles and techniques of pedicures.	10	20
8.	Application of Artificial Nails – principles and techniques of artificial nail applications. (A) Acrylic: liquid and powder brush-ons. (B) Nail Tips (C) Nail Wraps and Repairs	15 10 5	80 60 40
9.	Professional ethics, professional boundaries, effective communication, human relations, sales, grooming and courtesy. Client intake process, preparation of the service environment, preparation and self care for the operator, client preparation for service.	10	
10.	Salon Skills (people skills, fundamentals of business management, career focus, compensation packages and payroll deductions, and career employment information, licensing, certification and registration requirements).Public service, volunteer work.	10	
11.	First Aid and when to Seek Help	2	
12.	Additional Training (no minimum)	25 max.	
TOTALS		132	250

Academic grade is derived from an equal weighting of tests, homework, and practical operations. "Excellence in Education" grading criteria will be used in all practical, attendance, and clinical work. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

Manicurist Performance Objective

- 1) Acquire knowledge of laws and rules regulating California cosmetology establishing practices.
- 2) Understand sterilization procedures.
- 3) Acquire knowledge of general theory relative to manicuring including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- 4) Acquire business management techniques common to manicurist.

Skills to be developed

- 1) Use of proper implements relative to all manicuring, Pedi curing, and artificial nails.
- 2) Develop knowledge to recognize the various skin conditions and disorders
- 3) Acquire knowledge
- 4) Develop the knowledge of safety precautions in use of manicuring, Pedi curing, and artificial nails.

Attitudes and Appreciations to be developed

- 1) Be able to appreciate good workmanship common to manicuring.
- 2) Posses a positive attitude towards the public and fellow workers.
- 3) Appreciate honesty and integrity.
- 4) Have improved personality in dealing with patrons and colleagues.

Course Levels

Adrian's I	40 hours	Basics and fundamentals of all Nail applications
Student Salon Or Rehearsal	340 hours	Clinic client work on skills from prior classes
Board Prep	20 hours	Review for board and pass mock state board.

Methods used to instruct Students

Various teaching methods are utilized by the teaching staff, they include lecture, demonstration, hands on application, overheads, visual aids, text books, audio visual aids, trade magazines, and white board.

Requirements for Satisfactory Completion of Course

Shall have completed Theory, Operations and Clock hours required by the Board of Barbering and Cosmetology. An academic grade average of 70%, a attendance average of 67%, a overall GPA of 70% is required for satisfactory completion. Pass the written and practical mock state board exam with a 75%. All financial obligations must be paid, including extra instructional charges (overtime), or satisfactory arrangements have been made.

Graduation Requirements

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70%, attendance average of 67%, completed all required theory hours and operations, pass the mock board test with a 75% overall. The student must have all financial obligations to the college fulfilled or have made satisfactory financial arrangements. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

Manicurist completion of 400 hours

Licensing Requirements

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

The State of California will check for any felonious convictions and should there be any found on the student applicant, they will refer back to the court of jurisdiction for clearance and this will result in the student either being delayed to take the test or denied taking the state test. In addition, the State of California will check for any outstanding fines or child support and the student will be denied the test until the state receives proof of payment and clearance of fines and child support.

Job Opportunities

The following career opportunities are open to licensed manicurists: nail technician, nail artist, beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

Cosmetology Instructor COURSE: (600 CLOCK HOURS)

The course of study for students enrolled in a teachers training course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of student instruction and supervision. (SOC# 25-3099.00 CIP # 12.0413)

Credit is given only if applied effort is maintained. See "Applied Effort."

Educational Goals:

Curriculum for Cosmetology Instructor Course - 600 Clock Hours

The curriculum for students enrolled in a Cosmetology Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations in fundamentals of teaching and supervision of students. Technical instruction means instruction by demonstration, lecture, classroom participation and examination. Practical operation means the actual performance by the student of classroom lecture, demonstration and supervision of students in other courses.

At this time the State of California has no licensing for the Cosmetology Instructor program.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at the time of their completion of each module. This evaluation form reflects the overall attendance and academic progress of each student. Academic grade is derived from an equal weighting of tests, homework, and practical operations. "Excellence in Education" grading criteria will be used in all practical, attendance, and clinical work. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

Curriculum for Cosmetology Instructor Course- 600 Hours

The curriculum for students enrolled in a Cosmetology Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetology Teacher. Technical instruction means instruction by demonstrator, lecture, classroom participation or examination. Practical operation means the actual performance by the student of a complete service on another person. Pre-requisite is a valid, Cosmetology License issued by the Board of Barbering and Cosmetology.

