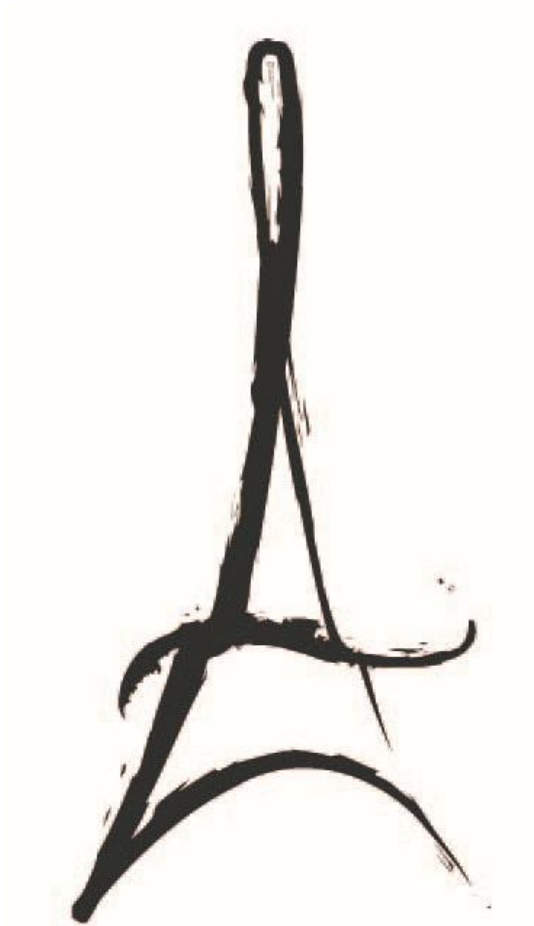


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# School Catalog & Consumer Guide

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NORTH ADRIAN'S COLLEGE OF BEAUTY, Inc.  
124 Floyd Avenue  
Modesto, CA 95350  
Ph. 209-526-2040, Fax 209-524-9347

ADRIAN'S BEAUTY COLLEGE OF TURLOCK, Inc.  
1340 West Main Street, Suite A  
Turlock, CA 95380  
Ph. 209-632-2233, Fax 209-632-9089

ADRIANS BEAUTY COLLEGE OF TRACY  
3000 W. Grantline Road  
Tracy, CA 95304  
Ph. 209-835-3550, Fax 209-835-3560

WEBSITE: [www.adrians.edu](http://www.adrians.edu)

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**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](http://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, 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](http://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](http://www.bppe.ca.gov)

## GENERAL INFORMATION

### APPROVALS

The Institution's are accredited by:

**National Accrediting Commission of Career Arts and Sciences**  
**3015 Colvin Street**  
**Alexandria, VA 22314**  
**703-600-7600**

North Adrian's College of Beauty, Adrians 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 College of Beauty and Adrians Beauty College of Tracy are private institutions that are approved to operate by the bureau and approval to operate means compliance with state standards as set forth in the Ed. Code.

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, Ca 95833**  
**916-574-7720**  
**www.bppe.ca.gov**

**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**

Adrians Beauty College of Tracy is a branch of North Adrian's College of Beauty and at this time is approved by the BBC, but does not have veterans approval at this time.

### ADMINISTRATION BUSINESS HOURS

**CAREER PLANNING OFFICE:** Applicants may secure information on Mon-Friday. From 8:00 a.m. - 4:30 p.m., and at Adrian's Beauty College of Tracy Mon-Friday. From 9:00a.m.-6p.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  
Adrians Beauty College of Tracy (209) 835-3550

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

## **ADMISSIONS POLICY**

All Instruction is given in English. We do not provide ESL classes.

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

- Complete an application for enrollment.
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Barbering Crossover program

- Must have a valid California Cosmetology license or at a minimum a Proof of Training with the school seal. Students with out of state licenses or transcripts must first obtain California Board of Barbering & Cosmetology approval for acceptance of hours.

Teacher Training applicants must meet all of the above requirements and:

- Hold a current license as a practitioner in the field they wish to teach

The institution does not grant credit for experiential learning.

The institution only accepts students from other countries if they are eligible non-citizens (see pg.71-72).

The institution does not help with visa services and cannot vouch for student status.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. This outside documentation is at the expense of the student.

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

## **RE-ENTRY POLICY**

Any former student wanting to re-enroll must wait six months from their prior withdrawal date (which is the students 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 Manicuring course or the Esthetics course towards cosmetologist. No credit/hours are transferable toward the Esthetics course. A 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 fee, any unpaid tuition, and any balance owed from previous enrollments. If the student owes the college 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 College 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.

Adrian's Beauty College of Turlock, Inc., North Adrian's College of Beauty, Inc. and its branch Adrians Beauty College of Tracy have not entered into any articulation or transfer agreement.

## **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.



## **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.

## **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 its control. We do not provide any assistance in finding housing. At all locations housing is readily available from \$600-\$900 per month. The Institution has a small library, and internet access. They must see their 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 and Adrian's Tracy . 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 4<sup>th</sup>
- 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 25<sup>th</sup> 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 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 Career Arts & Sciences.

### **CONDUCT AND DISCIPLINE**

It is expected that all 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 30<sup>th</sup> 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 institution will maintain the following information for a period of 5 years from the date of withdrawal or completion.

(a) Name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) For each student granted a certificate by that institution, permanent records of all of the following:

(1) The certificate granted and the date on which that certificate was granted.

(2) The courses and units on which the certificate was based.

(3) The grades earned by the student in each of those courses.

After five years, records are destroyed and are no longer archived.

### **EDUCATIONAL OBJECTIVE**

Adrian's Beauty College 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 Policies and Procedures**

The College has created internal policies and procedures to address student complaints and grievances. Policies exist for academic, consumer, and discrimination complaints and any other complaints not addressed. Policies, procedures and grievance forms are available in the Financial Aid Office at your campus.

#### **Academic Grievance**

If a student has an academic complaint, or believes that he or she has been harmed by an inequitable or inappropriate implementation of the academic regulations and procedures of the College, the Academic Grievance Procedure shall be followed. Students should follow the Academic/Consumer Internal Complaint Procedure as outlined in the School Catalog and Consumer Guide prior to a formal grievance is submitted. Students are encouraged to discuss academic concerns with their instructor first. If not satisfied with the outcome of these discussions, the student may then appeal the decision to the Student Affairs Representative. Although the policy does allow for informal as well as formal complaint procedures, students should be aware that there are time limits designated in the policy, and they should seek assistance in resolving an academic conflict as quickly as possible. A formal Academic Grievance should be filed within 45 days from the original complaint. The school then has 30 days to submit determination, schedule a hearing or refer to an appropriate agency.

#### **Consumer Complaint**

The College has adopted an internal grievance procedure for the equitable resolution of complaints that do not relate to any other internal grievance procedure. The Consumer Complaint Procedure does not include complaints that are academic (Academic Grievance Procedure), or related to any form of discrimination as defined in the Discrimination Grievance Procedure, or related to sexual harassment, as defined in the Sexual Harassment Policy, or any other complaint for which the College has established a more specific complaint or grievance process. Students should follow the Academic/Consumer Internal Complaint Procedures as outlined in the School Catalog and Consumer Guide. A formal Consumer Grievance should be filed within 45 days from the original complaint. The school then has 30 days to submit determination, schedule a hearing or refer to an appropriate agency.

#### **Discrimination Grievance**

The College has adopted an internal grievance procedure providing for prompt, equitable, and confidential resolution of complaints alleging discrimination on the basis of age, color, disability, national origin, race, religious creed, gender, sexual orientation, or veteran status. Complaints emerging from the Modesto, Turlock or Tracy campuses, or any other operation of the College should be addressed to the

Title IX Coordinator for students or employees. Employees with questions about age discrimination should contact the Title IX Coordinator for more information. A Discrimination Grievance should be filed within 90 calendar days after the event giving rise to the incident

Please contact the Title IX Coordinator at:  
Regarding the Modesto or Tracy campus:

Adrian's Beauty College  
Title IX Coordinator  
124 Floyd Ave  
Modesto, CA 95350  
209-526-2040  
[administration@adrians.edu](mailto:administration@adrians.edu)

Regarding the Turlock campus:

Adrian's Beauty College  
Title IX Coordinator  
1340 W. Main St  
Turlock, CA 95380  
209-632-2233  
[administration@adrians.edu](mailto:administration@adrians.edu)

### **Sexual Harassment Grievance**

The College is committed to maintaining a work and educational environment free from sexual harassment and has adopted an internal grievance procedure for the reporting and resolution of sexual harassment complaints. Complaints emerging from the Modesto, Turlock or Tracy campuses or any other operation of the College should be addressed to the Title IX Coordinator for students or employees. A formal Discrimination Grievance should be filed within 60 days from the original complaint. The school then has 30 days to submit determination, schedule a hearing or refer to an appropriate agency.

