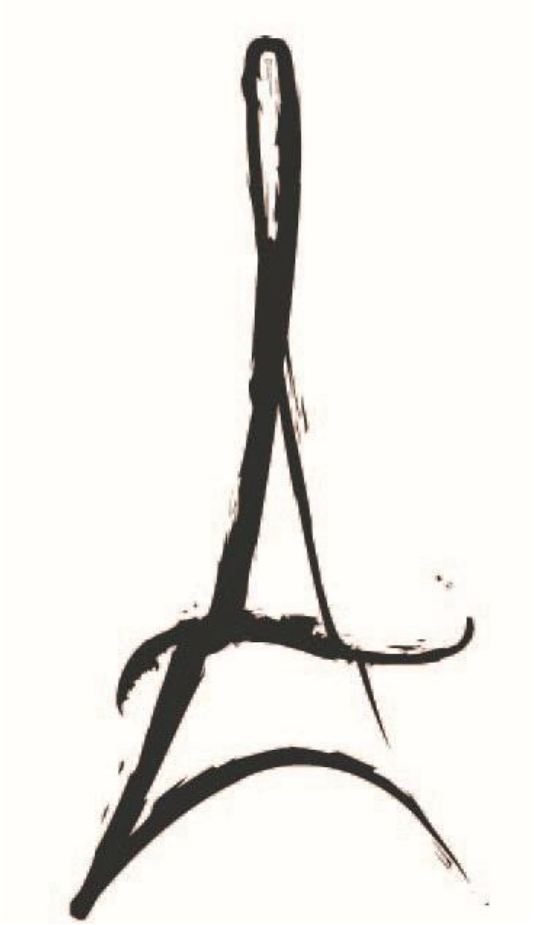

School Catalog & Consumer Guide

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

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

WEBSITE: www.adrians.edu

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School Year 2026-2027
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NOTE: Throughout this Catalog North Adrian's College of Beauty will be abbreviated to **NACOB** and Adrians Beauty College of Tracy will be abbreviated to **ABCOT**.

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Anti-Hazing Policy

NOTE: Throughout this Catalog North Adrian's College of Beauty will be abbreviated to NACOB and Adrians Beauty College of Tracy will be abbreviated to ABCOT.

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This Catalog is updated at least annually.
Prior to enrollment a student is provided with the website address that has the catalog. If a prospective student does not have Internet access a printed version will be provided upon request.

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 $250.00, 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. 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 1747 N. Market Blvd Suite 225, Sacramento, CA 95834, 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.

Bureau for Private Postsecondary Education
1747 N. Market Blvd Suite 225
Sacramento, CA 95834

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

www.bppe.ca.gov

GENERAL INFORMATION

APPROVALS

The Institutions are accredited by:

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
Current Accreditation Status: Accredited

NACOB and ABCOT (an approved branch of NACOB) are 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

NACOB and ABCOT are 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
1747 N. Market Blvd, Suite 225
Sacramento, CA 95834
Local: 916-574-8900 Toll Free: 888-370-7589
www.bppe.ca.gov

NACOB is approved for the training of veterans and eligible persons under Title 38 of the U.S. Code. As of May 2022, ABCOT is approved for the training of veterans and eligible person sunder Title 38 of the U.S. Code.

Mailing Address:
Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, Ca. 94244-2260

Physical Address:
Board of Barbering and Cosmetology
1625 N. Market Blvd Suite 202
Sacramento, CA 95834

Phone Number: 800-952-5210
Email: barbercosmo@dca.ca.gov

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370 -7589, option #5, or by visiting osar.bppe.ca.gov.

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.

LOCATIONS

NACOB is located at 124 Floyd Avenue, just off McHenry Avenue where all classroom instruction is given. NACOB was licensed by the California Board of Barbering and Cosmetology in 1968.

ABCOT, a branch campus of North Adrian's College of Beauty, is located at 3000 W. Grantline Road, Tracy, California 95304 where all classroom instruction is given, and it was opened 12/09/2008.

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

North Adrian's College of Beauty 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.

ADMINISTRATION BUSINESS HOURS

Individuals may contact the Career Advisor, Financial Aid, and Job Placement Assistance to secure more information between the following hours:

NACOB: 8:30am – 5:00pm ABCOT 9:00am – 3:30pm

All Administrative offices may be reached at the following:

North Adrian's College of Beauty	(209) 526-2040
Adrians Beauty College of Tracy	(209) 835-3550

Please contact your respective campus for more information. Financial Aid is by appointment only.