Such technical instruction and practical operation shall include:

SUBJECT	MINIMUM HOURS OF TECHNICAL INSTRUCTION	MINIMUM PRACTICAL INSTRUCTION
STATE LAW	5	
A. Cosmetology Act, including licensing, certification and registration requirements	5	
B. Rules and regulations		
PREPARATORY INSTRUCTION	40	50
A. Teaching techniques & methodology	30	
B. Organizational Techniques	30	30
C. Lesson plan development, development and use of teaching aids, student motivation & learning, presentation techniques	10	
D. Assessment of student learning: Evaluation of overall progress, development and use of testing, academic advising on progress in course, program course development and review	10	20
E. Administrative responsibilities: records management, organizational and regulatory requirements, professional ethics, professional boundaries, effective communication, human relations,	10	
F. Career and employment information, compensation and payroll deductions	10	
G. Fundamentals of business management		

CONDUCTING CLASSROOM	140	
A. Technical instruction		
B. Demonstrations		
CLASSROOM	100	
A. Live demonstrations		
SUPERVISING	100	10
A. Students with clients		
B. Students with manikin		
TOTALS	490	110

Teacher training Performance Objective

- 1) Acquire knowledge of laws and rules regulating California cosmetology establishing practices.
- 2) Understand sterilization procedures.
- 3) Acquire knowledge of general theory relative to teaching techniques, organization, lesson planning, evaluation and advising of students and administrative responsibilities. Acquire knowledge of general practical application of Supervising classrooms and students.
- 4) Acquire business management techniques common to teachers.

Skills to be developed

- 1) Use of proper implements relative to all phases of cosmetology.
- 2) Develop knowledge to recognize the various teaching techniques, learning styles and class management.
- 3) Acquire knowledge of evaluating techniques and student advising.
- 4) Develop the knowledge of safety precautions in use of equipment for all phases of cosmetology

Attitudes and Appreciations to be developed

- 1) Be able to appreciate good workmanship common to cosmetology.
- 2) Posses a positive attitude towards the public, students and fellow workers.
- 3) Appreciate honesty and integrity.
- 4) Have improved personality in dealing with clients and colleagues.

Course Levels

Adrian's I	60 hours	Basics and fundamentals of teaching
Intern	500 hours	Student supervision
Adrian's II	40 hours	Test and review

Methods used to instruct Students

Various teaching methods are utilized by the teaching staff, they include lecture, demonstration, hands on application, overheads, visual aids, text books, audio visual aids, trade magazines, and white board.

Requirements for Satisfactory Completion of Course

One shall have completed Theory, Operations and Clock hours required by the Board of Barbering and Cosmetology. An academic grade average of 70%, a attendance average of 67%, a overall GPA of 70% is required for satisfactory completion. Pass the written and practical mock state board exam with a 75%. All financial obligations must be paid, including extra instructional charges (overtime), or satisfactory arrangements have been made.

Graduation Requirements

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70%, attendance average of 67%, completed all required theory hours and operations, pass the mock board test with a 75% overall. The student must have all financial obligations to the college fulfilled or have made satisfactory financial arrangements. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

In Teacher Training completion of 600 hours

Licensing Requirements

The State of California does not have Licensing for Cosmetology Instructor.

Job Opportunities

The following career opportunities are open to licensed teachers: beauty care marketing, trade show director, beauty product designer, product manufacturer representative, educator, beauty business consultant, school instructor, salon owner, salon franchisee, and salon manager.

COURSE COSTS A SUPPLEMENTAL HANDOUT WILL BE PROVIDED TO EACH STUDENT.

ADRIAN'S BEAUTY COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES OF ANY AND ALL COURSES, AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

METHOD OF PAYMENT

Many of our students apply for financial aid. During our financial appointment with prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we assist the individual to prepare the appropriate Financial Aid application. Student's choosing the manicuring course will not be eligible for Federal Financial Aid. For those students who wish to pay their own way through school, the

financial officer will develop a personalized payment program, including the private lenders available through the college.

NON PAYMENT OF OUTSTANDING BALANCES

Any non payment of outstanding balances that go more than ninety (90) days past due will be assigned to a collection agency.

ACCIDENT INSURANCE POLICY

Students are advised to carry school insurance through their own insurance agent to cover personal accidents that occur on the premises within their scheduled training time during enrollment. Students are advised to carry vehicle insurance for theft vandalism, or loss that will cover their property or vehicle while on school property.

SUPPLEMENTAL TRAINING

1. Applicants seeking supplemental training must submit to the school the Supplemental Form given to them by the California State Board.
2. College Director of Education will review, then determine the hours that the applicant will need to complete.
3. The charge for the supplemental training is \$25.00 per hour.
4. Payment for these hours will be paid in advance-terms is cash, credit card, or ATM. No personal checks will be accepted.
5. NO REFUNDS
6. Applicant to provide their own equipment and supplies.
7. No Baby Board Tests are given within their supplemental hours.
8. No make-up hours will be accepted.
9. The schedule provided by the school will be followed.
10. Uniform will be the lab coat needed for State Board testing. Applicant to follow existing uniform policy of the school.