### **Please contact the Title IX Coordinator at:**

Regarding the Modesto or Tracy campus:

Adrian's Beauty College  
Title IX Coordinator  
124 Floyd Ave  
Modesto, CA 95350  
209-526-2040  
[administration@adrians.edu](mailto:administration@adrians.edu)

Regarding the Turlock campus:

Adrian's Beauty College  
Title IX Coordinator  
1340 W. Main St  
Turlock, CA 95380  
209-632-2233  
[administration@adrians.edu](mailto:administration@adrians.edu)

\*\*\*Please see Addendum 3 for the Discrimination Grievance Procedure

## **FACILITY'S & EQUIPMENT**

North Adrian's College of Beauty 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 online resources to supplement their classes. There is a large 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 five beds. Additionally there are two private showers for spa therapy treatments.

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.

Adrians 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 two 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**

North Adrian's College of Beauty 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 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 College of Beauty, Inc. and its Branch campus Adrians 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 College of Beauty is located at 124 Floyd Avenue, just off McHenry Avenue. North Adrian's College of Beauty, Inc. was licensed by the California Board of Barbering and Cosmetology in 1968.

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. All Class Session are held at 1340 West Main Street, Suite A, Turlock, CA. 95380

Adrians Beauty College of Tracy, a branch campus of North Adrian's College of Beauty is located at 3000 W. Grantline Road, Tracy, California 95304 where all classroom instruction is given, 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 it's 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 professional, 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.

#### Acceptable professional dress code during Classroom Phase:

- Must wear ALL BLACK with the exception of Adrian's logo
- Clothing must be professional, clean, and free of rips, holes or stains.
- Adrian's approved logos on shirts and sweaters only
- Shoes must be black, closed-toed and closed heel, comfortable, supportive shoes with nonskid soles.
- Hair must be clean and styled prior to arriving at school
- Cosmetics must be applied prior to arriving at school
- Leggings must be worn with a shirt, dress or skirt that is at least finger tip length
- Dresses, Skirts that fall below the fingertips

#### Acceptable professional dress code while on the Salon Clinic

- Must wear black or white, in any combination
- Prints in black and white only are acceptable
- Adrian's approved logos on shirts and sweaters only
- Clothing must be professional, clean, and free of rips, holes or stains.
- Shoes must be black, closed-toed and closed heel, comfortable, supportive shoes with nonskid soles.
- Hair must be clean and styled prior to arriving at school
- Cosmetics must be applied prior to arriving at school

- Esthetic students must have hair pulled back while performing services on clients
- Leggings must be worn with a shirt, dress or skirt that is at least finger tip length
- Dresses, Skirts that fall below the fingertips
- Approved smocks and aprons must be worn at all times while performing services on clients. Apron is provided in kit. Smocks can be purchased directly from College.

Unacceptable dress:

- Exposed cleavage, buttocks, backs, waist, midriffs, underarms, and undergarments
- See through clothing
- Absence of approved apron or smock while performing services on clients
- Tank or sleeveless tops without a smock
- Printed t-shirts other than those with an Adrian's logo
- Sweat pants, sweat shirts, shorts, thermals, gym or sportswear
- Gym shoes, beach sandals, flip - flops
- Dresses, Skirts that fall above the fingertips
- Head covers, hats and bandanas
- Hair ornamentation covering more than 25% of hair
- Head phones unless approved for class
- Deviation from an approved school logo

All students are required to be in dress code to receive credit for clock time. Students that are not in dress code will be clocked out, sent home to change and may return. Students will not receive clock time while they are sent home to change for any reason.

Changing early into street clothes is not allowed before clocking out.

The decision as to whether the student's dress is inappropriate is at the discretion of the college staff.

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.

**ACADEMIC AND CONSUMER INTERNAL COMPLAINTS/CHAIN OF COMMAND**

Problems of all kind occur in any school or business. If a problem should arise with an individual please follow the below procedures:

1. Try to resolve the matter with that person
2. If you're unable to resolve the matter with that person, make an appointment with the student affairs representatives. 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.

The following will occur:

1. The complaint will be resolved satisfactorily with all parties
2. The complainant will proceed with filing a grievance within 45 days from the original occurrence. If at any time the College feels that the safety or learning environment is compromised due to the incident, any students or staff involved in the incident will be sent home on an academic leave until a formal investigation has been completed and a formal resolution has been sent to all parties.

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.

\*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**

Students are advised of their Satisfactory Academic Progress each evaluation period by means of their report card and a notice telling students of the expectations in order to meet SAP standards at the next evaluation period .

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 an appeal for continuation is 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 is 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 College, 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.

**ESTHETICS 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. Esthetics 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 Esthetics 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

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

<b>Body Therapy</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>	<b>Towels</b>
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.**

<b>Waxing Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>	<b>Towels</b>
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.

<b>Other Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>	<b>Towels</b>
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

<b>Manicuring Services</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>	<b>Towels</b>
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

<b>Artificial Nails</b>	<b>Time Allotted</b>	<b>Credits Awarded</b>	<b>Towels</b>
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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 (Cosmetology)**

**Maximum of 1 hour per day Personal study work form must be completed and adhered to for proper credit.
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**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 or your Career Advisor immediately. 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 Modesto's lot and the Good Samaritan 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 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. Rolling Bags distributed by or purchased from the school 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 College 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 or safely with you in the classroom. 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.

## **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 could 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 could 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 could 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 ACADEMIC 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
Teacher Training	600	900
Esthetics	600	900
Manicuring	400	600
Barber	1500	2250
Barber Crossover	200	300

### **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 College 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 College. 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 \$9.00, for Esthetics \$13.50, for Manicuring is \$8.75, Barbering \$8.50; Barbering Crossover \$7.00, 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. Overtime must be paid with cash, financial aid will NOT be used for overtime.

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 student will be assigned to the clinic floor under the supervision of the floor instructor to continue and complete any graduation requirements. 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 and non-refundable.
- B. Tuition rates are based on the amount of hours you have scheduled to have completed.
- C. A maximum of \$75.00 registration fee is kept.
- 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](http://www.barbercosmo.ca.gov)

### **SCHOLARSHIPS**

Scholarships may be offered periodically. Scholarships offered are for a specific period and at a specific location and shall only be used for tuition allowances. All students who enroll during this period will be eligible. Industry provided scholarships are available from beauty product manufacturer's and salon sponsors. In addition, check the following American Association of Cosmetology Schools website for the availability of beauty industry scholarships at [beautyschools.org](http://beautyschools.org).

### **START DATES**

All class start dates are listed on Addendum #7, Page 93.

### **STATEMENT OF NON DISCRIMINATION**

Adrian's Beauty College do not discriminate on the bases of race, ethnic origin, color, national origin, sex, religion, disability, financial status or age in its programs and activities.

The following person has been designated to handle inquires, coordinate investigations and coordinate any compliance regarding the nondiscrimination policies:

Regarding the Modesto or Tracy campus:

Adrian's Beauty College  
Title IX Coordinator  
124 Floyd Ave  
Modesto, CA 95350  
209-526-2040  
[administration@adrians.edu](mailto:administration@adrians.edu)

Regarding the Turlock campus:

Adrian's Beauty College  
Title IX Coordinator  
1340 W. Main St  
Turlock, CA 95380  
209-632-2233  
[administration@adrians.edu](mailto:administration@adrians.edu)

### **SCHOOL POLICY FOR THE HANDICAPPED**

Adrian's Beauty College 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 College 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 College to offer a quality educational program and for the student to be successful in their career choice, we find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for Adrian's Beauty College 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 College.

### **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 College 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. If necessary, a formal sexual harassment grievance may be filed within 60 days from the date of the original complaint. Adrian's Beauty College will take all reasonable steps necessary to prevent harassment from occurring. See Grievance Policies and Procedures.

### **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 certificates.

### **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. Crossover programs are excluded.

### **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. During the students course they will receive training in Professionalism, Resume Development, Interview Preparation and Job Search Skills.

## **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, iPod 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.

**SUSPENSIONS 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.
- A student can be suspended for breaking a school rule if the school deems it necessary And appropriate for the situation.

**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. A student's contract can be terminated without prior verbal or written warnings when the School deems that the student's behavior or actions are jeopardizing the learning environment, the students, staff members or school (whether in the building or in the parking lot).

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" attendance average (67%) 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 both a evaluation period 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
Manicuring	completion of 400 hours
Teacher Training	completion of 600 hours
Esthetics	completion of 600 hours
Barbering	completion of 1500 hours
Barber Crossover	completion of 200 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 Manicuring, \$125 Barbering, 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 Cosmetology
- 450 hours for Esthetics
- 210 hours for Manicuring
- 1125 hours for Barbering

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 \$14.00 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:**

Satisfactory Academic Progress is consistently applied to all students enrolled at the school.

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 tests, homework, and practical operations. Homework may include project assignments.

