
School Catalog & Consumer Guide

ADRIAN'S BEAUTY COLLEGE OF TURLOCK, Inc.
1340 West Main Street, Suite A
Turlock, CA 95380
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WEBSITE: www.adrians.edu

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Table of Contents

Consumer Information Notice of Student Rights	1
General Information	2
Approvals	2
Board of Barbering & Cosmetology Requirements	2
Location	2
Facilities & Equipment	3
Administration Business Hours	3
Memberships – Affiliations Approvals	3
Admissions Policy	4
Re-Entry Policy	4
Transfers	5
Program Transfer	5
To Another Beauty College	5
From Another Beauty College	5
From Another College	5
VA Students only	5
Applicants seeking Federal Financial Aid Assistance	6
Orientation	6
Admissions/Career Planning Office	6
Resources	6
Calendar / Holidays	6
Code of Ethics	7
Conduct and Discipline	7
Disclosure and Retention of Student Records	8
Educational Objective	8
Grievance Policies and Procedures	8
Academic Grievance	8
Consumer Complaint	9
Discrimination Grievance	9
Sexual Harassment Grievance	9
Health and Physical Considerations	10
Mission Statement	10
Standards of Performance: Policies and Procedures	10
Time Schedule and School Hours	10
Tardiness	11
Calling in to Teacher	11
Early Dismissal	11
Time Cards	12
Time Clock or Fingerprint Reader Procedures	12
Clocking in / out Procedures	12
Breaks / Lunch	13
Additional Instructions / Guidelines for Clocking in and out	13
Schedule Change	13
Dress Code and Appearance	14
Electronic Devices	15
Sanitation	15
Housekeeping	15
Student Health and Safety	16
Fire	16
Academic and Consumer Internal Complaints/ Chains of Command	16
Advising Procedures / Disciplinary Process	16
Expulsion	17
Intervention	17

Ethics	17
Compliance	18
Reception Desk	18
Last Clinic Appointments Taken	18
Dispensing of Equipment and Materials	18
Serving the Public	18
Student Service Protocol	18
Personal Services	18
Student Price List	18
Visitors	19
Gum Chewing	19
Telephone Calls	19
Smoking	19
Medication	19
Under the Influence	19
Weapons	19
Parking	19
Models	19
Use of School Products	20
Student Supplies and Materials	20
Equipment and Belongings	20
Extern Requirements	20
Advanced Training Classes and Salon Workshops	20
Failure to complete course at contract ending date	21
Personal Data Change	21
Non Verbal Agreements	21
Reciprocity	21
Scholarships	21
Start Dates	21
Statement of Non Discrimination	21
Disabilities and Accommodation	22
School Policy on Rehabilitation Services	22
School Policy on Sexual Harassment	22
Tuition Waivers	23
Student Services	23
Student Benefits	23
Career Advising	23
Copies, Fax, & Resume Charges	23
Dean's List	23
Drug Abuse Prevention Program	24
Drug Free Campus Policy	24
Job Placement	24
Academic Regulations	24
Attendance and Tardy Policy	24
Class Hours and Practice Hours (Applied Effort)	24
School Rules and Regulations	25
Warning Policy	25
Suspension Policy	27
Termination Policy	27
Attendance Status	27
Grading System	27
Testing Policies	28
Graduation Documentation/Awarding of Diploma	28
Application for State Board Examination	28
Pre-Application for State Board Examination	28
Satisfactory Academic Progress Policy (SAP)	29

Evaluation Periods	29
Attendance Progress Evaluations	29
Maximum Time Frame	30
Academic Progress Evaluations	30
Determination of Progress Status	30
Warning	31
Probation	31
Re-establishment of Satisfactory Academic Progress	31
Interruptions, Course Incompletes, Withdrawals	31
Appeal Procedure	31
Noncredit, Remedial Courses, Repetitions	32
Transfer Hours	32
Leave of Absence (LOA)	32
School Closure	33
Exit Procedures for Students Completing Course of Study	33
Withholding of Student Transcript/Grades/Diploma	33
Adrian's Beauty College Staff -Job Titles and Functions	34
Courses of Study	34
Cosmetologist Course	34
Educational Goals	
Curriculum	
Grading System	
Performance Objective	
Skills to Be Developed	
Attitudes and Appreciations to be developed	
Course Levels	
Methods Used to instruct Students	
Make up Exams	
Textbooks	
Graduation Documentation/Awarding of Diploma/Completion	
Licensing Requirements	
Job Opportunities	
Esthetician Course	38
Educational Goals	
Curriculum	
Grading System	
Performance Objective	
Skills to Be Developed	
Attitudes and Appreciations to be developed	
Course Levels	
Methods Used to instruct Students	
Make up Exams	
Textbooks	
Graduation Documentation/Awarding of Diploma/Completion	
Licensing Requirements	
Job Opportunities	
Manicurist Course	42
Educational Goals	
Curriculum	
Grading System	
Performance Objective	
Skills to Be Developed	
Attitudes and Appreciations to be developed	
Course Levels	
Methods Used to instruct Students	
Make up Exams	