BUYERS RIGHT TO CANCEL AND REFUND/WITHDRAWAL POLICY

REFUND POLICY OUTLINE: The REFUND POLICY can also be found within the Enrollment Agreement. *All Enrolled Students* will receive a copy of the STUDENT RIGHTS and the NOTICE OF CANCELLATION and REFUND POLICY, for their personal records as a part of the enrollment procedure

1. FOLLOWING INSTANCES CONSTITUTE AN OFFICIAL CANCELLATION OR WITHDRAWAL:

- A. A student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back **IN WRITING**, within seven (7) business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded to student, parent/guardian. This policy applies regardless of whether or not the student has actually started training or;
- B. A student cancels his/her contract, **IN WRITING**, after seven (7) business days of attending the first day of class but prior to the 7th business day after the start of class. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$75 and the cost of books and kit, if already received by the student or;
- C. If a student withdraws after attending classes past the seventh (7th) day, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. **Once the student receives and signs for his/her books and equipment kit those items are deemed "non refundable"**.

- D. A student who is on an approved LEAVE OF ABSENCE notifies the school that he/she will not be returning. The date of withdrawal shall be the last day of physical attendance. The date of determination for the purpose of the settlement policy and Return to Title IV Calculation shall be the date the student notified the College in writing, phone call, Email or other communication method.
 - E. A student is expelled from the school. In the case the student is not accepted for enrollment then all monies paid will be refunded (less registration/application fees if applicable)
2. Any monies due a student who **unofficially withdraws** from the institution shall be refunded within 45 days of a determination by the institution that the student as withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of twice a month (every 14 days). A student who has not been in contact with the school, verbally or in writing, for a period of 30 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICIALLY Withdrawn and will be dropped, as of the 31st day, from the course and any money due shall be refunded.
 3. In the event a program or course is canceled subsequent to a student's enrollment the institution will institute a Program Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the program or course. If no teach-out plan is in place student shall receive a pro rata tuition refund.

REFUND CALCULATION GUIDELINES

For students who enroll and begin classes, and withdraw anytime after the 7-day period, refunds will be calculated based upon the percentage of the number of course hours completed at the time of withdrawal to the total length of the course less the registration fee, equipment/book fee and STRF fee (if applicable)

% Completed	Percent owed to School	Percent owed to student
0.01% to 4.9%	20%	80%
5% to 9.9%	30%	70%
10% to 14.9%	40%	60%
15% to 24.9%	45%	55%
25% to 49.9%	70%	30%
50% and over	100%	0%

HYPOTHETICAL EXAMPLE: Cosmetologist course 1600/hrs in length. Student attended 300 hours. The hours attended by the student (300) is divided into 1600 (course hours) equaling 0.18% completed. The weeks attended are based upon the first day of class and the last date of attendance. Per the above schedule, the student would owe 45% of the tuition cost (\$16,000 less registration fee \$75 and kit/book/lab cost of \$850.00) or 45% of \$15,075 (\$6783.75).

NOTE TO STUDENTS RECEIVING FEDERAL STUDENT AID: That portion of your tuition that may have been paid, or is eligible for payment from Federal Funds is subject to refund based upon the terms of the Return of Title IV Funds Policy as prescribed by the U.S. Department of Education. Upon enrollment, those students who are participating in the Title IV program will be advised of the policy during their entrance counseling interview and provided with a copy of the Return of Title IV Funds Policy.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

When a student withdraws before completing 60 % of the payment period, the school is required to perform a “Return to Title IV” (R2T4) calculation to determine the amount of financial aid a student has earned during the payment period. The return amount is calculated by dividing the scheduled hours that the student could have attended by the scheduled payment period.

The withdrawal date used for a student that withdraws, **officially or unofficially**, is last day of attendance recorded. The determination withdrawal date is the date the student notifies the school of his/her intent to withdraw. A student that does not attend and/or does not contact the school for 14 consecutive days will be withdrawn on the 15th day.

Also, a student that does not return from an approved Leave of Absence will also be withdrawn from the school, and the last day of withdrawal for this student will be the last day of attendance prior to the approved Leave of Absence.

A student would be owed a post-disbursement of Title IV funds upon withdrawal from the Institution if the amount already received is less than the amount the student earned, and for which the student is otherwise eligible. The student would be then eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. A school must offer any amount of a Post-withdrawal disbursement that is not credited to the student’s account within 30 days of the determination. A Pell disbursement can be posted without the student’s approval/notification; however, a Federal loan disbursement will require the student consent of approval prior to the school disbursing such funds.

The Order that Title IV program funds must be returned:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Time frame to return funds to the Federal program is 45 days from the Date of Determination of the student’s withdrawal.

“Example of a Return of Title IV (Federal Aid)”

This is a sample of a student’s Return of Title IV aid calculation using a Payment Period of 450 Clock hours and assuming the student received the following aid during his/her payment period.