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.

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.

Title IV Recipients to be eligible for funding must meet the hour requirements as described on the Federal award letter. A student who does not meet the minimum standards is no longer eligible for Title IV, HEA program funds, unless on warning or prevails upon appeal.

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 and the contract period. Transfer Hours from another program or another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Maximum Time for the Cosmetology Program is 2400 hours; Esthetic Program is 900 hours; Manicuring 600 hours; Teacher Training Training is 900 hours, Barbering is 2250, Barber Crossover is 300

A student will be notified of any evaluation period that impacts eligibility for financial aid, if applicable.

Transfer hours that are accepted are counted as both attempted and completed hours.

Students are given a report card which lists satisfactory academic progress results.

Students who withdrawal and re-enter school will enter in the same progress status as when they left.

Course incompletes,

Repetition and non-credit remedial courses are not offered and have no effect on the satisfactory academic progress standards.

**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" attendance average (67%) 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	
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A	Superior Attainment of Course Objectives	100-90%	100-90%	
B	Good Attainment of Course Objectives	89 - 80%	89-80%	
C	Acceptable attainment of course objectives	79- 70 %	79-67%	
D	Poor attainment of course objectives	69-60	66-60	
F	Not attaining course objectives	Below 59	Below 59	

*Note: Attendance is evaluated on both a evaluation period 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.*

**SATISFACTORY ACADEMIC 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:
- F. The institution notifies students of any evaluation period that impacts the student's eligibility for financial aid.

<u>Programs</u>	<u>Program hours</u>	<u>Maximum Time Frame</u>
Cosmetology	1600	2400
Teacher Training	600	900
Esthetics	600	900
Manicuring	400	600
Barbering	1500	2250
Barber Crossover	200	300

**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, not back to back.

**EVALUATION PERIODS:**

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods. Evaluation periods are based on scheduled hours and are assessed at each of the following periods:

**For Cosmetology 1600 Hour Program**



<b>PROGRAM SCHEDULE</b>	<b>MINIMUM ATTENDANCE HOURS PER EVALUATION PERIOD OF FIFTEEN WEEKS-450 HOURS</b>
Full time - 30 hours a week	301 hours
3/4 time – 22.5 hours a week	226 hours
½ time - 15 hours a week	151 hours

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

**For Esthetics 600 Hour Program**

<b>PROGRAM SCHEDULE</b>	<b>10 WEEKS-300 HOURS</b>	<b>20 WEEKS-600 HOURS</b>
Full time - 30 hours a week	201 hours	402 hours
3/4 time – 22.5 hours a week	151 hours	302 hours
½ time - 15 hours a week	101 hours	202 hours

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

**For Manicuring 400 Hour Program**

<b>PROGRAM SCHEDULE</b>	<b>6 WEEKS-180 HOURS</b>	<b>12 WEEKS-360 HOURS</b>
Full time - 30 hours a week	120 hours	240 hours
3/4 time – 22.5 hours a week	90 hours	180 hours
½ time - 15 hours a week	60 hours	120 hours

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

**For Teacher Training 600 Hour Program**

<b>PROGRAM SCHEDULE</b>	<b>10 WEEKS-300 HOURS</b>	<b>20 WEEKS-600 HOURS</b>
Full time - 30 hours a week	201 hours	402 hours
3/4 time – 22.5 hours a week	151 hours	302 hours
½ time - 15 hours a week	101 hours	202 hours

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

**For Barbering 1500 Hour Program**

<b>PROGRAM SCHEDULE</b>	<b>MINIMUM ATTENDANCE HOURS PER EVALUATION PERIOD OF FIFTEEN WEEKS-450 HOURS</b>
Full time - 30 hours a week	301 hours
3/4 time – 22.5 hours a week	226 hours
½ time - 15 hours a week	151 hours

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

**For Barber Crossover 200 Hour Program**

<b>PROGRAM SCHEDULE</b>	<b>3 WEEKS-90 HOURS</b>	<b>6 WEEKS-180 HOURS</b>
Full time - 30 hours a week	60 hours	121 hours
3/4 time – 22.5 hours a week	45 hours	90 hours
½ time - 15 hours a week	30 hours	60 hours

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

Note for all Courses: The first evaluation period is completed prior to midpoint of the program.

**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 unless they prevail upon appeal of the determination that has resulted in the status of probation.

Prior to a student being placed on the status of Probation that student must meet each element outlined below:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; **and**
  - b) The student does not prevail upon appeal of a negative progress determination prior to being placed on probation;**and**
  - c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; **or**
  - d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- \*A student is not allowed back to back probationary statuses.

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.

Student who do not prevail on appeal

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. The student will be responsible for making cash payments to continue their education. If at the end of this evaluation period the student is still not meeting SAP or 150%, 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: 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)**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutional scheduled break. However, a scheduled break may occur during an LOA.

#### LOA CRITERIA/PROCEDURES

1. A leave of absence will be granted for the following reasons:  
Medical, Active Military, Jury Duty, Mitigating circumstances, and Personal Reasons
2. The LOA form must be completed and submitted in writing to the School Director.
3. Minimum leave of absence requires at least 1 week intervals.
4. A student must apply for a leave of absence in advance, unless unforeseen circumstances prevent the student from doing so.
5. Leave of absences not applied for in advance are given for emergency situations and will be documented by staff on the leave of absence form and the form and any documentation will be completed once the student returns to school.
6. Adrian's Beauty College reserves the right to amend this policy on a case by case basis.
7. LOA's are granted for a maximum of 180 days in 12 months from the 1<sup>st</sup> day of the first requested Leave of absence.
8. *A student must return from the leave of absence prior to or on the return date on the form.*
9. Failure to return from a Leave of Absence will result in a student being terminated immediately From the college. This will be considered to be the students withdrawal date.
10. An leave of absence extension may be requested prior to the end of the original leave of absence return date.

11. Students who do not return from a Leave of Absence, repayment on your student loans begins 6 months after your last date of attendance.

**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 contract will be terminated.**

**\*\*Veterans Students\*\* Veteran's Benefits will be suspended while a student is on an approved Leave of Absence. Once the student has regained active status with the College, benefits will resume.**

### **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 College 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**

Please see Addendum #4

**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.

**COSMETOLOGY COURSE: (1600 CLOCK HOURS)**

**Educational Goals:**

The cosmetology 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 Cosmetology Course - 1600 Clock Hours(54 weeks)**

The curriculum for students enrolled in a Cosmetology 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
<p><b>* 1100 Hours of Technical Instruction and Practical in Hair Dressing</b>            The required subjects of instruction in Hair Dressing shall be Completed with the minimum hours of technical and practical operations for each subject-matter as follows:</p>	65	240

<p><b>1. Hairstyling;</b> shall include but is not limited to, the following techniques and procedures; Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>		
<p><b>2. Permanent Waving and Chemical Straightening</b> Shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p><b>3. Hair Coloring and Bleaching</b> Shall include but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p><b>4. Haircutting</b> Shall include but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/ trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
<p><b>*200 Hours of Technical Instruction</b> The required subjects of instruction in Health and Safety shall be Completed with the minimum hours of technical instruction for each subject-matter as follows:</p> <p><b>5. Laws and Regulations</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and Board's Rules and Regulations</p>	20	
<p><b>6. Health and Safety Considerations</b> Shall include but is not limited to, the following techniques and Procedures: Cosmetology chemistry including the chemical Composition and purpose of cosmetic, nail, hair and skin care Preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.</p>	45	

<p><b>7.Disinfection and Sanitation</b>  Shall include but is not limited to, the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>8.Anatomy and Physiology</b>  Shall include, but is not limited to the following issues: Human Anatomy, Human Physiology</p>	15	
<p><b><u>*200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>  The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p> <p><b>9.Manual, Electrical and Chemical Facials</b>  Shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.</p>	25	40
<p><b>10.Eyebrow Beautification and Make-up</b>  Shall include but is not limited to, the following issues: Eyebrow arching and Hair Removal, including the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.</p>	25	30
<p><b><u>*100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>  The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:</p>		
<p><b>11.Manicuring and Pedicuring</b>  Shall include but is not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>12.Artificial Nails and Wraps</b>  Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120

Communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service records.		
<b>TOTAL HOURS 1600</b>	<b>370</b>	<b>690</b>

**Cosmetology 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 pedicuring.
- 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	450 hours Basics and fundamentals of hair styling, facials, & nails
Phase II	240 hours Intermediate training in Hair Design, Women's & Men's sculpting, texture, Long Hair Design, Salon Success and Hair color
Phase III	210 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 200 hours Mock State Board



\* 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.

### **Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

### **Requirements for Satisfactory Completion of Course**

Students 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.

### **Textbooks:**

Pivot Point Cosmetology Fundamentals (textbook, study guide, and exam prep), Salon Success learners guide for advancement, Designers Approach – Hair Design, Texture, Sculpture and Hair Color.