Textbooks	
Graduation Documentation/Awarding of Diploma/Completion	
Licensing Requirements	
Job Opportunities	
Cosmetology Instructor Course	45
Educational Goals	
Curriculum	
Grading System	
Performance Objective	
Skills to Be Developed	
Attitudes and Appreciations to be developed	
Course Levels	
Methods Used to instruct Students	
Make up Exams	
Textbooks	
Graduation Documentation/Awarding of Diploma/Completion	
Licensing Requirements	
Job Opportunities	
Course Costs	47
Method of Payment	47
Non Payment of Outstanding Balances	48
Accident Insurance Policy	48
Supplemental Training	48
Institutional Refund Policy	48
Students Right to Cancel	48
Withdrawal from the program/Institutional refund policy	49
Federal Return of Title IV Funds Policy	50
Tuition and Fee Policies	51
Additional Incidental Costs for all courses	51
Tuition Fee for Re-Enrolled / Transfer Students	51
Tuition Fee for Additional Training	51
Financial Aid – Consumer Information	51
General Financial Aid Information	52
Compliance Statement	53
Financial Aid Philosophy	53
Principles	54
Financial Aid Mechanism	54
Student Eligibility Requirements	54
The US Dept. of Education Student Financial Aid Programs	54
Application Procedures and Forms	55
Unsubsidized Direct Loans & Direct Parent Plus Loans	55
Federal Supplemental Educational Opportunity Grant (SEOG)	55
Deadline	56
Disbursement	56
Determining Need	56
Definitions	56
Academic Year	56
Clock Hour	56
Dependent Student	56
Family Contribution (EFC)	56
Financial Aid Eligibility / Citizen / Eligible Non-Citizen	56
Independent Student	57
Parent(S)	57
Payment Period	57
Need	57
Recoveries	57

Refunds	57
Transfer Student	57
Verification Process	58
Who Must be Verified	58
Verification Items	58
Documents Required	59
Applicants Responsibilities	59
Consequences of Failure to Provide Documentation within the specified time period(s)	59
Tolerances	59
Notification of Results of Verification	60
Referral Procedure	60
Student’s Rights and Responsibilities	60
Student Tuition Recovery Fund (STRF)	61
“Notice Concerning Transferability of Credits and Credentials Earned at Our Institution”	62
Notification of Rights UNDER FERPA for Post-Secondary Institutions	63
Policy for Safeguarding Customer Information	65
Notice on Disclosure of Non Public Personal Information	66
How Our Students Are Doing	67
Campus Crime Security Report	67
Criminal History & Background Checks	67
Addendum #1 – Discrimination Grievance Procedure	67
Addendum #2 – Faculty List	71
Addendum #3 – Annual Campus Security Report (Campus Crime) & Violence Against Women Act (VAWA)	71
Addendum #4 – How Our Students Are Doing	74
Addendum #5 – Class Starts	75
Addendum #6 – Course Costs	76

CONSUMER INFORMATION
NOTICE OF STUDENT RIGHTS

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.
2. If the Enrollment Agreement is cancelled within the 7 days from signing the Enrollment Agreement, the school will refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or an application fee not to exceed \$250.0, if the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. 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 program. Your refund rights are described in the contract.
4. 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.
5. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: Bureau for Private Postsecondary Education 1-888-370-7589.
6. Any questions a student may have regarding this catalog that have not been satisfactorily Answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, Toll free number (888) 370-7589 or by fax (916) 263-1897.
7. "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."
8. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by Completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

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

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

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

www.bppe.ca.gov

GENERAL INFORMATION

APPROVALS

The Institution is accredited by:

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

Adrian's Beauty College of Turlock, Inc. is recognized as an eligible institution 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. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. The 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**

Adrian's Beauty College of Turlock, Inc. is 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**

BOARD OF BARBERING & COSMETOLOGY Requirements

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.

LOCATION

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 Beauty College of Turlock, Inc. is at 1340 West Main Street, Suite A, Turlock, Ca. 95380. All Class Sessions are held at 1340 West Main Street, Suite A, Turlock, CA. 95380.

The college is located on all major bus routes. Ample parking is available in the front parking lot for students, faculty and clients.

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

FACILITIES & EQUIPMENT

Adrian's Beauty College of Turlock, Inc. 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, and additional wall stations, 8 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.

ADMINISTRATION BUSINESS HOURS

ADMISSIONS/CAREER PLANNING OFFICE: Applicants may secure information on Mon-Friday. From 8:00 a.m. - 5:30 p.m.

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

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

All Administrative offices may be reached at the following:
Adrian's Beauty College of Turlock, Inc. (209) 632-2233

MEMBERSHIPS - AFFILIATIONS APPROVALS

American Association of Cosmetology Schools (AACCS)
California Department of Vocational Rehabilitation
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

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 prospective student enrolling in the Cosmetologist, Esthetician, Manicurist and Cosmetology Instructor program must:

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

Cosmetology Instructor program 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.57-58).

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

Should an enrolling student provide a foreign high school diploma, it needs to be translated into English by an outside agency who researches the information and translates the diploma and state that the education is equivalent to a U.S. high school diploma. 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 an evaluation exam, to determine the hours to be accepted for enrollment. 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 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

Program Transfer

Transfer students may receive credit from the Manicurist course or the Esthetician course towards cosmetologist. Cosmetologist hours may transfer into the Manicurist course or the Esthetician course. No credit/hours are transferable from Manicurist course toward the Esthetician course or vice versa. A fee of \$500.00 must accompany the change request.

To Another Beauty College

You would need to request to be officially withdrawn from the College in which a withdrawal calculation will be done along with "Return of Title IV Funds" if you are a student receiving financial aid. Have an exit interview. 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.