NACOB and ABCOT RESERVES THE RIGHT TO CHANGE THESE POLICIES AND PROCEDURES AT ANY TIME WITHOUT NOTICE BY POSTING SUCH CHANGES ON THE COLLEGE BULLETIN BOARD.

FACILITIES & EQUIPMENT

NACOB is located on Floyd Ave, Modesto, CA with more than 8850 square feet of floor space. The facility contains five theory classrooms (capacity 160). Each of the classrooms is equipped with flat screen TV's &DVD players in which the teachers use the online resources to supplement their classes. There is a large client clinic classroom with 48 client stations, 8 manicure stations, two efficient dispensaries, as well as three private rooms for conducting facials in a professional setting with five beds.

ABCOT is located at 3000 Grant Line Road in the Wal-Mart/Costco Shopping Center. The building has 8767 square feet of floor space, with four large classrooms and two multipurpose classrooms. There is a dispensary as well as a sufficient client clinic classroom equipped with 24 client stations, 4 manicure stations, 2 pedicure stations and 4 facial beds for waxing and facial treatments. A student break area inside as well as out, there are several rest rooms within the space that are designated for clients and for students within their study areas.

Both campuses meet or exceeds the minimum requirements of the Board of Barbering and Cosmetology to ensure the success of the student's education, training, skill, and experience to obtain employment. Each campus has a minimum of 10 Mannequins, electrical equipment for skincare and electrical facials, 1 time clock, 5 shampoo bowls, 6 dryers, 2 facial chairs, 6 manicure stations, thermal straighteners, 3 non-electric combs, 1 stove (for non-electric combs), 1 electric curling iron, 3 non-electric curling irons (at least two sizes), 1 stove (for non-electric curling irons), 15 hairstyling or barbering chairs, 1 textbook (or online access) for each approved course, Board of Barbering and Cosmetology Act, Board of Barbering and Cosmetology Rules and Regulations, a list of the text and reference materials approved by NIC, and

two approved texts other than text possessed by the student. In addition, all schools are well ventilated, have running water, has drinking water, hand washing facilities, and restrooms. All equipment is updated or maintained regularly.

CLASS SCHEDUES (updated March 13, 2025)

NACOB: Cosmetology/Barbering/Esthetics/Manicuring

30-hour Day Schedule: Tuesday thru Saturday 8:30am-3:00pm
24-hour Night Schedule: Tuesday thru Friday 5pm-9pm Saturday 8:30am-5pm*
16-hour Night Schedule Tuesday thru Friday 5pm-9pm
*Saturday attendance only after Freshman class completion for 24 hours a week schedule only

ABCOT: Cosmetology/Barbering/Manicuring/Esthetics

30-hour Day schedule**:** Tuesday thru Saturday 9am-3:30pm
***20-hour Night Schedule Tuesday thru Saturday 9am-1pm
*** These Schedules Are Not Available At This Time

Accelerated schedules are not available at this time. ABCOT has minimal hours in order to make up any overtime. Additional schedules may be added at the discretion of the School Director.

OWNERSHIP

North Adrian's College of Beauty and Adrians Beauty College of Tracy is owned by North Adrian's College of Beauty, Inc. North Adrian's College of Beauty, Inc. is owned by Pat Cochran.

MEMBERSHIPS - AFFILIATIONS APPROVALS

American Association of Cosmetology Schools (AACS)
California Department of Vocational Rehabilitation
National Accrediting Commission of Career Arts and Sciences
Stanislaus County Department of Education
U.S. Department of Education, Division of Eligibility

ADMISSIONS POLICY

All courses are taught in English. We do not provide English as a Second Language (ESL) courses. The level of English proficiency is that equal to a U.S. high school diploma. To demonstrate proficiently of the English language, students must provide proof of secondary education such as a high school diploma, high school equivalency, General Educational Development (GED) certificate, and official transcript showing secondary school completion, or a state certification of home school completion.

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 Cosmetology, Barbering, Esthetics, Manicuring, Barber Crossover, and Teacher Training program must:

- Complete a personal interview with a Career Advisor
- 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, a state certification of home-school completion, College transcripts showing completion of an Associate's Degree, successfully evaluated foreign diploma. A foreign high school diploma must also be translated into English by an outside agency that is qualified to translate documents into English.
- Government Issued Identification Card (State Identification Card, Driver's License, Passport, etc.)
- Valid Social Security Card
- The institution only accepts students from other countries if they are eligible non-citizens.
    - 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:
    - Refugee
    - Asylum Granted
    - Indefinite parole and/or Humanitarian Parole
    - Cuban - Haitian entrant, status pending
    - Conditional Entrant (valid only if issued before April 1980)
    - An approval form I-797
    - I-688 with valid expiration date.
- The institution does not grant credit for experiential learning.
- The institution does not help with visa services and cannot vouch for student status.
- Should a student provide a foreign high school diploma, to be accepted it must be evaluated by an outside agency that is qualified to confirm the academic equivalence to a U.S. High School Diploma. A foreign high school diploma must also be translated into English by an outside agency that is qualified to translate documents into English. This outside documentation is at the expense of the student. An exception is made for Refugees, Asylees & Trafficking Victims if you cannot obtain your secondary school documentation or additional information to have translated, you can self-certify With a form and any and all documentation showing entry-status and proof of attempt to obtain records from your home country. The institution can assist you with help however this is your responsibility.
- We do not accept the Ability to Benefit (ATB) Test
- Students who do not possess a high school diploma that is equivalent to a U.S. High School Diploma or GED will not be accepted for enrollment.
- 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:

1. A current admissions application must be completed 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 with approval may be added to the students account. This fee can be waived under certain circumstances at the discretion of the School Director.
3. Student letter, exam results, and the educator's recommendation will be reviewed 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.
8. Students who are approved to re-enter the program within 180 days of their last date of attendance must comply with the following requirements:
    a. Students will resume in the same status as when they left.
    b. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid
    c. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course
    d. Pay the $500 00 re-entry fee (can be waived per directors' approval)
    e. Students who are Student Tuition Recovery Fund (STRF) eligible (refer to STRF eligibility guidelines) will be assessed a prorated STRF fee

TRANSFERS

Program Transfer

Transfer students may receive credit from the Manicuring course or the Esthetics course towards Cosmetology/Barbering. Cosmetology hours may transfer into the Manicuring course or the Esthetics course. No credit/hours are transferable from the Manicuring course toward the Esthetics course or vice versa. A fee of $500.00 must accompany the change request. This fee can be waived under certain circumstances at the discretion of the School Director.

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. Students who are terminated or withdraw from their program of study are only

entitled to an Official or Non-Official Transcript showing test scores, requirements, and actual hours completed. A California Board of Barbering and Cosmetology Proof of Training document will not be provided to terminated or withdrawn students. The college will only accept cash, cashier's check or money order for the balance.

Main Campus/Branch Campus Transfer (Current Students Only)

To request a transfer from the Main Campus to the Branch Campus or Branch Campus to Main Campus, a request must be completed in writing. An informal withdraw will be completed. Your balance will then transfer to your new Enrollment Agreement. An Official Academic Transcript with completed hours, test scores, and state requirements must be provided. A fee of $500.00 must accompany the transfer request. There is no loss of hours or credit achieved. This fee can be waived under certain circumstances at the discretion of the School Director. This fee may be added to the students account with written approval.

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. The school must have an Official Academic Transcript with completed hours, test scores, and state requirements in their possession before a transfer appointment will be scheduled.

1. An application must be completed, an intake interview, and provide the college with their Official Academic Transcript with completed hours, test scores, and state requirements from the previous College. No hours can be accepted for enrollment without these documents.
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. This fee can be waived under certain circumstances at the discretion of the School Director.
3. Exam results and the educator's recommendation will be reviewed by the Director or 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 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. A re-entry student resumes to the same Satisfactory Academic Progress status as when he/she left the school.

From Another College

Credits or attendance at another college that do not provide an Official Academic Transcript with completed hours, test scores, and state requirements would not be applicable to this Institution.

From Another State

Students who transfer hours from another state must have their Official Transcript reviewed by that Board of Barbering and Cosmetology prior to scheduling an appointment with a Career Advisor.

NOTICE CONCERNING TRANSFERABLILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
"The transferability of credits you earn at NACOB and ABCOT at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NACOB and ABCOT to determine if your certificate will transfer." Ed. Code 94909 (15)

North Adrian's College of Beauty and Adrians Beauty College of Tracy has not entered into any articulation or transfer agreement with any other college.

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

- Provide proof of secondary education such as a high school diploma, a high school equivalency GED certificate, an official transcript showing secondary school completion, a state certification of home-school completion, College transcripts showing completion of an Associate's Degree, successfully evaluated foreign diploma.
- Government Issued Identification Card (State Identification Card, Driver's License, Passport, etc.) (we will accept a receipt until you receive the physical card)
- Valid Social Security Card (we will accept a receipt until you receive the physical card)
- The institution only accepts students from other countries if they are eligible non-citizens.
    - 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:
    - Refugee
    - Asylum Granted
    - Indefinite parole and/or Humanitarian Parole
    - Cuban - Haitian entrant, status pending
    - Conditional Entrant (valid only if issued before April 1980)
    - An approval form I-797
    - I-688 with valid expiration date.
- Should a student provide a foreign high school diploma, to be accepted it must be evaluated by an outside agency that is qualified to confirm the academic equivalence to a U.S. High School Diploma. A foreign high school diploma must also be translated into English by an outside agency that is qualified to translate documents into English. This outside documentation is at the expense of the student.
- Students who do not possess a high school diploma that is equivalent to a U.S. High School Diploma or GED will not be accepted for enrollment.
- We do not accept the Ability to Benefit (ATB) Test