### **Graduation Requirements**

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a 75% overall. The student shall 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. A diploma will be awarded

### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> 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, Esthetics, 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.

**ESTHETICS COURSE: 600 CLOCK HOURS (20 WEEKS) SOC # 39-5094.00 CIP# 12.0409**

The courses of study for students enrolled in the Esthetics 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."

**Educational Goals:**

The Esthetics 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 an Esthetician license.

**Curriculum for Esthetics Course 600 Clock Hours**

The curriculum for students enrolled in the esthetics 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:

<b>SUBJECT</b>  <b>*600 hours of Technical Instruction</b>	Minimum Hours Technical Instruction	Minimum Practical Operations
<b>(200 hours required)</b> <b>1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.</b>	10	
<b>2. Chemistry</b> (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	15	
<b>3. Health and Safety/Hazardous Substances</b> (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	
<b>4. Electricity</b> The nature of electric current, principles of operating electrical equipment.) operating electrical devices, and the various safety precautions used when operating electrical devices	10	
<b>5. Disinfections and sanitation</b> (procedures to protect the health, infection control and safety of the	10	10

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).		
<b>6.Bacteriology, Chemistry, anatomy, physiology, skin analysis and conditions</b>	15	
<b>(350 hours required)</b> <b>7.Facials – Principles and techniques of skin care and cosmetics</b> <b>(A) Manual</b> (product knowledge – use and safety, skin analysis, cleansing, scientific manipulations packs and masks). <b>(B) Electrical</b> (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. <b>(C) Chemicals</b> (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.)	20 30 20	40 60 40
<b>(50 hours required)</b> <b>8.Eyebrow Arching and Hair Removal</b> (use and safety of wax, tweezers, manual or electrical and depilatories for the removal of Superfluous hair.) <b>(A) Tweezers</b> <b>(B) Wax and Depilatories</b>	10 20	10 40
<b>9.Make-up</b> (product knowledge – use and safety, skin analysis, complete and corrective make-up and application of false eyelashes.	20	40
<b>10. Professional ethics, professional boundaries, effective communication, sales, grooming and courtesy.</b>	10	
<b>11. Salon Skills</b> (people skills, career focus, career and employment information, fundamentals of business management, compensation packages and payroll deductions, state licensing, certification and registration requirements.)	5	
<b>12. First Aid</b> - Administering and when to seek help	10	
<b>13. Additional Training</b> - 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	30 Max. No minimum	
<b>TOTALS</b>	<b><u>245</u></b>	<b><u>240</u></b>

**Estheticis 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
Clinic	500 hours	Clinic client work on skills from prior classes
Board Prep	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.

**Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**Requirements for Satisfactory Completion of Course**

Students 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% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a 75% overall. The student shall 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. A diploma will be awarded

**Textbooks:**

Pivot Point Esthetician Salon Fundamentals Textbook, Course Study Guide, and exam prep.

**Licensing Requirements**

Applicants must be 17 years of age or older and have completed the 10<sup>th</sup> 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.

### **MANICURING COURSE: 400 CLOCK HOURS (15 WEEKS) (SOC# 39-5092.00, CIP #12.0410).**

The course of study for students enrolled in a manicuring 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.

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

### **Educational Goals:**

The manicuring 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 Manicuring in the state of California (DOT#331.674-010).

### **Curriculum for Manicuring Course 400 Clock Hours**

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

<b>SUBJECT</b>	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>*400 hours of Technical Instruction</b>		
<b>(100 hours required)</b>	10	
<b>1. The Barbering and Cosmetology Act and the Board's Rules and regulations.</b>		
<b>2. Cosmetology Chemistry</b> <i>Related to manicuring practices (chemical composition and purpose of nail skin care preparations.</i>	10	
<b>3. Health and Safety/Hazardous Substances</b> <i>(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.)</i>	15	
<b>4. Disinfections and Sanitation</b> <i>(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.)</i>	10	10
<b>5. Bacteriology, Chemistry, anatomy, and physiology.</b>	10	
<b>(300 hours required)</b>	15	40
<b>6. Water and Oil Manicures</b> <i>Including hand and arm massage, product knowledge – use and safety Principles and techniques of manicures</i>		
<b>7. Complete pedicure</b> <i>Including foot and ankle massage, product knowledge -use and safety. Principles and techniques of pedicures.</i>	10	20
<b>8. Application of Artificial Nails – principles and techniques of artificial nail applications.</b> a) Acrylic: liquid and powder brush-ons. b) Nail Tips c) Nail Wraps and Repairs	15 10 5	80 60 40
<b>9. Professional Ethics</b> <i>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.</i>	10	
<b>10. Salon Skills</b> <i>(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.</i>	10	
<b>11. First Aid and when to Seek Help</b>	2	
<b>12. Additional Training (no minimum)</b>	25 max.	
<b>TOTALS</b>	<b>132</b>	<b>250</b>

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.

**Manicuring 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 Manicuring.

**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
Clinic	340 hours	Clinic client work on skills from prior classes
Or Rehearsal		
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.

**Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**Textbooks:**

Pivot Point Manicurist Salon Fundamentals textbook, study guide and exam prep.

**Requirements for Satisfactory Completion of Course**

Students 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% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a

75% overall. The student shall 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. A diploma will be awarded

### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> 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.

### **TEACHER TRAINING COURSE: 600 CLOCK HOURS (20 WEEKS) (SOC# 25-3099.00 CIP # 12.0413)**

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

### **Educational Goals:**

Curriculum for Teacher Training Course - 600 Clock Hours

The curriculum for students enrolled in a Teacher Training 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 Teacher Training program.

### **Grading System**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation 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 Teacher Training Course- 600 Hours**

The curriculum for students enrolled in a Teacher Training 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:

<b>SUBJECT</b>	Minimum Hours of Technical Instruction	Minimum Practical Operations
<b>*600 hours of Technical Instruction</b>		
<b>(100 hours required)</b>	5	
<b>1.STATE LAW</b>		
A. Cosmetology Act, including licensing, certification and registration requirements	5	
B. Rules and regulations		
<b>(500 hours required)</b>	40	50
<b>2. PREPARATORY INSTRUCTION</b>	30	
A. Teaching techniques & methodology	30	30
B. Organizational Techniques		
C. Lesson plan development, development and use of teaching aids, student motivation & learning, presentation techniques	10	20
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	
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		
<b>3. CONDUCTING CLASSROOM</b>		
A. Technical instruction	140	
B. Demonstrations		
<b>4. CLASSROOM</b>		
A. Live demonstrations	100	
<b>5. SUPERVISING</b>		
A. Students with clients	100	10
B. Students with manikin		
<b>TOTALS</b>	<b>490</b>	<b>110</b>

**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.

**Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**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.

**Textbooks:**

Milady Master Educator textbook, workbook and study guide.

**Graduation Requirements**

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a 75% overall. The student shall 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. A diploma will be awarded

**Licensing Requirements**

The State of California does not have Licensing for Teacher Training.

**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.

**BARBERING COURSE: 1500 CLOCK HOURS ( 50 WEEKS)**

**Educational Goals:**

The barbering course of study is designed to assist the student's in passing the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Barbering License. The license is a requirement to operate as a barber in the State of California. (Barbering SOC #39-5011.00, Barbering/Barber CIP #12.0402)

**Curriculum for Barbering Course – 1500 Clock Hours**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction 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. Report cards are issued to the students at the time of their completion of each evaluation period. Academic grade is derived from an equal weighting of tests and homework. Students must maintain a "C" (70%) academic average to maintain satisfactory progress. Students must maintain a "C" (67%) attendance average to maintain satisfactory progress. Students must maintain a "C" (70%) practical Average to maintain satisfactory progress.

Such technical instruction and practical operations shall include:

SUBJECT: BARBERING 1500 TOTAL CLOCK HOURS	Minimum Hours of Technical	Minimum Practical Operations
<p><b>* 1100 Hours of Technical Instruction and Practical in Hair Dressing</b> The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p> <p><b>1. Hairstyling;</b> shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p><b>2. Permanent Waving and Chemical Straightening</b> Shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p><b>3. Hair Coloring and Bleaching</b> Shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50

<p><b>4. Hair Cutting</b>          Shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
<p><b>* 200 Hours of Technical Instruction and Practical Training in Shaving</b>          The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</p> <p><b>5. Preparation and Performance</b>          The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40
<p><b>*200 Hours of Technical Instruction in Health and Safety</b>          The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:</p> <p><b>6. Laws and Regulations</b>          The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	20	
<p><b>7. Health and Safety Considerations</b>          Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	
<p><b>8. Disinfection and Sanitation</b>          The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>9. Anatomy and Physiology</b>          The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<p>Communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.</p>	25 Maximum	
<b>TOTAL HOURS 1500</b>	<b>385</b>	<b>515</b>

**Barbering Performance Objective**

1) Acquire knowledge of law and rules regulating California's barbering 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 barbering including anatomy, physiology, chemistry, and theory.
- 4) Acquire business management techniques common to barbering.