Pell	\$2,775
Subsidized Direct Loan	\$1,742
Unsubsidized Direct Loan	\$2,985
Total Funding Received	\$7,502

How earned aid is calculated:

The school determines the clock hours completed in the payment period and divides those hours by total clock hours in the payment period. If the percentage is greater than 60%, the student has earned 100% of his/her and no Title IV aid received is returned to the Federal program. However, if the percentage is equal to 60% or less, the school is required to calculate the amount the student earned in the payment period. For example, let's assume a student completes 225 out of the 450. In this scenario, the school will divide 225 clock hours completed by 450 clock hours in the payment period resulting in a 50%. The school then multiplies 50% against the amount of Federal Aid the student received to calculate the amount the student earned.

After a return of Title IV aid is performed, a student may still owe a balance to the school.**TUITION AND FEE POLICIES**

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE. Charges are assessed and posted in the students tuition account in accordance to the costs incurred in each payment period. Please refer to "Payment Period definition." Tuition is defined as payment for clock hour instruction.

A Tuition and Fee Schedule will be given as a supplemental handout

ADDITIONAL INCIDENTAL COSTS FOR ALL COURSES

Binders, pens, pencils, note paper, uniforms, product for student practice, sanitary containers, examination fee for the State examination, rental kit fee for the State examination are all incidental costs for all of the courses at the college. These items must be purchased by the student either at the college or paid for outside of the college. Should a student use the ATM card, a use fee of 45 will be added per transaction. If a credit card is used to pay a tuition payment, four percent will be charged on the payment made by credit card.

TUITION FEE FOR RE-ENROLLED / TRANSFER STUDENTS

The hourly tuition charges for transfer or re-enrolled students who have prior hours are charged the current hourly rate per course.

TUITION FEE FOR ADDITIONAL TRAINING

The student must complete the required hours within the maximum possible hour time frame, on the enrollment agreement (contract.) If the student fails to complete the required hours, training will stop or an additional training fee will be charged. This fee will be charged for all hours that have elapsed beyond the contract date until the student has completed the prescribed course. Once the student has consumed the additional hours allowed within the contract time frame the student then must immediately make financial arrangements with the financial aid office to satisfy the debt incurred by excess absence(s). Arrangements must be made to have these additional missed hours paid for prior to the student clocking back into school.

Example: If a student was contracted to complete training on April 10th, as of April 10th, the student has 48 clock hours remaining to complete the course hours. The student would then have additional training charges (48 hours x cost per course hours) payable to the school before graduation. The college will endeavor to assist the student to complete their program, but the responsibility remains entirely with the student. As a courtesy at each evaluation period, the school will compute student's overtime, send out a statement. This will give the student ample opportunity to pay on overtime fees prior

to their last contracted date. If a student withdraws prior to her last contracted date any overtime charged will be credited before the Refund policies are applied.

FINANCIAL AID - CONSUMER INFORMATION

Due to various approvals, authorization, and accreditation, Institution's students are eligible to apply for and receive tuition aid and financial assistance while attending our college. A list of these programs includes:

1. Federal Pell Grant
2. Subsidized Federal Direct Loan
3. Unsubsidized Federal Direct Loan
4. Direct PLUS Loan
5. Private Alternative Loan

If you wish to apply for financial aid assistance, you must establish financial aid eligibility each year. In order to determine if you are eligible for financial aid, you must complete the application process, meet academic progress standards, and be enrolled full time.

Financial assistance awarded through Adrian's Beauty College, Inc. may consist of a combination of grants, loans, and scholarships. Adrian's Beauty College, Inc. Participates with state, federal and private agencies in providing various aid programs.

Federal Pell Grant Program- this grant is an important source of aid for students who demonstrate financial need. It is dependent upon determination of eligibility, enrollment status, cost of attendance and a payment schedule issued by the U.S. Department of Education. A grant does not have to be repaid.

Federal Supplemental Education Opportunity Grant - each year the college makes a limited number of awards to students through the Federal Supplemental Education Opportunity Grant program. These funds are targeted to those students who have the lowest calculated family contribution.

Federal Direct Loans Subsidized - students requiring additional assistance may wish to apply for a federal loan. Repayment begins six months after the student leaves the college. Students not qualifying for a Subsidized Federal Direct Loan may apply for an Unsubsidized Federal Direct Loan. There is no pre-payment penalty with this loan.

Federal Direct Loans Unsubsidized - Independent students may also borrow in the Federal Unsubsidized program and choose to begin interest payments while in school and principal payments six (6) months after graduation.

Direct PLUS - through the Federal Parent Loan for Undergraduate Students Program, the parents of dependent students may borrow to meet educational expenses. Repayment of this loan begins sixty (60) days after the first disbursement.

Private Alternative Loans - loans are private, credit-based student loans for technical training or trade schools, online courses, and other continuing education programs. To be eligible you must be a U.S. Citizen or permanent resident and have an established credit history. Loan has interest rates and fees that regard good credit. Repayment terms of up to 15 years are available. If you have less than ideal credit or no credit at all, you can still be eligible for the loan by applying with a creditworthy cosigner.