CRIMINAL BACKGROUND CHECK
The California Board of Barbering and Cosmetology performs random background checks for its applicants during the application process. Students who have been convicted of a felony or misdemeanor are highly encouraged to submit a Pre-Approval Application for Criminal Pleas/Convictions to the Board of Barbering and Cosmetology prior to enrolling into our college. There is no fee due for this application.

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.

ORIENTATION

The orientation at the College is mandatory that you attend, and you cannot start school until you have attended the orientation. Orientation is 1-3 hours and is held prior to or on 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 ADVISORS OFFICE

The career advisor's office is located at the facility.

Employment & Liability Disclaimer (Updated April 8, 2024)

It is a violation of section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative Code for a student enrolled at North Adrian's College of Beauty and Adrian Beauty College of Tracy to charge a fee or receive a commission for performing a service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

RESOURCES

Referrals are available for services including mental health, child care, physical health, etc. 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 within 2 miles of the college. The cost of housing ranges from $1,900 to $2,500 per month.

The Institution has a small library, and Internet access. Students have an abundance of knowledge available via the internet. They must see their supervising instructor to check out one of the magazines, design books, or use a computer.

CALENDAR / HOLIDAYS

The college is a year-round school, with open enrollment and open exit. The class start dates are ever Monday or Tuesday at NACOB and every Tuesday at ABCOT. Any class may be cancelled at any time at the discretion of the Director. See Appendix #5.

The college is closed on Sundays at NACOB and ABCOT. The college observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Juneteenth
- Veterans Day
- Labor Day
- Martin Luther King Jr Day
- Presidents Day

Depending upon the day of the week the holiday falls on; additional days may be included as holidays. The College provides a Winter Vacation in December and Summer Vacation in July. 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 schools Facebook and via text message. Holy Days of all religious beliefs are respected and allowed. A schedule is given to staff and students at the beginning of each year.

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

ETHICS

At NACOB and ABCOT, we place a high value on the integrity and good judgment of every individual associated with the school. We expect every student to always exercise discretion and professionalism. 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, personal problems or any controversial. 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.

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 NACOB and ABCOT 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 and disruptive to the learning environment of others.

COMPLIANCE

Students must comply with all instructions and directives given by the school personnel relative to school activities. Also, students must comply with all State Board Rules and Regulations.

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 or guardians of dependent minors, 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 six (6) 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:
    a. The certificate granted and the date on which that certificate was granted.
    b. The courses and units on which the certificate was based.
    c. The grades earned by the student in each of those courses.
    d. Limited Financial Aid records

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

GRIEVANCE POLICY 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. Students at any time may contact the Bureau for Private Postsecondary Education.

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.
Regarding the Modesto or Tracy campus:

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

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
Title IX Coordinator
124 Floyd Ave
Modesto, CA 95350
209-526-2040
administration@adrians.edu

***Please see Addendum 1 for the Discrimination Grievance Procedure

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

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

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 his or her 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.

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 via text or phone call 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 in the Financial Aid Office. Financial Aid recipients must check with the Financial Aid Office to determine if a contact change will affect their funding. An approved Contract Change form is an addendum to the enrollment agreement.

A contract change is not available to the ABCOT campus.

TARDINESS

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. Reminder that Overtime Charges apply.

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. Reminder that Overtime Charges apply.

TIME CARDS

Time cards are an important factor to your success at NACOB and ABCOT. 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 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.

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 can 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 clock hours, theory, and practical operations as prescribed by the California 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 SAP Report Card review.

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. NACOB and ABCOT 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.

In instances of power failure, computer failure, Temporary/Emergency Distance Education or anything outside of the Colleges control, the College will utilize alternative attendance tracking procedures such as manual time clocks, text messaging, emails, and/or PivotPoint LAB Online Tracker. This list is not an exhaustive list.

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. If you clock in between 8:06am - 8:14am your time will be rounded to 8:15am.*

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., your clock out time will be rounded up to the nearest quarter hour. For students on the student salon, if you are performing a service on a client, you will clock out after your client is completed and receive all hours.