### **Skills to be developed**

- 1) Learn the proper use of implements relative to all barbering services.
- 2) Acquire 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 barbering services.
- 4) Will learn the proper procedure for preparing the client's hair for shaving.
- 5) Will learn the proper procedure assessing the condition of the client's skin
- 6) Will learn the application to perform shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.

### **Attitudes and Appreciations to be developed**

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

### **Course**

#### Orientation to Barbering

1. Study skills
2. The History of Barbering
3. Professional Image

#### Science of Barbering

1. Microbiology
2. Infection Control and Safe Work Practices
3. Implements, Tools and Equipment
4. Anatomy and Physiology
5. Chemistry
6. Electricity and Light Therapy
7. Properties and Disorders of the Skin
8. Properties and Disorders of the Hair and Scalp

#### Professional Barbering

1. Treatment of the Hair and Scalp
2. Men's Facial Massage and Treatments
3. Shaving and Facial Hair Design
4. Men's Haircutting and Styling
5. Men's Hair Replacement

#### Advanced Barbering

1. Women's Haircutting and Styling
2. Chemical Texture Services
3. Haircoloring and Lightening
4. Nails and Manicuring

#### The Business of Barbering

1. State Board Preparation and Licensing Laws
2. The Job Search
3. Barbering Management

**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.

**Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**Requirements for Satisfactory Completion of Course**

Students shall have completed Theory, Operations and Clock hours required by the Board of Barbering and Cosmetology. A academic grade average of 70%, a attendance average of 67%, a practical average of 70% and a overall GPA of 70% is required for satisfactory completion. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. 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.

**Textbooks:**

Milady's Standard Professional Barbering Textbook, 5<sup>th</sup> Edition, ISBN-13: 978-1-4354-9715-3

Milady's Standard Professional Barbering Student Work book, 5<sup>th</sup> Edition, ISBN-13: 978-1-4354-9713-9

Milady's Standard Professional Barbering Exam Review, 5<sup>th</sup> Edition, ISBN-13: 978-1-4354-9712-2

**Graduation Requirements**

To be eligible for graduation every student must have an overall GPA of 70%, theory average of 70% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a 75% overall. The student shall 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. A diploma will be awarded

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the barbering course described above and passed the Barbering 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 barber: barbering, facial services, shaving techniques, colorist, 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, salon owner, salon coordinator, salon franchisee, and salon manager.

**BARBER CROSSOVER COURSE: 200 CLOCK HOURS (5 WEEKS)**

**Educational Goals:**

The barbering course of study is designed to assist the student's in passing the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Barbering License. The license is a requirement to operate as a barber in the State of California. (Barbering SOC #39-5011.00, Barbering/Barber CIP #12.0402)

**Curriculum for Barber Crossover Course from Cosmetology Course – 200 Clock Hours**

The curriculum for students enrolled in a barbering course shall consist of two hundred (200) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. 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. Report cards are issued to the students at the time of their completion of each evaluation period. Academic grade is derived from an equal weighting of tests and homework. Students must maintain a "C" (70%) academic average to maintain satisfactory progress. Students must maintain a "C" (67%) attendance average to maintain satisfactory progress. Students must maintain a "C" (70% practical Average to maintain satisfactory progress.

Such technical instruction and practical operations shall include:

SUBJECT	Minimum Hours of Technical	Minimum Practical Operations
<b>* 200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<b>Shaving Preparation and Performance</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<b>TOTAL HOURS 200</b>	<b>100</b>	<b>40</b>

**Barbering Performance Objective**

- 1) Acquire knowledge of law and rules regulating California's barbering 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 barbering including anatomy, physiology, chemistry, and theory.
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### **Skills to be developed**

- 1) Learn the proper use of implements relative to all barbering services.
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- 1) Be able to appreciate good workmanship common to barbering.
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### **Course**

#### Orientation to Barbering

4. Study skills
5. The History of Barbering
6. Professional Image

#### Science of Barbering

9. Microbiology
10. Infection Control and Safe Work Practices
11. Implements, Tools and Equipment
12. Anatomy and Physiology
13. Chemistry
14. Electricity and Light Therapy
15. Properties and Disorders of the Skin
16. Properties and Disorders of the Hair and Scalp

#### Professional Barbering

6. Treatment of the Hair and Scalp
7. Men's Facial Massage and Treatments
8. Shaving and Facial Hair Design
9. Men's Haircutting and Styling
10. Men's Hair Replacement

#### Advanced Barbering

5. Women's Haircutting and Styling
6. Chemical Texture Services
7. Haircoloring and Lightening
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#### The Business of Barbering

4. State Board Preparation and Licensing Laws
5. The Job Search
6. Barbering Management

### **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.



**Makeup Exams:**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**Requirements for Satisfactory Completion of Course**

Students 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 70% practical average, 67%, a overall GPA of 70% is required for satisfactory completion. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. 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% which includes tests, homework and practical work, attendance average of 67%, completed all required theory hours and operations, passed a comprehensive written and practical examination with a 75% overall. The student shall 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. A diploma will be awarded

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**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barbering 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 barber: barbering, facial services, shaving techniques, colorist, 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, salon owner, salon coordinator, salon franchisee, and salon manager.

**COURSE COSTS**

A SUPPLEMENTAL HANDOUT WILL BE PROVIDED TO EACH STUDENT.

Addendum #1 North Adrian's College of Beauty and Adrian's Beauty College of Turlock

Addendum #2 Adrians Beauty College of Tracy

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**

Cash/Money Order, Check, Credit Card (4% Service Fee Added), 3<sup>rd</sup> Party Private Lending Institutions, Financial Aid (if qualified).

### **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 Enrollment Agreement.

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

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at your campus at the following addresses: Adrian's Beauty College, 1340 W. Main St., Turlock, Ca. 95380; North Adrian's College of Beauty, 124 Floyd Ave., Modesto, Ca 95350; Adrians Beauty College of Tracy, 3000 W. Grantline Rd., Tracy, Ca 95304. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled within the 7 days from signing the Enrollment Agreement,

the school will refund the student any money he/she paid, less a registration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

6. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited, to a student's lack of attendance.

**WITHDRAWAL FROM THE PROGRAM/INSTITUTIONAL REFUND POLICY**

This policy applies to all terminations or withdrawals for any reason, by either party, including student decision, course or program cancellation, or school closure.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Books, Kit, Lab Fees are non-refundable.

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

- The student notifies the institution in writing of the withdrawal.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The school will issue an Official Transcript of Hours to student's who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.

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

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for the return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Direct Student Loan Program; second to subsidized Federal Direct Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$75, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

In the event of a course/program cancellation or school closure a student will be charged for scheduled hours and any applicable non-refundable items or fees.

**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 15<sup>th</sup> 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 due upon enrollment.

### **ADDITIONAL INCIDENTAL COSTS FOR ALL COURSES**

Binders, pens, pencils, note paper, uniforms, products 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 4% 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 at the time the enrollment agreement is signed.

### **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 10<sup>th</sup>, as of April 10<sup>th</sup>, 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. Any potential overtime will be added to the student's ledger. This will give the student ample opportunity to pay on overtime fees prior to their last contracted date. If a student withdraws prior to their last contracted date any overtime charged will be credited before the Refund policies are applied. Prior to graduation a final overtime charge based on the contracted graduation date is performed and any charges for overtime are corrected.

### **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 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 Adrians 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 Adrians Beauty College 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 largest 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 College of Beauty, its branch campus, Adrians Beauty College of Tracy, and Adrian's Beauty College of Turlock, Inc. 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 Programs

## **APPLICATION PROCEDURES AND FORMS**

Financial aid applications for this institution consist 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 to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program 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. Adrians 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:**

A dependent student is 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 requests a transfer to another school, Adrians 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 Adrians Beauty College, is required to provide a Financial Aid transcript from each of the institutions attended if requested on the student's ISIR. 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 transcripts (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 transcript. 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)** (as of 7/1/2016 strf is not being charged per BPPE)

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 course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or 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, North Adrian's College of Beauty and its branch Adrians 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 your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending 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 t 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  
Adrian's Beauty College of Turlock  
Adrians 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 your 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, Adrians Beauty College of Tracy and Adrian's Beauty College of Turlock 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 by posting throughout the college and on the colleges website.

North Adrian's College of Beauty, Adrians Beauty College of Tracy and Adrian's Beauty College of Turlock 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  
Adrian's Beauty College of Turlock  
Adrians 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, Adrians Beauty College of Tracy and Adrian's Beauty College of Turlock

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 College for educational activities only.