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

"The transferability of credits you earn at Adrian's Beauty College is at the complete discretion of an institution to which you may seek to transfer. If the hours, proof of training and/or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Adrian's Beauty College to determine if your hours, proof or training and/or diploma will transfer" Ed. Code 94909(15)

From Another Beauty College

A student, who wants to transfer from another college or wants the College to accept hours from a previous enrollment at another Beauty College, must follow all procedures:

1. An application must be completed, an intake interview, and provide the college with their original proof of training from the previous College. No hours can be accepted for enrollment without the original proof of training document.
2. A \$500 fee will be paid by the student for an evaluation exam, to determine the hours to be accepted for enrollment. This Fee is non-refundable and must be paid prior to scheduling unless other payment arrangements have been made.
3. Exam results, and the educator's recommendation will be reviewed by the Director and Associate Director to make a determination of hours accepted. .
4. Prior hours accepted by the College for a student may vary from program to program.
5. The decision for the applicant acceptance and hours determined to be accepted for enrollment and placement level of program, made by the school will be reviewed in person by the Associate Director and the potential student.
6. Students accepted for admission from another Beauty college must make an appointment with the business office and /or financial aid office to discuss financial arrangements to complete their program.

From Another College

Credits or attendance at another college that do not provide a California State Board of Barbering and Cosmetology proof of training would not be applicable to this Institution

Adrian's Beauty College will 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. has not entered into any articulation or transfer agreement with any other college.

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

1. High School Diploma, or
2. High School Equivalency Certificate, GED or
3. State certification of home-school secondary completion, 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 Admissions 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 by reviewing the catalog along with 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.

ADMISSIONS/CAREER PLANNING OFFICE

The career planning office is located at the facility.

RESOURCES

Other available services (career counseling, childcare resource information, etc.) are available upon request in the admissions office. The institution does not have any dormitory facilities under its control. We do not provide any assistance in finding housing. Housing is available nearby.

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 school's computers.

CALENDAR / HOLIDAYS

The college is a year round school, with open enrollment and open exit. The class start dates are: Tuesdays at Adrian's Beauty College of Turlock, Inc. Any class may be cancelled at any time at the discretion of the Director.

The college is closed on Sundays at Adrian's Beauty College of Turlock, Inc. The following holidays are observed by the college:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day

- Christmas Day

Depending upon the day of the week the holiday falls on, additional days may be included as holidays. The school closes a week after December 25th and for two weeks in the summer. The school reserves the right to close additional days for Instructor/ Staff in service or training. Please refer to the 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 various 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 Beauty College of Turlock, Inc. 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. The college will maintain records as available until June 30 of the year that a student attended. After June 30th each year, all records will be archived. For the records to be removed or researched from storage, a \$75 archive fee is to be paid prior to removing from archives.

The 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.

(4) Financial Aid records

After five years, records are destroyed except for Student ledger, enrollment agreement, transcripts, and/or proof of training.

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 campus, 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

Adrian's Beauty College of Turlock, Inc.
Title IX Coordinator
1340 W. Main St. Suite A.
Turlock, CA 95380
209-632-2233
turlockcareeradvisors@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 campus 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:

Adrian's Beauty College of Turlock, Inc.
Title IX Coordinator
1340 W. Main St. Suite A
Turlock, CA 95380
209-632-2233
turlockcareeradvisors@adrians.edu

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

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.

MISSION STATEMENT

The college provides 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 Standards 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:

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. 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 Beauty College Basics, Intermediate and Advanced and/or a minimum of 900 clock hours. 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 an addendum to your contract will be executed with the college. A fee of \$25.00 will be assessed for all contract changes.
- 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 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 an absence 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 (2:20 P.M. for full-time students).

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 provided by their supervising instructor. 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 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 you 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 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 on the student salon, 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 of 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 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.

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 may result in loss of all credit accumulated for that week/weeks.

SCHEDULE CHANGE

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

You must file an application for a schedule change which is available in the registrar's 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.

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

DRESS CODE AND APPEARANCE

All students are required to arrive at school each day meeting the dress code in its entirety. The personal appearance of our students reflects our school image and visually states what the school represents. This means that when you as a 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 Beauty College logo
- Clothing must be professional, clean, and free of rips, holes or stains.
- Adrian's Beauty College 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 fingertip length
- Dresses, Skirts that fall below the fingertips

Acceptable professional dress code while on the Student Salon/Clinic

- Must wear black or white, in any combination
- Prints in black and white only are acceptable
- Adrian's Beauty College 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
- Esthetician 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 fingertip 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 Beauty College 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

With the ever changing world of technology we embrace the educational opportunities they provide for classroom instruction. We encourage students to bring their own electronic devices which includes but not limited to, smart phones, tablets and lap tops. These electronic devices will assist the student with their learning.

Since the device is the student's personal property to keep it secure, It will rest solely on the individual owner. The school is not liable for any electronic device that is lost, stolen or damaged while on school grounds.

Students agree to the following as it is a privilege to use electronic devices for learning while in school:

- *It must be in silent mode while on school grounds
- *It may not be used for non-instructional purposes
- *It is the student's responsibility to keep their device safe as the school is not responsible for lost, stolen or damaged electronic devices.
- *The student will only access files on the internet or computer that is relevant to classroom Curriculum.
- *The student must observe the Educators request to turn off the device or close the screen.
- *Social media such as Twitter, Facebook, Pinterest, Instagram, Snapchat, etc. should be used for Educational purposes.
- *There is no personal printing from the device available at the school.

All electronic devices being used are at the direction of their supervising instructor and are allowed to confiscate a device if it is not being used properly. Students needing to use their phones for personal reasons need to do so on their break times and lunch outside the building, in the back area or where designated.

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 and scrap materials etc. in these receptacles.
- E. Be health, safety, and fire prevention conscious.
Rigid adherence to the rules of sanitation, disinfection 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 administrative 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 Beauty College 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 academic progress, grades, or displays a behavior that is not conducive to the philosophy of the Adrian's Beauty College 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 school's 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.

STUDENT 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 work 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.

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.

VISITORS

All visitors must remain in the college waiting area. No visitors are permitted in the classroom or on the clinic floor or break area.

GUM CHEWING

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.