Bureau of Indian Affairs Grant (BIA) - Available to help eligible Native American students who:

- Have at least one fourth Native American, Eskimo, or Aleutian heritages as certified by tribal agencies served by the Bureau of Indian Affairs.
- Are enrolled or plan to enroll as an undergraduate student on a full time basis.

BIA grants are *not* automatically awarded. It is important that students apply early to meet deadline dates set by area offices.

GENERAL FINANCIAL AID INFORMATION

Full time Career Advisors are available to assist you in obtaining the financial assistance required to meet your educational needs. You may apply for financial aid by contacting a Career Advisor to discuss the process and time lines to apply for aid and completing the Free Application for Federal Student Aid (FAFSA).

The FAFSA helps determine the amount of assistance for which you are eligible. This analysis takes into account factors such as income, assets, number of family members in your household, and the number of your family members enrolled in college.

When to apply: you should apply for financial aid as soon as you decide to enroll at Adrian's Beauty College. Your Career Advisor will assist you with the forms needed to begin the application process. You should have a complete financial aid file to ensure timely receipt of financial aid funds. A complete financial aid file consists of Adrian's Beauty College's receipt of a student's FAFSA data from the Department of Education, a completed loan entrance interview (if required), and submission of verification items (if required).

You must complete the Free Application for Federal Student Aid (FAFSA), Renewal FAFSA or FAFSA on the Web (FOTW) worksheet. You must come in to the school in person to complete the FAFSA or renewal or FOTW worksheet.

WHAT HAPPENS NEXT?

Once you have submitted the FAFSA or FOTW, you will be sent a Student Aid Report (SAR or e-SAR). The SAR or e-SAR should be checked for accuracy. Contact the school immediately in case you think corrections are needed. Once the SAR or e-SAR has been determined to be complete, a financial aid award letter will be sent to you which will state the student need (the cost of your education), family contribution, amount of grants awarded, and the amount of loans needed. If you are chosen for verification or have a C code, you must complete the verification process before disbursement will take place. You will have 14 calendar days to complete process. If you cannot complete the process within 14 days funds will not be disbursed. In order to receive unsubsidized or subsidized PLUS loan funds you must complete a Master Promissory Note and school entrance interview.

Funds are then distributed by the Student Accounts personnel and you will be sent a receipt. Award and loan funds are typically disbursed after 30 days for the first year students and within two weeks for second year students.

Upon graduation you will have an exit interview which will cover the schedules of repayment, terms of repayment, as well as loan exit counseling.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify students' identities, to process

the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID PHILOSOPHY

This college believes that the talents, hopes, and ambitions of all people are among our nation's most valued possession. With this thought in mind, this college continues to promote scholarship, grant and loan opportunities for qualified, deserving students who must find funds to attend college. The fundamental purpose of this college's financial aid programs is, therefore, to make it possible for students who would normally be deprived of a college education because of inadequate funds, to attend college. The following principles have been adopted for our financial aid program.

PRINCIPLES

1. This college will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. The expected family contributions affect the student's cost of education. This school expects parents to contribute financially, 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 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 largess amount of grant assistance will be offered to students with the least ability to pay.

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 Post Secondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants, loans, or part time work. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid 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 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.

STUDENT ELIGIBILITY REQUIREMENTS

- To be eligible for financial aid, a student must:
- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis.
- Be a citizen or an eligible non-citizen
- Not owe a refund on a Pell Grant or SEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan / SLSL/ PLUS at any school.
- Have financial need.
- Be making satisfactory progress (as defined by the school's policy) in the course of study.
- Be registered for selective service (if a male born after January 1, 1960).

- Have signed a statement of educational purpose.
- Have signed a statement of updated information.
- Have a high school diploma, a GED, completion of a home schooling secondary program.
- Agree to use any federal student aid received solely for educational purposes.

THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS

North Adrian's Beauty College, Inc., its branch campus, Adrian's Beauty College of Tracy, and Adrian's Beauty College of Turlock, Inc. as well as is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations;

Federal Pell Grant Program (PELL)

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Direct Federal Educational Loan Program

APPLICATION PROCEDURES AND FORMS

Financial aid applications for this institution consists of the following:

STUDENT QUESTIONNAIRE

- Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the Financial Aid Office.
- Enrollment contract.
- Statement of Educational purpose.
- Statement regarding prior financial aid. Neither defaulted loans, nor refunds due are outstanding.
- Statement of Registration compliance.
- Statement of Utilization of funds and disbursement procedures.
- Verification process if selected by the Federal Student Aid Commission includes documentation regarding income, assets, and status.