Downloading, viewing, distributing, or sending pornographic or obscene materials are prohibited. This includes bookmarking 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  
Owner/President

Revised: July 1, 2017  
Calendar Year: 2017/2018

**North Adrian's College of Beauty**  
**Adrian's Beauty College of Turlock**  
 Course Cost

**Cosmetology**

Tuition	\$ 14,400.00
Registration	\$ 145.00
Kit/Books	\$ 3,349.49
Tax	\$ 271.65
Lab Fee's	\$ 1,028.00
Subtotal	\$ 19,294.14
STRF* (non refundable)	\$ -
<b>TOTAL</b>	<b>\$ 19,294.14</b>

**Esthetics**

Tuition	\$ 8,100.00
Registration	\$ 145.00
Kit/Books	\$ 1,183.20
Tax	\$ 93.18
Lab Fee's	\$ 434.00
Subtotal	\$ 9,955.38
STRF* (non refundable)	\$ -
<b>TOTAL</b>	<b>\$ 9,955.38</b>

**Manicuring**

Tuition	\$ 3,500.00
Registration	\$ 145.00
Books/Kits plus tax	\$ 838.34
Subtotal	\$ 4,483.34
STRF* (non refundable)	\$ -
<b>TOTAL</b>	<b>\$ 4,483.34</b>

**Teacher Training**

Tuition	\$ 8,250.00
Registration	\$ 145.00
Subtotal	\$ 8,395.00
STRF* (non refundable)	\$ -
<b>TOTAL</b>	<b>\$ 8,395.00</b>

**Barbering\***

Tuition	\$ 12,750.00
Registration*	\$145.00
Kit,Books	\$1,852.83
Tax	\$145.91
Lab Fee's	\$960.00
Subtotal	\$15,853.74
STRF*(non refundable)	\$0.00
<b>TOTAL</b>	<b>\$15,853.74</b>

**Barber Crossover\***

Tuition	\$ 1,400.00
Registration*	\$145.00
STRF*(non refundable)	\$0.00
<b>TOTAL</b>	<b>\$1,545.00</b>

*Barbering and the Barber Crossover Course will only be offered at the North Adrians-Modesto location. Books, Kits, Lab fees for All Course Costs Are Non-Refundable if you withdraw from College. A maximum of \$75 registration fee may be kept.
Effective July 1, 2017
Catalog Supplemental Handout
Stanislaus Tax Rate 7.875%
Method of Payment: Cash/Money Order, Check, Credit Card (4% Service Fee Added), 3 <sup>rd</sup> Party Private Lending Institutions, Financial Aid (if qualified)
Outside students (not an Adrian's Graduate) and/or any other students requiring remedial hours or hours required by the Board of Barbering and Cosmetology is at a rate of \$14.00 per hour plus registration fee and any materials or books required.

\*\*Schedule of Total Charges and the Total Charges for the Period of Attendance are the same.

**Adrians Beauty College of Tracy**  
Course Cost

<b>Cosmetology</b>	
Tuition	\$14,400.00
Registration Fee*	\$145.00
Lab Fee	\$1,028.00
Kit/Books	\$3,349.49
Tax	\$284.59
Subtotal	\$19,307.08
STRF	\$-
<b>TOTAL</b>	<b>\$19,307.08</b>

<b>Esthetics</b>	
Tuition	\$8,100.00
Registration Fee*	\$145.00
Lab Fee	\$434.00
Kit plus Tax	\$1,077.85
Books plus Tax	\$202.97
Subtotal	\$9,959.82
STRF	\$-
<b>TOTAL</b>	<b>\$9,959.82</b>

<b>Manicuring</b>	
Tuition	\$3,500.00
Registration Fee	\$145.00
Lab Fee	\$-
Subtotal	\$3,645.00
STRF	\$-
<b>TOTAL</b>	<b>\$3,645.00</b>

<b>Teacher Training</b>	
Tuition	\$8,250.00
Registration Fee	\$145.00
Lab Fee	\$-
Subtotal	\$8,395.00
STRF	\$-
<b>TOTAL</b>	<b>\$8,395.00</b>

<b>Barbering</b>	
Tuition	\$12,750.00
Registration Fee	\$145.00
Lab Fee	\$960.00
Kit/Books	\$1,852.83
Tax	\$152.86
Subtotal	\$15,860.69
STRF	\$-
<b>TOTAL</b>	<b>\$15,860.69</b>

<b>Barber Crossover</b>	
Tuition	\$1,400.00
Registration Fee	\$145.00
Lab Fee	\$-
Kit plus Tax	n/a
Books plus Tax	n/a
Subtotal	\$1,545.00
STRF	\$-
<b>TOTAL</b>	<b>\$1,545.00</b>

Kits, Lab fees for All Course Costs Are Non-Refundable if you withdraw from College. A maximum of \$75 registration fee may be kept.
Effective 4/1/2017
Catalog Supplemental Handout
San Joaquin Tax Rate 8.25%
Method of Payment: Cash/Money Order, Check, Credit Card (4% Service Fee Added), 3 <sup>rd</sup> Party Private Lending Institutions, Financial Aid (if qualified)
Outside students (not an Adrian's Graduate) and/or any other students requiring remedial hours or hours required by the Board of Barbering and Cosmetology is at a rate of \$14.00 per hour plus registration fee and any materials or books required.

\*\*Schedule of Total Charges and the Total Charges for the Period of Attendance are the same.

## **DISCRIMINATION GRIEVANCE PROCEDURE**

This process is intended for any student who believes that he or she has been discriminated against by any member of the College community to file a complaint and have that complaint resolved by the College. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. These procedures are available in the College's Catalog and Consumer Guide. Students should read these procedures to familiarize themselves with the steps to follow should they want to file a complaint.

### How to file a Complaint

A student who believes that he or she has experienced or witnessed discrimination should promptly report such incidents to their Educator. Students should complete the Discrimination Grievance Form ("Complaint") and submit it to the school Director at the student's campus. If a Complaint is submitted in another written format, such as a letter, the College may ask the student to complete the form but a complaint will not be rejected because a form was not used. All complaints must be filed no later than 90 calendar days after the event giving rise to the incident. The time period for filing a Complaint may be extended for good cause as determined by the school Director. A copy of the Complaint form can be found in the Financial Aid Office at each campus. A student may choose to participate in an Informal Process, or a Formal Process, described below.

#### 1. *Handling of a Complaint*

1.1 After a Complaint is received, the Title IX Coordinator will either assign him or herself the role of Investigator, or select an impartial faculty or staff member or third party investigator who has received training in conducting an investigation and the laws regarding discrimination (the "Investigator"). In no event will the Investigator be a person who is alleged to have engaged in the complained of behavior (the "Accused"), a person who reports to a person who is the Accused, is a relative of the Accused, or otherwise has an actual or perceived conflict of interest in the process.

#### 2. Optional Informal Process

Within two school days of receiving the Complaint, the Investigator shall notify the student who filed the Complaint (the Complainant) of the option to participate in an optional informal resolution process. The Complainant is not required to participate in this process or meet directly with the Accused. This is an optional process that the Complainant may terminate at any time. During this optional process, the Complainant and the Accused, along with the Title IX Coordinator or the Campus Student Affairs Representative will attempt to resolve the dispute. The details of the Optional Informal Resolution Process will be kept confidential by all parties involved. The Optional Informal Process will last no longer than 10 calendar days from the date of the Complaint, regardless of whether the matter is unresolved at the end of the 10th calendar day, after which it will be referred for the Formal Process.

If a resolution is reached in the Optional Informal Process, the details of the resolution will be memorialized in an Optional Informal Resolution Agreement, that will be signed by the School Director and the Complainant. The matter shall be considered closed and the Complainant is precluded from filing a new complaint or an appeal concerning the same incident, except where the terms of the resolution are violated or have been ineffective in stopping the discrimination.



Evidence of final resolution of all Complaints will be retained in College files in order to determine the frequency, nature, and patterns of complaints for the institution.

If the Complainant chooses to participate in this Optional Informal Process, the investigation into the complaint will be suspended until the completion of the Optional Informal Process, or the Complainant terminates the Informal Resolution Process. If Adrian's Beauty College determines during the Optional Informal Process that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects on the complainants and others, if appropriate.

When informal dispute resolution is unsuccessful or not possible, a Complaint will be processed using the Formal Process.

### 3. Formal Process

#### 3.1 *Investigation into Complaint.*

The college will provide an adequate, reliable, and impartial investigation of complaints, including an equal opportunity to present witnesses and other relevant evidence. In all cases, the individual who plays a role in receiving, investigating, or otherwise processing of student complaints of discrimination will not have any actual or perceived conflict of interest in the process. An investigation into a Complaint will commence within five school days from receiving the complaint, unless Section 2 above is applicable or the student withdraws the Complaint.

The Investigator will investigate the Complaint and document his or her efforts and findings. The investigation shall include, but not be limited to, review of records, notes, or statements related to the complaint; interviewing witnesses; interviewing the Complainant; and interviewing the Accused. At no time will the Complainant and the Accused be interviewed together.