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 if it is deemed to be an emergency call will a message be taken or delivered to the student. An emergency is defined as but not limited to: 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 or lunch outside the building, in the back area or where designated.

SMOKING

No smoking is allowed in the school. Smoking is only allowed at least 20 feet from any entry door or any entry door or adjacent businesses. A student must be clocked out when taking a smoking break.

MEDICATION

All students must inform the Registrar's 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.

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 speed limit in the parking lot is 3 mph.

MODELS

At times, the student will be asked to provide a model to perform services. 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.

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

Adrian's Beauty College is not responsible for lost, damaged or stolen property. Each student is responsible for their personal belongings and materials. A student has access to a locker and the use of a trolley in which should be used to keep all valuables locked up when not in use. All bottles and containers must be labeled to identify contents. Trolleys and 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.

EXTERN REQUIREMENTS

*At this time the college does not 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. Students on the Student Salon are given priority.
 - C. Students must be making satisfactory academic progress.

- D. Students that have met all of the above criteria will be selected according the best attendance in the previous evaluation period.

FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE

Should a student fail to complete the minimum number of hours and/or operations by the contract ending date, all student training may be stopped until additional money for training has been paid to the college or payment arrangements are made. The amount charged for additional training for the Cosmetologist program is \$9.00 per hour, for Esthetician program is \$13.50 per hour, for Manicurist program is \$8.75 per hour, Cosmetology Instructor program is \$13.75 per hour. Please refer to your contract.

PERSONAL DATA CHANGE

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

NO VERBAL AGREEMENTS

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

RECIPROCITY

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

SCHOLARSHIPS

Scholarships may be offered periodically. Scholarships offered are for a specific period 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.

START DATES

All class start dates are listed on Addendum #5

STATEMENT OF NON DISCRIMINATION

Adrian's Beauty College does 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:

Adrian's Beauty College
Title IX Coordinator
1340 W. Main St. Suite A
Turlock, CA 95380
209-632-2233

turlockcareeradvisors@adrians.edu

Disabilities and Accommodation

Adrian's Beauty College is committed that no qualified handicapped person, by reason of his or her handicap, will be excluded from enrolling in a course of instruction or be subjected to discrimination based upon disability. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. However, all prospective students must meet standard admission requirements.

Adrian's Beauty College does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise an Admissions representative/Registrar prior to class start and must submit a written request for specific accommodations(s). The written request must include documentation of the student's official assessment (for example, and Individual Education Program (IEP) from the student's high school) and outline the specific accommodations(s) requested.

Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the Director at any time; however, all requests should be made at least four weeks in advance of the date needed. Accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the Director and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student's program and/or within two weeks of the official request for currently enrolled students.

Students requesting reconsideration of the decision regarding the request should contact the Director within one week of the date of the response. The student must provide a statement of why and how he or she believes the response should be modified.

Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

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 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.

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 Pivot Point 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 evaluation period. 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 / Assoc. Director
Curriculum	Assoc. Director
Personal Finances	Financial Aid Department
Student ideas to improve college	Teacher/Career Advisor/Assoc. Director/Director

COPIES, FAX & RESUME CHARGES

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

DEAN'S LIST

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

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and teachers. Any individual associated with Adrian's Beauty College 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 you 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.

WARNING POLICY:

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

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.

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.

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.

Note: Attendance is evaluated on both an 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.

TESTING POLICIES

- I. 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.
- II. 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.
- III. 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.
- IV. 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.
- V. *No electronic dictionaries will be allowed in class during any test.*

GRADUATION DOCUMENTATION/AWARDING OF DIPLOMA

The student will awarded a Diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments with an overall GPA of 70%; passed a final comprehensive written and practical examination with a 75%; and attendance overall average of 67%; completed the program of study according to all of the State requirements; completed all exit paperwork; attended an exit interview, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school.

APPLICATION FOR STATE BOARD EXAMINATION

After graduation, you may apply to the Board of Barbering and Cosmetology for the licensing examination. The fee to take the State Board examination is as follows: \$125 for Cosmetology exam, \$115 for Esthetics exam and \$110 for Manicuring exam, to be paid by the student. You must pass the practical exam and written exam with a 75% to get your license. The testing facilities for the examination are located in Fairfield and in Glendale. You may bring your own kit or rent a kit from an outside company for an additional cost as it is required to take the exam. Exam fees are subject to change by The California State Board of Barbering and Cosmetology 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
- 240 hours for Manicuring

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP):

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 Academic Progress (SAP).

Evaluation Periods

Cosmetologist	15 weeks, 30 weeks, and 45 weeks (scheduled attendance weeks)
Esthetician	10 weeks, 20 weeks (scheduled attendance weeks)
Manicurist	6 weeks, 12 weeks (scheduled attendance weeks)
Cosmetology Instructor	10 weeks, 20 weeks (schedule attendance weeks)

*Transfer/re-enrolled students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course and/or program. All evaluations must be completed within seven (7) School Business Days following the established evaluation periods.