UNSUBSIDIZED DIRECT LOANS & DIRECT PARENT PLUS

These loans expand the ability of students to receive loan funds. These loans carry many of the same terms and conditions associated with subsidized loans with the following two exceptions:

1. Unsubsidized Direct loans are not based on need. Students may borrow up to \$25,000, not to exceed annual loan limits.
2. There are no interest subsidies by the Federal Government on the loans, therefore while the student is enrolled or during periods of deferment, interest must either be paid or capitalized. I.e. added to the principle balance.
3. Student will pay interest based on credit reliability and co-signers credit reliability. Students may apply for and receive more than one unsubsidized direct loan provided the combined amount borrowed does not exceed applicable loan limits.

*Unsubsidized Direct Loans are need based up to \$6000, Direct Parent PLUS loans are need based up to remaining need. If a student obtains a loan, the student will have to repay the full amount of the loan Plus interest, less the amount of any refund, and that, if the student receives federal student financial aid Funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

DEADLINES: Most lenders require applications to be submitted at least 30 days prior to the class start.

DISBURSEMENT: Lenders issued checks payable to the student only or co-payable to the college and the student. It is the student's responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each loan program from which aid is being requested. It is the student's responsibility to comply with all obligations involved in the receipt of federal and/or state aid. For more information about these programs, including application procedures, eligibility, rights and obligations pertaining to each program, please refer to the U.S.D.O.E. Student Guide. Loans are certified for institutional charges only.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Funds received under this program are not subject to repayment by the student.

DEADLINE: You may apply during the enrollment process, using the college's forms and procedures. Each school sets its own deadlines for receiving applications; however, since the government limits these funds, the school awards them on a first come, first served basis. The school will provide you a letter listing the amount and types of financial aid you will get, including the SEOG award.

DISBURSEMENT: On the basis of per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for SEOG funds will be given to those students with the lowest expected family contribution who will receive Pell Grants. Because of this institution's policy of year round enrollment, funds will be allocated on a first come, first served basis for those individuals meeting this criteria. Professional judgment may be used for certain exceptions based on extenuating circumstances with appropriate documentation. Please refer to FSEOG selection criteria. For additional information on each of the Federal Financial Aid programs described above, review, "The Student Guide" published by the United States Department of Education. This publication is available at the college and at public libraries.

DETERMINING NEED

The information you report when you apply for aid is used in a formula, established by Congress, which calculates your Expected Family Contribution. Adrian's Beauty College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

Schools frequently do not receive enough Campus based funds to satisfy all the student financial needs. Therefore, the school emphasized the self help concept of student financial assistance. The **self help concept** is on a first come, first served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. *ALL LOANS MUST BE REPAID.*

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

1. Family Contributions
2. Other resources
3. Pell Grant
4. Self Help (lenders)

DEFINITIONS

The following terminology corresponds with common terms used within financial aid definitions.

ACADEMIC YEAR

30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR

50 to 60 minutes of supervised instruction during a 60 minute period.

DEPENDENT STUDENT:

An individual that does not meet the independent student criteria. This student is required to submit with their application, student, spouse (if applicable), and parents' income and assets data.

FAMILY CONTRIBUTION (EFC)

The amount that has been calculated as family contribution to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY / CITIZEN / NON-CITIZEN:

You must be one of the following to receive Federal Student Aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent resident who has an I-151 or I-551 (Alien Registration Receipt Card)
- Departure Record (I-94) from the US Immigration and Naturalization Service (INS) showing one of the following designations:
 - a) Refugee
 - b) Asylum Granted
 - c) Indefinite parole and/or Humanitarian Parole
 - d) Cuban - Haitian entrant, status pending
 - e) Conditional Entrant (valid only if issued before April 1980)
 - f) An approval form I-797
 - g) I-688 with valid expiration date.

IF YOU ARE IN THE US UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- I-688 a, I-688 b, or I-688 c (Amnesty Applicant)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

- 1.) Meets Federal Age requirement
- 2.) An orphan or ward of the court
- 3.) A Veteran of the U.S. Armed forces
- 4.) An individual with legal dependants other than a spouse.
- 5.) A married individual
- 6.) A graduate or professional student.

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

PAYMENT PERIOD: 450 hours and a minimum of 15 weeks for courses of 900 hours or more. Midpoint of the program for courses of less than 900 hours and 30 weeks.

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

RECOVERIES

Recoveries resulting on funds paid to students for personal expenses which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the program in this prescribed order, First FEDERAL PELL GRANTS and Second to FEDERAL SEOG Grants.

REFUNDS

In a case where a refund is due to the Title IV Programs, the application of the refund will be made as follows: Direct, PLUS, FPELL, and FSEOG. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program. Refund due to the lender or the aid programs account will be made within 45 days. When a student request a transfer to another school, Adrian's Beauty College may charge a reasonable fee, not to exceed \$25.00 for preparation of academic and financial documentation requested by the student.

TRANSFER STUDENT

A student who attended a post-secondary institution prior to the enrollment at Adrian's Beauty College, is required to provide a Financial Aid transcript from each of the institutions attended. The institution utilizes USDOE's ED Express Software for processing of financial aid, and the NSLDS system, this allows us to check a student's attendance so that less overpayment situations occur.

VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Pell or Campus based aid until completion of verification by the mid-point.

WHO MUST BE VERIFIED:

The policy of this school shall be to verify those students selected by the need analysis (SAR or ISIR) system for verification. In the absence of conflicting documentation, applicants excluded from verification include:

- Legal Residents of the Trust Territory of the Pacific Islands, Guan, Samoa, and the Marianna islands. This includes dependent students whose parents are also legal residents of one of these islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- Dependent students whose parents are dead or are physically or mentally ill, or whose parents address is unknown.

- Immigrants who arrived in the United States during either the calendar year or Award Year.
- Those submitted for an Award Year if the applicant dies during the Award Year.
- Those submitted for an Award year if the applicant is imprisoned at the time of verification.
- Those submitted when the applicant does not receive financial assistance for reasons other than their failure to confirm information on the application.
- Other exclusions, on a documented individual case basis, at the discretion of the financial aid officer. An applicant need not document spouse information or provide a spouse's signature if:
 - a. The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.

- b. The student cannot locate the spouse because their address is unknown.
- c. The spouse is dead, or mentally or physically ill.

VERIFICATION ITEMS:

Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include.

- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year.
- U.S. income tax paid for the base year.
- Total number of family members in the household, if that number is greater than two dependent students and one for independent students.
- The number of family members in the household now enrolled as at least half time students in postsecondary educational institutions.
- The factors relating to an applicants independent student status.
- Untaxed income and benefits for the base year including:
 - Social Security benefits
 - Child Support, if the student has information regarding child support or has reason to believe the student received support.
 - Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

The following other untaxed income and benefits:

- Untaxed dividends and capital gains.
- Foreign income omission, if the school has information regarding the omission or has reason to believe the student omitted foreign income.
- Earned income credit.

The school shall resolve inconsistent, application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED:

To confirm adjusted gross income (AGI/AGFI), and income tax paid, applicants shall provide the appropriate income tax returns (IRS 1040, 1040A, or 1040EX) of the applicant, applicant's spouse, and/or applicant's parents. The student must provide a signed copy of the income tax return. For non-tax filers, the school's financial aid officer will request appropriate documentation. For all students selected for verification, a verification worksheet is to be filled out and signed by all appropriate parties. This worksheet will confirm the number of household members, number of household members in college, and verification of income source.

APPLICANT'S RESPONSIBILITIES:

To be eligible to receive Title IV funds, applicants are required to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following items are correct as listed on the original application: or, if not correct, they must update the data items, as of the date of verification.

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half time students on Postsecondary educational institutions.
- Change in dependency status. Pell Grant applicants whose dependency status changes during the Award year must file a correction application. This process does not apply if the change occurs due to marriage. Campus based applicants whose dependency status changes during the Award Year must have their EFC recalculated. This process does not apply if the change occurs due to marriage, the applicant must repay any over award, or any award, discovered during verification, for which the student was not eligible.

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

If the student cannot provide all required documentation, the school cannot complete the verification process by the mid point. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis, to be arranged through a new contract.
- The student may withdraw and re-enroll, but must pay withdrawal fees and enrollment fees. There will be no loss of credit earned when the student provides all proof, and verification is complete. The student may be accepted at the level of training in which they were withdrawn depending on classroom space.
- The applicant must repay any over award or any award for which the student was not eligible as discovered during the verification process.

TOLERANCES:

For the Pell SAR, with an original EFC (Expected Family Contribution) of zero, the school shall use the zero EFC Charts to determine whether the applicant must resubmit their SAR because of a change in information. The student must make appropriate corrections on Part 2 of the SAR. A new EFC is computed when required as a result of comments on the SAR, and/or as a result of data item changes. This occurs regardless of the absolute error amount

For the Campus based programs, the school shall recalculate an applicant's EFC if:

- There are any errors in non dollar items used to calculate the EFC, and/or;
- There is an absolute dollar error of \$100.

NOTIFICATION OF RESULTS OF VERIFICATION:

The school shall notify the applicant of additional information or documentation needed for verification. This occurs through contact with the financial aid officer or by mailing to the applicant's resident address the Verification Follow Up

Form. This form indicates additional items needed. The school shall notify the applicant of any change in the originally computed Pell Grant award. The student shall sign and date the SAR certified for payment. The school shall notify the applicant when they complete verification by:

- Obtaining the student's signature and date on the SAR certified for payment.
- Providing the student a receipt for any Campus based funds credited to their tuition account.

REFERRAL PROCEDURE:

The school shall forward to the Secretary of Education, the name, social security number, and other information, on any applicant receiving funds. The school reports on possibly incorrect information. After they make a reasonable effort to resolve the discrepancy. Under implementation of the regulation, the school shall refer to appropriate authorities the name, social security number, and other information about the applicant to satisfy 34 C.F.R. 668.1.4(g).