The investigation must be completed within 30 calendar days after receiving a Complaint or within 30 days from the date of the referral from the Informal Process. This time period maybe extended by the school Director upon a showing of good cause that additional time is necessary to conduct a fair investigation. However, it is the College's policy to make reasonable efforts to complete the investigation within the 30-calendar-day time period. If an extension is needed, the school Director will notify the Complainant and Accused in writing of the extension and the reason for the extension.

#### 3.2 *Written Report.*

Within 10 calendar days after the completion of an investigation, the Investigator will provide a written report of the investigation to the school Director. The written report will include a summary of the allegations, a description of the investigation, a description of the relevant information gathered, a determination of whether or not the incidents alleged occurred and the specific evidence to support this determination, and whether such incidents constitute discrimination. In determining whether or not the incidents alleged occurred, the Investigator may take into account the following:

- a. The statements made by the parties and all witnesses;
- b. The details and consistency of each person's account;
- c. Evidence of how the Accused reacted to the incident and the Complaint;
- d. The credibility of the evidence presented;
- e. Evidence of any past instances of unlawful discrimination, harassment, or retaliation or other misconduct; and
- f. Any other information the Investigator finds as relevant.

The decision of whether the incident(s) that occurred constitute prohibited discrimination must be supported by a preponderance of the evidence. A preponderance of the evidence means that the evidence presented shows that one result is more likely than not to be true.

### 3.3 *Response to Complaint*

Within seven calendar days after receiving the report from the Investigator, the school Director must determine a response to the Complaint. In reaching a decision as to how to respond, the school Director may take into consideration the following:

- a. The report and recommendation of the Investigator;
- b. The effect of the misconduct on the Complainant;
- c. The type, frequency, and duration of the misconduct;
- d. The relationship between the Complainant and Accused;
- e. The number of people engaged in the alleged conduct;
- f. The context of the alleged conduct;
- g. Other incidents of alleged misconduct by the Accused;
- h. Advice of legal counsel or other professionals;
- i. Whether an Optional Informal Resolution Agreement was violated; and
- j. Any other information the office Director deems as relevant.

The decision of whether or not discrimination occurred must be supported by a preponderance of the evidence. If the school Director determines that discrimination, the school Director will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects on the complainant and others, if appropriate.

Within eight calendar days after receiving the report from the Investigator, the school Director will provide a written notice to the Complainant (Complainant Notice) concerning the outcome of the investigation. The Complainant Notice shall state that an investigation was performed, the outcome of the investigation, and any remedies provided to the Complainant. In order to maintain privacy rights, the school Director is not required to disclose every detail about the nature of any corrective action taken against the Accused. However, for complaints of discrimination, the Complainant Notice will include the consequences imposed on the Accused that relate directly to the subject of the complaint, such as requiring that the Accused stay away from the Complainant, prohibiting the Accused from attending school for a period of time, or transferring the Accused to other classes or another school.

The Complainant Notice shall advise the Complainant that if he or she continues to experience or witness discrimination, he or she should immediately report such incidents to the Investigator.

If the outcome of the investigation is that there was no discrimination, the Complainant Notice will also include the Complainant's right to appeal the decision of the school Director within 15 calendar days of the date of the Complainant Notice. The Complainant Notice will include the procedures for initiating such an appeal.

Within eight calendar days after receiving the report from the Investigator, the school Director will send a separate notice of the outcome to the Accused (Accused Notice). The Accused Notice shall state the outcome of the investigation, whether the allegations were substantiated and what, if any, corrective action will be taken to prevent recurrence of any discrimination and to correct its effects. The Accused will have the opportunity to appeal any finding that he or she engaged in discrimination by filing an appeal within 15 calendar days of the date of the Accused Notice. The Accused Notice will include the procedures for initiating such an appeal.

Should no request for an appeal be initiated within the time to appeal, the decision of the school Director will be final and binding.

#### 4. *Appeal Process*

To appeal a decision of the school Director, the appealing party must provide written notice ("Notice of Appeal") to the College President of his or her intent to appeal within 15 calendar days of the date of the Complainant or Accused Notice. The Notice of Appeal must include the specific reasons for the appeal and any evidence the appealing party would like considered as part of the appeal. Within three school days of receiving the Notice of Appeal, the College President will provide notice to the non-appealing party of the appeal and the basis for the appeal. The non-appealing party will have 15 calendar days to respond to the statements in the appeal.

The appeal process will be limited to determining (1) whether the decision as to a finding or no finding of discrimination was supported by a preponderance of evidence; (2) whether the findings of the Investigator as to whether or not the incidents occurred are supported by a preponderance of the evidence; and (3) whether the investigation was conducted in a fair and impartial manner.

The appeal will be decided by the College President. The College President will receive and review the Notice of Appeal, a copy of the investigation notes, the report by the investigator, and the Complainant and Accused Notices. After the review, the College President will render a decision.

The written appeal decision by the College President shall include a summary of the issues raised on appeal, a summary of the evidence considered, a decision as to the appeal, what evidence supports the decision, and what additional remedies, if any, are necessary. The College President will provide a written appeal decision of its findings to the Complainant, the Accused, and the school Director within 50 calendar days of receipt of the Notice of Appeal.

The decision of the College President is final and will conclude the complaint process.

Addendum # 4 Faculty List

**North Adrian's College of Beauty**

<b>NAME</b>	<b>Job Titles, Experience</b>
Rebecca Abinales	School Director, Financial Aid Director, Credentialed Educator, Licensed Cosmetologist, 30 years experience
Patrick Campbell	Assistant Financial Aid Director/Student Loans, 8 years experience
Donovan Kim	Financial Aid Officer, Administrative Support, 6 years experience
Chris Fore	Registrar, Educator, Administrative Support, 43 years experience
Kim Ornelas	Career Advisor, Administrative Support, 7 years experience
Talitha Alarcon	Default Prevention Assistant, Substitute Educator, Licensed Cosmetologist, 4 years experience, Career Advisor, Administrative Support
Michelle Hickman	Credentialed Educator, Licensed Cosmetologist, 22 years experience
Linda Sandoval	Credentialed Educator, Licensed Cosmetologist, 38 years experience
Cara Cruz	Educator, Licensed Cosmetologist, 23 years experience/Substitute
Soknai Min	Educator, Licensed Cosmetologist, 8 years experience
James Sexton	Educator, Licensed Cosmetologist & Barber, 17 years experience
Suzan Caputi	Educator, Licensed Cosmetologist, 42 years experience
Suelaine Spangler	Educator, Licensed Cosmetologist, 13 years experience
Jany Bryant	Educator, Licensed Cosmetologist, 38 years experience
Connie Armenta	Educator, Licensed Cosmetologist, 33 years experience
Elizabeth Hailey	Receptionist, Licensed Cosmetologist, 3 years experience

**Adrians Beauty College of Turlock**

<b>NAME</b>	<b>Job Titles, Experience</b>
Sherri Cytanovich	School Director, Financial Aid Director, Educator, Licensed Cosmetologist, 20+ years experience
Rosemarie Silva	Associate Director, Credentialed Educator, Licensed Cosmetologist, 12 years experience.
Patrick Campbell	Assistant Financial Aid Director/Student Loans, 7 years experience
Christian Casero	Registrar, Educator, Licensed Cosmetologist, 9 years experience
Marla Kirby Folan	Educator, Licensed Cosmetologist, 12 years experience
Malinda Bond-King	Educator, Licensed Cosmetologist, 10 years experience
Shayla Woodlief	Educator, Licensed Cosmetologist, 8 years experience
Elizabeth Gonzalez	Educator, Licensed Cosmetologist, 7 years experience
Patricia Zepeda	Educator, Licensed Cosmetologist, 2 years experience
Tanya Salas	Educator, Licensed Cosmetologist, 1 years experience
Quantelle Daniels	Educator, Licensed Cosmetologist, 2 years experience
Bettie Jean Teeple	Credentialed Educator, Licensed Cosmetologist, 30 years experience
Sandie Wilson	Customer Service, 8 years experience

**Adrians Beauty College of Tracy**

<b>NAME</b>	<b>Job Titles, Experience</b>
Rebecca Abinales	School Director, Financial Aid Director, Educator, Licensed Cosmetologist, 30 years experience
Jennifer Campbell	Associate Director, Educator, Licensed Cosmetologist, 17 years experience.
Patrick Campbell	Assistant Financial Aid Director/Student Loans, 8 years experience
Donovan Kim	Financial Aid Officer, Administrative Support, 6 years experience
Roxanne Mojadiddi	Career Advisor, Administrative Support, New Hire
Casey Jo Lenahan-Johnson	Educator, Licensed Cosmetologist, New Hire
Crystal Payne	Educator, Licensed Cosmetologist, 13 years
Shirley Mabry	Educator, Licensed Cosmetologist, 20 years experience
Carolyn Boles	Educator, Licensed Cosmetologist, 25 years experience

**ANNUAL CAMPUS SECURITY REPORT  
FOR THE 2017/2018 CALENDAR YEAR-North Adrian's College of Beauty**

*This campus security report contains data for our college: North Adrian's College of Beauty  
Located at 124 Floyd Ave Modesto, CA 95350*

Adrian's Beauty College is providing the following information in compliance with the proposed rules listed under section 668.48 in the July 1, 1992 Federal Register.