Attendance Progress Evaluations – Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Note: Attendance is evaluated on both an evaluation period and a cumulative basis. At each evaluation point, the attendance from this evaluation will be added to the attendance from the

preceding evaluations to determine whether the student will complete the course within the maximum time frame established in this policy.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetologist (Full time, 30 hrs/wk) - 1600 Hours	80 Weeks	2400
Cosmetologist (Part time, 20 hrs/wk) - 1600 Hours	120 Weeks	2400
Esthetician (Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
Esthetician (Part time, 20 hrs/wk) - 600 Hours	45 Weeks	900
Cosmetology Instructor (Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
Cosmetology Instructor (Part time, 20 hrs/wk)-600 Hours	45 Weeks	900
Manicurist (Full time, 30 hrs/wk) - 400 Hours	20 Weeks	600
Manicurist (Part time, 20 hrs/wk) - 400 Hours	30 Weeks	600

The maximum time allowed for transfer/re-enrolled students who need less than the full course requirements or part time students will be determined based on 67% of the schedule contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

Academic Progress Evaluations – The qualitative element used to determine academic progress is a based on theory and practical assignments. Academic learning is evaluated at the completion of each phase/segment of the course. Students must maintain a cumulative Grade Point Average of 70% in order to be considered making Satisfactory Academic Progress (SAP). The Academic Progress evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met. Academic Progress is determined by an average (cumulative) of the student's (theory) work 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, practical operations and other required course work, such as workbooks or assigned independent study.
- B. The grading system detailed below is the system utilized by the college.

Grading Symbol	Quality of Points	Academic Average	
A	Excellent	90-100%	
B	Very Good	80-89%	
C	Satisfactory	70-79%	
D	Unsatisfactory	60-69%	
F	Unsatisfactory	59 and Below	

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next schedule evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title

IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance of 67% and academic requirements (GPA of 70%) by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

Appeal Procedure

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

satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program will be 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 scheduled contracted hours at the institution.

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.

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. All requests for leaves of absences must be submitted in advance in writing, include the reason for the student's request and include the student's signature. There must be a reasonable expectation that the student will return from the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. 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. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.
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. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
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 1st 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. *The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties*

10. Failure to return from the expiration of the Leave of Absence will result in a student being terminated immediately from the college. This will be considered to be the student's withdrawal determination date. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund it is always the student's last day of attendance.
11. A leave of absence extension may be requested prior to the end of the original leave of absence return date.
12. Students who do not return from a Leave of Absence need to know that 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 contacting the school or on 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 a graduation participation form. 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. Have made satisfactory arrangements for payment of all debts, including overtime with the college.
3. The required clock hours have been completed.
4. The student has an overall attendance average of 67%, an academic average of 70%, a total GPA of 70%.
5. 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 financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. 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 all have been Completed
4. Academic Average of 70% GPA
5. Completion of all State requirements
6. Financial obligations have been met or have made satisfactory arrangements for payment.
7. Passed Schools mock state board written and practical with a grade of 75%.

Adrian's Beauty College STAFF AND JOB TITLES AND FUNCTIONS

Please see Addendum #2

COURSES OF STUDY

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

COSMETOLOGIST COURSE: (1600 CLOCK HOURS)

Educational Goals:

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

Curriculum for Cosmetologist Course - 1600 Clock Hours (54 weeks)

The curriculum for students enrolled in a Cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained. See "Applied Effort".

Grading System

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

Such technical instruction and practical operations shall include:

SUBJECT	Minimum Hours of Technical	Practical Operations (hours)	Practical Operation (Actual Operations -Not Hours)

<p>* 1100 Hours of Technical Instruction and Practical in Hair Dressing 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> <p>1. Hairstyling; 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	450	240
<p>2. Permanent Waving and Chemical Straightening 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	205	105
<p>3. Hair Coloring and Bleaching 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	140	50
<p>4. Haircutting 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	120	80
<p>*200 Hours of Technical Instruction 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>5. Laws and Regulations 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>6. Health and Safety Considerations 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>7.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 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	80		
<p>8.Anatomy and Physiology Shall include, but is not limited to the following issues: Human Anatomy, Human Physiology</p>	15			
<p>9.Communication skills that include professional ethics, resume, job seeking skills, salesmanship, decorum, record keeping, and client service records.</p>	20			
<p>*200 Hours of Technical Instruction and Practical Training in Esthetics 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>10.Manual, Electrical and Chemical Facials 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	80	40	
<p>11.Eyebrow Beautification and Make-up 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	70	30	
<p>*100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring 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>12.Manicuring and Pedicuring 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	25	

13.Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	40	120
<u>TOTAL HOURS 1600</u>	<u>390</u>	<u>1210</u>	<u>690</u>

Cosmetologist Performance Objective

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

Skills to be developed

- 1) Learn the proper use of implements relative to all cosmetology services.
- 2) Acquire knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
- 3) Will learn the procedures and terminology used in all cosmetology services.
- 4) Will learn the application of daytime and evening make-up including the application of false strip eyelashes.
- 5) Will learn the proper procedure of manicuring to include water and oil manicure and 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) Possess a positive attitude towards the public and fellow workers.
- 3) Have improved personality towards patrons and colleagues.

Course Levels (as of 7/18/2017)

Phase I-Foundation	10 weeks/300 hours Basics and fundamentals of hair styling, facials, & nails
Phase II	12 weeks/360 hours Intermediate training in Hair Design, Women's & Men's sculpting, texture, Long Hair Design, Salon Success and Hair color
Phase III	4 weeks/120 hours Advanced Techniques in Hair Design, Women's & Men's Sculpting, Texture, Long Hair Design, Salon Success and Hair color
Student Salon/Rehearsal	25 weeks/ 730 hours Clinic client work on skills from prior classes board Classes
State Board Preparation	3 weeks/ 90 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.

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 DOCUMENTATION/AWARDING OF DIPLOMA/COMPLETION

The student will awarded a Diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments with an overall GPA of 70%; passed a final comprehensive written and practical examination with a 75%; and attendance overall average of 67%; completed the program of study according to all of the State requirements; completed all exit paperwork; attended an exit interview, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology course described above and passed the Cosmetology Board Exam. The State of California will check for any felonious convictions and should there be any found on the student applican0t, 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.