SAFETY REQUIREMENTS-BOARD OF BARBERING & COSMETOLOGY

The school is approved by the State of California, Board of Barbering & Cosmetology and must adhere to the Cosmetology Act, Board Rules & Regulations. By enrolling the student also agrees to abide by these rules. Failure to do so can mean disciplinary action or termination. These rules will be reviewed throughout your course.

STUDENTS RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; its instructional, laboratory, and their physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or dormant (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

HOW OUR STUDENTS ARE DOING

A Supplemental handout is given to each student prior to enrollment.

CAMPUS CRIME SECURITY REPORT

A Supplemental handout is given to each student prior to enrollment.

CRIMINAL HISTORY & BACKGROUND CHECKS

The State, employers and various other agencies may require criminal background checks before students can be placed in an externship or take professional licensing, certification, or registration exams.

Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

STUDENT TUITION RECOVERY FUND (STRF)

This is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. You must pay the state-imposed assessment for the Student Tuition Recovery fund (STRF) if all of the following applies to you:

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

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

1. You are not a California resident, 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 coursed 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 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.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

The transferability of credits you earn at Adrian's Beauty College of Turlock, Inc., North Adrian's Beauty College and it's branch Adrian's Beauty College of Tracy, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma/proof of training you earn at this institution is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/proof of training that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that you attendance at this institution will meet you educational goals. This may include contacting an institution to which you may seek to transfer after attending at this institution to determine if your diploma/proof of training will transfer.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should to the registrar, FAO, head of the financial aid department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 School has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 school. Upon request, the School also discloses education records without consent to officials of another school in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Ave SW
Washington, DC 20202-5901**

North Adrian's College of Beauty, Inc.
Adrian's Beauty College of Turlock, Inc.
Adrian's Beauty College of Tracy

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definitions:

Customers are prospective students and students who apply to attend the colleges above and apply for private or government grants or loans to finance their education.

Nonpublic personal information is information which is not publicly available on

- Your name, address, and social security number.
- Name of your financial institution, account number
- Information provided on you application to enroll in the colleges above
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

North Adrian's College of Beauty, Inc., Adrian's Beauty College of Tracy and Adrian's Beauty College of Turlock, Inc. Is committed to implementing a comprehensive information security program, consonant with the size and complexity of these institutions and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

The Director shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other system failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in either of the colleges shall be held for three months, and then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 2 of each year. North Adrian's College of Beauty, Inc. and Adrian's Beauty College of Turlock, Inc. Shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

North Adrian's College of Beauty, Inc.
Adrian's Beauty College of Turlock, Inc.
Adrian's Beauty College of Tracy

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

We collect nonpublic personal information about you when you apply to attend our colleges and/or when you apply for a private or government grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to non-affiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may "opt out" of disclosure of this information to parties other than those with a right to it by signing and returning the attached coupon.

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North Adrian's College of Beauty, Inc. and Adrian's Beauty College of Turlock, Inc.
Consumer Nonpublic personal Information "Opt Out" Coupon

I hereby "opt out" of having my nonpublic personal information disclosed to any party that does not have a right to it.

Signature _____ Date _____

Print name _____

COMPUTER AND ELECTRONIC DEVICES POLICY

All electronic devices such as cell phones and beepers must be kept off during class hours so as not to cause disruption to the class. No photos, text messaging or recording is allowed. No person will be allowed to listen to personal electronic devices such as a disc-man, go video, etc.

Absolutely no camera phones are allowed to be turned on while inside the campus buildings, due to strict privacy laws. Should a student's phone be discovered to be on in the classroom, it could be confiscated until class is over.

Students must be dismissed from class when using a cell phone and outside the building. The only location a student may use a cell phone (even when out of class) is outside the building in the back area or parking lot, not the front of the college.

Computer equipment, email accounts, facsimile equipment, internet access is provided to students at Adrian's Beauty Colleges for educational activities only.

Downloading, viewing, distributing, or sending pornographic or obscene materials are prohibited. This includes book marking any such website, or opening any such email, fax, or voice mail messages. Any communications by students via email, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to; sexual comments or images, racial slurs, gender specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Non-Discrimination section in this catalog.

Students should not expect computer files, email, voice mail or internet book marks to be either confidential or private. Therefore, students should have no expectation of privacy whatsoever related to their use of these systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be assured to anyone. Any computer generated correspondence, the contents of all computer hard drives on the College premises, as well as saved voice mail messages, are the sole property of the College, may be considered business records and could be used in administrative, judicial, or other proceedings.

The college license software to support its educational processes. Students are not permitted to copy, remove, or install software.

By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the College's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by the students may result in discipline up to and including permanent dismissal from the college.

CERTIFICATION STATEMENT

This catalog and the contract shall be an agreement by the college and the student.

I certify that the information and policies contained in this Consumer Guide and Catalog are true in content and policy. This college enforces such policies pertaining to the standards of progress and rules and regulations set forth by the college.

Patricia Cochran
President

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