Criminal Offenses Reported	2014		2015		2016	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests Reported</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0
<b>Referred for Disciplinary Action</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

2014: No hate crimes reported    2015: No hate crimes reported    2016: No hate crimes reported

\*Although regulations do not require use to disclose anything other than the above offenses, The college would like to inform all entering students that the vehicle break-ins are an on-going problem in the Floyd and McHenry Blvd area. North Adrian's College of Beauty is not responsible for lost or stolen items in the school or parking lot.

The school has developed the information about your safety and well being. As you can see from the data, the campuses have a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies that occur on campus are as follows.

For Non-Emergency Crimes:

1. Obtain from the floor supervisor.
2. Complete form and return to the floor supervisor
3. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
4. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to law enforcement.

For Emergency Crimes:

1. The nearest staff member will immediately call 911.
2. The above non-emergency procedures will be followed providing the perpetrator is a student.

There are no private security personnel at either campus, or are there any off campus student organizations. It is the practice of the colleges to require each student to provide their own lock and the college provides a locker for all items of value. Students are advised to lock their vehicles during any time.

## **VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines, North Adrian's College of Beauty; Adrian's Beauty College of Turlock; Adrians Beauty College of Tracy's commitment to the health and safety of its students and employees This annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime prevention, public safety, and criminal reporting procedures This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training each year when the new statistics are available .The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such occurrences, the warning signs of abusive behavior, and how to avoid potential attacks. The School's Campus Security Officer is Patrick Campbell if you have any questions or concerns.

Each year the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. North Adrian's College of Beauty; Adrian's Beauty College of Turlock; and Adrians Beauty College of Tracy is committed to making your school a safe place.

**ANNUAL CAMPUS SECURITY REPORT**  
**FOR THE 2017/2018 CALENDAR YEAR-TURLOCK**

*This campus security report contains data for our college: Adrian's Beauty College of Turlock  
 Located at 1340 West Main Street Turlock, CA 95380*

Adrian's Beauty College is providing the following information in compliance with the proposed rules listed under section 668.48 in the July 1, 1992 Federal Register.

<b>Criminal Offenses Reported</b>	<b>2014</b>		<b>2015</b>		<b>2016</b>	
	<i>On Campus</i>	<i>Public Property</i>	<i>On Campus</i>	<i>Public Property</i>	<i>On Campus</i>	<i>Public Property</i>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated Assault	0	0	0	1	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	3
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests Reported</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	5
Liquor Law Violations	0	0	0	0	0	0
<b>Referred for Disciplinary Action</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

*2014: No hate crimes reported    2015: No hate crimes reported    2016: No hate crimes reported*

\*Although regulations do not require use to disclose anything other than the above offenses, The college would like to inform all entering students that the vehicle break-ins are an on-going problem in the Main Street area. Adrian's Beauty College of Turlock is not responsible for lost or stolen items in the school or parking lot.

The school has developed the information about your safety and well-being. As you can see from the data, the campuses have a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.



In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies that occur on campus are as follows.

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3. The nearest staff member will immediately call 911.
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There are no private security personnel at either campus, or are there any off campus student organizations. It is the practice of the colleges to require each student to provide their own lock and the college provides a locker for all items of value. Students are advised to lock their vehicles during any time.

## **VIOLENCE AGAINST WOMEN ACT**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines, North Adrian's College of Beauty; Adrian's Beauty College of Turlock; Adrians Beauty College of Tracy's commitment to the health and safety of its students and employees This annual disclosure document is done each year by contacting the local police department and the building management to compile the statistics used in the report. This document explains the school's policy regarding crime prevention, public safety, and criminal reporting procedures This document will be provided to all prospective students and staff and will be reviewed with all students during orientation and with staff at the time of hire. The school will also provide a yearly training each year when the new statistics are available .The training promotes awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such occurrences, the warning signs of abusive behavior, and how to avoid potential attacks. The School's Campus Security Officer is Patrick Campbell if you have any questions or concerns.

Each year the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault.

North Adrian's College of Beauty; Adrian's Beauty College of Turlock; and Adrians Beauty College of Tracy is committed to making your school a safe place.

**ANNUAL CAMPUS SECURITY REPORT  
FOR THE 2017/2018 CALENDAR YEAR-TRACY**

*This campus security report contains data for our college: Adrians Beauty College of Tracy  
Located at 3000 W Grantline Rd Tracy, CA 95304.*

Adrian's Beauty College is providing the following information in compliance with the proposed rules listed under section 668.48 in the July 1, 1992 Federal Register.

<b>Criminal Offenses Reported</b>	<b>2014</b>		<b>2015</b>		<b>2016</b>	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
<b>Arrests Reported</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law V Violations	0	0	0	0	0	0
<b>Referred for Disciplinary Actions</b>						
Weapons Laws Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

2014: No hate crimes reported    2015: No hate crimes reported    2016: No hate crimes reported

\*Although regulations do not require use to disclose anything other than the above offenses, The college would like to inform all entering students that the vehicle break-ins are an on-going problem in the Grantline Avenue area. Adrians Beauty College of Tracy is not responsible for lost or stolen items in the school or parking lot.

The school has developed the information about your safety and well being. As you can see from the data, the campuses have a relatively safe environment. However, it

is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies that occur on campus are as follows.

For Non-Emergency Crimes:

9. Obtain from the floor supervisor.
10. Complete form and return to the floor supervisor
11. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
12. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to law enforcement.

For Emergency Crimes:

5. The nearest staff member will immediately call 911.
6. The above non-emergency procedures will be followed providing the perpetrator is a student.

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## **VIOLENCE AGAINST WOMEN ACT**

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## Addendum # 6

### How Our Students Are Doing

An additional document is given to our students during orientation and a signed copy is added to their student file. This information is also available online at [www.adrians.edu](http://www.adrians.edu) or may be requested from the Career Advisors office.

**2017 Class Start Dates**

<p><b><u>Monday thru Friday</u></b> Modesto Campus Only Cosmetology Only</p>	<p><b><u>Tuesday thru Saturday</u></b> Modesto and Tracy Campus Only All Courses</p>	<p><b><u>Tuesday thru Saturday</u></b> Turlock Campus Only</p>
1/9/2017	1/10/2017	1/17/2017
1/17/2017	1/17/2017	1/31/2017
1/23/2017	1/23/2017	2/14/2017*
1/30/2017	1/31/2017	2/28/2017
2/6/2017	2/7/2017	3/14/2017
2/14/2017	2/15/2017	3/28/2017
2/21/2017	2/22/2017	4/11/2017*
2/27/2017	2/28/2017	4/25/2017
3/6/2017	3/7/2017	5/9/2017
3/13/2017	3/14/2017	5/23/2017
3/20/2017	3/21/2017	6/6/2017
3/27/2017	3/28/2017	6/20/2017*
4/3/2017	4/4/2017	7/18/2017
4/10/2017	4/11/2017	8/1/2017
4/17/2017	4/18/2017	8/15/2017*
4/24/2017	4/25/2017	8/29/2017
5/1/2017	5/2/2017	9/12/2017
5/8/2017	5/9/2017	9/26/2017
5/15/2017	5/16/2017	10/10/2017*
5/22/2017	5/23/2017	10/24/2017
5/29/2017	5/30/2017	9/7/2017
6/5/2017	6/6/2017	9/21/2017
6/12/2017	6/13/2017	12/5/2017*
6/19/2017	6/20/2017	12/19/2017
7/10/2017	7/11/2017	
7/17/2017	7/18/2017	
7/24/2017	7/25/2017	
7/31/2017	8/1/2017	
8/7/2017	8/8/2017	
8/14/2017	8/15/2017	
8/21/2107	8/22/2017	
8/28/2017	8/29/2017	
9/4/2017	9/5/2017	
9/11/2017	9/12/2017	
9/18/2017	9/19/2017	
9/25/2017	9/26/2017	
10/2/2017	10/3/2017	
10/9/2017	10/10/2017	
10/16/2017	10/17/2017	
10/23/2017	10/24/2017	
10/30/2017	10/31/2017	
11/6/2017	11/4/2017	
11/13/2017	11/14/2017	
11/20/2017	11/21/2017	
12/4/2017	12/5/2017	
12/11/2017	12/12/2017	
12/18/2017	12/19/2017	

\*Manicuring Start Date

**FOR ALL CAMPUSES**  
Scheduled start dates are subject to change based on availability.