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

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

Educational Goals:

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

Curriculum for Esthetician Course 600 Clock Hours

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

Grading System

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

Such technical instruction and practical operations shall include:

SUBJECT	Minimum Hours Technical Instruction	Practical Operations (Hours)	Minimum Practical Operations (Actual Operations not hours)
*600 hours of Technical Instruction			
(200 hours required) 1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10		
2. Chemistry (pertaining to the practices of an esthetician (chemical composition and purpose of cosmetic and care preparation. Shall also include the elementary chemical make-up,	15		
3. Health and Safety/Hazardous Substances (training in chemicals and health establishments; material safety data sheets; products, tools, and equipment - use and safety ; protection from hazardous chemicals and preventing chemical injuries; health and safety laws; and agencies ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B)	40		
4. Electricity The nature of electric current, principles of operating electrical equipment.) operating electrical devices, and the various safety precautions used when operating electrical devices	10		
5. Disinfections and sanitation (procedures to protect the health, infection control and	10		10

safety of the consumer as well as the technician. The ten required operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979& 980. Disinfections should be emphasized throughout the entire period and must be performed before use of all instruments and equipment).		80	
6.Bacteriology, Chemistry, anatomy, physiology, skin analysis and conditions	15		
7. Communication skills that include professional ethics, resume, job seeking skills, salesmanship, decorum, record keeping, and client service records.	20		
(350 hours required) 8.Facials – Principles and techniques of skin care and cosmetics (A) Manual (product knowledge – use and safety, skin analysis, cleansing, scientific manipulations packs and masks). (B) Electrical (equipment, use and safety of electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes; however, machines capable of Producing electric current shall not be used to stimulate so as to contract the muscles of the body or face. (C) Chemicals (product knowledge – use and safety, chemical skin peels, packs, masks, and scrubs. Training shall emphasize That only the non-living, uppermost layers of facial skin known as the epidermis may be Removed and only for the purpose of beautification All practical operations must be performed in accordance with section 992 regarding skin peeling.) (D) Preparation-Client Consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post care spa skills	20 30 20 15	265	40 60 40
(50 hours required) 8.Eyebrow Arching and Hair Removal (use and safety of wax, tweezers, manual or electrical and depilatories for the removal of Superfluous hair.) (A) Tweezers (B) Wax and Depilatories	25	3	10 40
9.Make-up (product knowledge – use and safety, skin analysis, complete and corrective make-up and application of false eyelashes.	20	2	40
TOTALS	250	350	240

Esthetician Performance Objective

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

4) Acquire business management techniques common to esthetics.

Skills to be developed

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

Attitudes and Appreciations to be developed

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

Course Levels

Adrian's I	2 weeks	Basics and fundamentals of facials and makeup
Clinic	17 + weeks	Clinic client work on skills from prior classes
Board Prep	1 week	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.

GRADUATION DOCUMENTATION/AWARDING OF DIPLOMA/COMPLETION

The student will awarded a Diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments with an overall GPA of 70%; passed a final comprehensive written and practical examination with a 75%; and attendance overall average of 67%; completed the program of study according to all of the State requirements; completed all exit paperwork; attended an exit interview, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school.

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

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

Job Opportunities

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

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

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

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

Educational Goals:

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

Curriculum for Manicurist 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.

SUBJECT	Minimum Hours of Technical Instruction	Practical Operations (Hours)	Minimum Practical Operations (Actual Operations- Not Hours)
*400 hours of Technical Instruction			
(100 hours required) 1. The Barbering and Cosmetology Act and the Board's Rules and regulations.	10		
2.Cosmetology Chemistry <i>Related to manicuring practices (chemical composition and purpose of nail skin care preparations.</i>	10		
3.Health and Safety/Hazardous Substances <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		
4. Disinfections and Sanitation <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	35	10
5.Bacteriology, Chemistry, anatomy, and physiology.	10		
6.Communication skills that include professional ethics, resume, job seeking skills, salesmanship, decorum, record keeping, and client service records.	10		
(300 hours required) 7.Water and Oil Manicures <i>Including hand and arm massage, product knowledge – use and safety Principles and techniques of manicures</i>	15	40	40
8.Complete pedicure <i>Including foot and ankle massage, product knowledge - use and safety. Principles and techniques of pedicures.</i>	10	20	20
9. Application of Artificial Nails – principles and techniques of artificial nail applications. a) Acrylic: liquid and powder brush-ons. b) Nail Tips c) Nail Wraps and Repairs	15 15 5	180	80 60 40
TOTALS	125	275	250

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

Manicurist Performance Objective

- 1) Acquire knowledge of laws and rules regulating California cosmetology establishing practices.
- 2) Understand sterilization procedures.
- 3) Acquire knowledge of general theory relative to manicuring including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- 4) Acquire business management techniques common to 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) Possess a positive attitude towards the public and fellow workers.
- 3) Appreciate honesty and integrity.
- 4) Have improved personality in dealing with patrons and colleagues.

Course Levels

Adrian's I	2 weeks	Basics and fundamentals of all Nail applications
Clinic	10 + weeks	Clinic client work on skills from prior classes
Or Rehearsal		
Board Prep	1 week	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.

GRADUATION DOCUMENTATION/AWARDING OF DIPLOMA/COMPLETION

The student will awarded a Diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments with an overall GPA of 70%; passed a final comprehensive written and practical examination with a 75%; and attendance overall average of 67%; completed the program of study according to all of the State requirements; completed all exit paperwork; attended an exit interview, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school.

Licensing Requirements

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

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

Job Opportunities

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

Cosmetology Instructor COURSE: 600 CLOCK HOURS (20 WEEKS) (SOC# 25-3099.00 CIP # 12.0413)

The course of study for students enrolled in a Cosmetology Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of student instruction and supervision. Credit is given only if applied effort is maintained. See "Applied Effort."

Educational Goals:

Curriculum for Cosmetology Instructor Course - 600 Clock Hours

The curriculum for students enrolled in a 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 Cosmetology Instructor program.

Grading System

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

Curriculum for Cosmetology Instructor Course- 600 Hours

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

Such technical instruction and practical operation shall include:

SUBJECT	Minimum Hours of Technical Instruction	Practical operations (Hours)	Minimum Practical Operations
*600 hours of Technical Instruction			
(100 hours required) 1.STATE LAW A. Cosmetology Act, including licensing, certification and registration requirements B. Rules and regulations	5 5		
(500 hours required) 2. PREPARATORY INSTRUCTION A. Teaching techniques & methodology B. Organizational Techniques C. Lesson plan development, development and use of teaching aids, student motivation & learning, presentation techniques 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 E. Administrative responsibilities: records management, organizational and regulatory requirements, professional ethics, professional boundaries, effective communication, human relations, F. Career and employment information, compensation and payroll deductions G. Fundamentals of business management	40 30 30 10 10 10 10	100	50 30 20
3. CONDUCTING CLASSROOM A. Technical instruction B. Demonstrations	140		
4. CLASSROOM A. Live demonstrations	100		
5. SUPERVISING A. Students with clients B. Students with manikin	100	10	10
TOTALS	490	110	110

Cosmetology Instructor 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) Possess 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	2 weeks	Basics and fundamentals of teaching
Intern	17 + weeks	Student supervision
Adrian's II	1 week	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.

Textbooks:

Milady Master Educator textbook, workbook and study guide.

GRADUATION DOCUMENTATION/AWARDING OF DIPLOMA/COMPLETION

The student will awarded a Diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments with an overall GPA of 70%; passed a final comprehensive written and practical examination with a 75%; and attendance overall average of 67%; completed the program of study according to all of the State requirements; completed all exit paperwork; attended an exit interview, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school.

Licensing Requirements

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

Job Opportunities

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

COURSE COSTS

A SUPPLEMENTAL HANDOUT WILL BE PROVIDED TO EACH STUDENT.
Addendum Adrian's Beauty College of Turlock, Inc.

ADRIAN'S BEAUTY COLLEGE OF TURLOCK, INC. 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), 3rd 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.

INSTITUTIONAL REFUND POLICY

The REFUND POLICY can also be found within the Enrollment Agreement. *All Enrolled Students* will receive a copy of the Enrollment Agreement.

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

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.
2. If the Enrollment Agreement is cancelled within the 7 days from signing the Enrollment Agreement, the school will refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or an application fee not to exceed \$250.00, if the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. 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 program.
4. Cancellation may occur when the student provides a written notice of cancellation at the following address: Adrian's Beauty College, 1340 W. Main St., Suite A, Turlock, Ca. 95380. This can be done by mail or by hand delivery.
5. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

6. 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.
7. 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.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephone or by not coming to class.

WITHDRAWAL FROM THE PROGRAM/INSTITUTIONAL REFUND POLICY

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less an application fee or deposit not to exceed \$250.00, and less any deduction for books and equipment that the student has received and signed for. 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 and Kit 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 student has failed to attend class for fourteen (14) calendar days without any contact from the student
- 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.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the enrollment agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Program	Total Tuition School Shall Retain
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01% and over	100%

The amount owed equals the daily charge for the program (total institutional charge, minus non refundable fees, divided by the number of hours in the program) multiplied by the number of hours the student was scheduled to attend, prior to withdrawal.

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

The school will issue an Official Transcript of Hours to students 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.

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

The law requires that when you withdraw during a payment period, the amount of SFA program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: a. You notify the school of your withdrawal or the actual date of withdrawal; b. the School terminates your enrollment; c. You fail to attend classes for 14 days without any contact with the school; d. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

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 total hours in the payment period.

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.

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 is scheduled to complete 225 hours out of the 450 hours in the payment period. In this scenario, the school will divide 225 clock hours scheduled to complete by 450 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. Samples

of Refunds based on the College's Refund Policy and the return to Title IV Policy are available upon request by contacting the Financial Aid office during regular business hours.

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 10th, as of April 10th, the student has 48 clock hours remaining to complete the course hours. The student would then have additional training charges (48 hours x cost per course hours) payable to the school before graduation. The college will endeavor to assist the student to complete their program, but the responsibility remains entirely with the student. As a courtesy at each evaluation period, the school will compute student's overtime. 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, 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 Financial Aid Officers/Aids are available to assist you in obtaining the financial assistance required to meet your educational needs. You may apply for financial aid by contacting the Financial

Aid office to discuss the process and time lines to apply for aid and completing the Free Application for Federal Student Aid (FAFSA).

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

When to apply: you should apply for financial aid as soon as you decide to enroll at Adrian's Beauty College. Your Financial Aid Officer/Aid will assist you with the forms needed to begin the application process. You should have a complete financial aid file to ensure timely receipt of financial aid funds. A complete financial aid file consists of Adrian's Beauty College 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 online at <https://fafsa.ed.gov>. Prior to applying you must establish a FSA ID by going onto the website; studentaid.ed.gov. If you are considered to be a dependent student the Parent must also establish an FSA Id. If you need assistance with either of the above items please make an appointment with the Financial Aid office.

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 given 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 30 calendar days to complete process. If you cannot complete the process within 30 days funds will not be disbursed. In order to receive unsubsidized or subsidized PLUS loan funds you must complete an online Master Promissory Note and entrance counseling at studentloans.gov.

Funds are then distributed by the Administrative office you will be given 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

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: FAFSA deadline for the academic year is June 30th of each year.

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

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

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

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

DETERMINING NEED

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

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 / Eligible 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, Adrian's Beauty College may charge a reasonable fee, not to exceed \$25.00 for preparation of academic and financial documentation requested by the student.

TRANSFER STUDENT

A student who attended a post-secondary institution prior to the enrollment at Adrian's Beauty College, is required to provide a Financial Aid transcript from each of the institutions attended 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 verification is completed.

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.

- o Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

The following other untaxed income and benefits:

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

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.

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.

Bureau for Private Postsecondary at this time does not require payment of STRF

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, Inc., 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 eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution (“School”)] receives a request for access. A student should submit to the registrar, dean, head of the academic 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. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

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 Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

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

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

Definitions:

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

Nonpublic personal information is information which is not publicly available on

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

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

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

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

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

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

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 2 of each year by posting throughout the college and on the colleges website.

Adrian's Beauty College of Turlock, Inc. shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

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.

=====

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

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

Signature _____ Date _____

Print name _____

HOW OUR STUDENTS ARE DOING

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

CAMPUS CRIME SECURITY REPORT

See Addendum #3

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.

CERTIFICATION STATEMENT

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

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

Patricia Cochran
President

Revised: November 13, 2017
Calendar Year: 2017/2018

Addendum #1

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 may be 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 # 2 Faculty List

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

NAME	Job Titles, Experience
Sherri Cytanovich	School Director, Financial Aid Director, Educator, Licensed Cosmetologist, 20+ years' experience
Rosemarie Silva	Associate Director, Credentialed Educator, Licensed Cosmetologist, 15+ years' experience.
Christian Nelson	Registrar, Educator, Licensed Cosmetologist, 9+ years' experience
Marla Kirby Folan	Educator, Licensed Cosmetologist, 15+ years' experience
Malinda Bond-King	Educator, Licensed Cosmetologist, 12+ years' experience
Shayla Ferreira	Educator, Licensed Cosmetologist, 11+ years' experience
Elizabeth Gonzalez	Educator, Licensed Cosmetologist, 10+ years' experience
Leslie John	Educator, Licensed Cosmetologist, 6 years' experience
Marie Martinez	Career Advisor, Licensed Cosmetologist 2 years, 2 years' experience
Sandie Wilson	Customer Service, 8 years' experience

Addendum #3

**ANNUAL CAMPUS SECURITY REPORT
FOR THE 2015/2016 CALENDAR YEAR**

This campus security report contains data for our college: Adrian's Beauty College of Turlock, Inc. Located at 1340 West Main Street, Suite A, 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.

Criminal Offenses Reported	2014		2015		2016	
	On Campu s	Public Propert y	On Camp us	Public Property	On Campu s	Public Propert y
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
Stalking	0	0	0	0	0	0
Arrests Reported	0	0	0	0	0	0
Weapons Law 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
Referred for Disciplinary Action	0	0	0	0	0	0
Weapons Law 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.

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

Adrian's Beauty College of Turlock, Inc. is committed to making your school a safe place.

Addendum # 4

How Our Students Are Doing

The document is given to prospective students during the Admissions Interview. An additional copy may be requested from the Admissions/Career Advisors office.

2017 Class Start Dates

Tuesday thru Saturday

Adrian's Beauty College of
Turlock, Inc. Campus Only

- 1/17/2017
- 1/31/2017
- 2/14/2017*
- 2/28/2017
- 3/14/2017
- 3/28/2017
- 4/11/2017*
- 4/25/2017
- 5/9/2017
- 5/23/2017
- 6/6/2017
- 6/20/2017*
- 7/18/2017**
- 8/1/2017
- 8/15/2017*
- 8/29/2017
- 9/12/2017
- 9/26/2017**
- 10/10/2017
- 10/24/2017*
- 11/7/2017
- 11/21/2017
- 12/5/2017**
- 12/19/2017
- 1/9/2018*
- 1/23/2018
- 2/6/2018
- 2/20/2018**

*Manicurist Start Dates

****Esthetician Start Dates**

FOR ALL COURSES

Scheduled start dates are
subject to change based on
availability.

Addendum # 6

Course Costs

Cosmetologist

Registration		\$ 145.00
Lab Fees		\$ 1,028.00
Books with tax		\$ 647.25
Kit with tax		\$ 2,948.01
Tuition Payment Period 1	450 hours	\$4050.00
Tuition Payment Period 2	450 hours	\$4050.00
Tuition Payment Period 3	350 hours	\$3150.00
Tuition Payment Period 4	350 hours	\$3150.00
Total Tuition		<u>\$14,400.00</u>
Estimated Total for all costs		<u>\$19,168.26</u>

Esthetician

Registration		\$ 145.00
Lab Fees		\$ 534.00
Books with tax		\$ 201.33
Kit with tax		\$1,069.13
Tuition Payment Period 1	300 hours	\$4050.00
Tuition Payment Period 2	300 hours	\$4050.00
Total Tuition		<u>\$8,100.00</u>
Estimated Total for all costs		<u>\$9,931.09</u>

Manicurist

Registration		\$ 145.00
Books with tax		\$ 126.76
Kit with tax		\$ 715.48
Total Tuition		<u>\$ 3,500.00</u>
Estimated Total for all costs		<u>\$ 4,487.24</u>

Cosmetology Instructor

Registration		\$ 145.00
Total Tuition		<u>\$ 8,250.00</u>
Estimated Total for all costs		<u>\$ 8,395.00</u>

- Schedule of Total Charges and the Total Charges for the Period of Attendance are the same.
- Method of Payment: Cash/Money Order, Check, Credit Card(4% Service Fee Added), 3rd Party Private Lending Institutions, Financial Aid (if qualified)