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 should 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.
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 educators. 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.

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 towards your course of study, not self-study, listening to radio, reading magazines, talking on cell phones, etc.
- Holding on to paper time cards may result in loss of all credit accumulated for that week/weeks.
- If the attendance system is having technical issues, a correction form is listed at the front desk and will be adjusted. Please inform your educator to verify your time.

COMMUNICATIONS (Updated 05/10/2024)

I acknowledge that communications by voicemail messages, text messaging and email (particularly if unencrypted) are not secure and can be misdirected or intercepted and read or heard by parties other than the intended recipient. I understand and agree that I am responsible for any costs associated with telephone calls (including voicemails), text messaging and/or emails sent to and received by me from or on behalf of NACOB and ABCOT. Signing your Enrollment Agreement also documents my consent to receive communications (including communications that may contain my protected enrollment information) from NACOB or ABCOT via email, text and/or voicemail.

DRESS CODE AND APPEARANCE (update 8/22/2025)

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, NO LOGOS
- 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
- Leggings must be worn with a shirt, dress or skirt that is at least fingertip length
- Dresses, Skirts that fall at or below the knee

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
- No Logo's
- 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
- Esthetics 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 at or below the knee.
- 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, undergarments, or shorts
- See through clothing
- Absence of approved apron or smock while performing services on clients
- Tank or sleeveless tops without a smock while performing chemical services
- Printed t-shirts or hoodies
- Sweat pants, sweat shirts, shorts, thermals, gym or sportswear
- Gym shoes, beach sandals, flip - flops
- Dresses, Skirts that fall above the knee
- Head covers, hats and bandanas
- Hair ornamentation covering more than 25% of hair
- Head phones unless approved for class

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.

ELECTRONICS AND SOCIAL MEDIA POLICY

Effective November 12, 2018, Electronic Devices (e-devices) is a privileged part of your educational experience at NACOB and ABCOT. The College reserves the right to revoke the privilege of possessing and using any e-devices at any time. E-devices includes, but not limited to, any device used to communicate, receive, send, store, record to listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include but not be limited to pagers, cellular phones, iPods, PDA's, MP3 players, CD players, video game players, cameras, GPS, laptops, tablets, etc. The College assumes no responsibility for any lost or stolen e-devices, or any of its contents.

- E-devices must be placed in the off or silent mode, with the exception of before school, during breaks, and after school;
- E-devices may be used, viewed, listen to by students before or after school, during breaks, and during approved class time for academic purposes only;
- E-devices must be turned off or in silent mode when not employed for coursework;
- In the event of an emergency, students should inform their families and loved ones to contact the Colleges front desk;
- Students ARE NOT permitted to take photos or videos of any students, staff, or clients without the other parties' consent;
- Students ARE NOT permitted to send threatening, harassing, or inappropriate text messages, phone calls, or any "direct messages" on social media to any students, staff, or clients;
- E-devices are not to be used on test days, unless authorized by your educator.

At times, students report to the Colleges faculty that they have received inappropriate, intimidating, threatening, and/or unwanted communication from a fellow classmate via social media. In some cases, this activity takes place off campus and/or not during scheduled attendance where school sanctions do not apply. For this reason, the College encourages any inappropriate communication be referred to local authorities.

Students who violate this policy will be sent home and suspended for the remainder of the day. Based on the severity of the violation, students may be expelled from the course.

SANITATION

It is everyone's responsibility to keep our working and training place clean. While students are not considered College employees and will not be paid a wage, each student throughout their training will be assigned specific sanitation duties as required by California's Board of Barbering and Cosmetology Rules and Regulations. 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. Hair clippings should be disposed of in the receptacle labeled HAIR CLIPPINGS
F. 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 NACOB and ABCOT. 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.

INTERNAL COMPLAINTS/CHAIN OF COMMAND: ACADEMIC AND CONSUMER

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 representative or other designated person. 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.

DISCIPLINARY PROCESS

When a student needs to be counseled for disciplinary problems, NACOB and ABCOT implements the positive approach.

The following procedures are entailed:

STEP I	**Verbal warning**
STEP II	**Written warning**
STEP III	**Student is clocked out and sent home**
STEP IV	**Three day suspensions**
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).

NACOB and ABCOT 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.

**NACOB and ABCOT 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 Director and a Board Member, employee of a different location 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 school's 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.

BEHAVIOR/SAP INTERVENTION

When a student is not maintaining satisfactory academic progress, grades, or displays a behavior that is not conducive to the philosophy of the NACOB and ABCOT organization and/or the beauty industry,

staff personnel will counsel them. If necessary a advising notice will be required, appropriate steps will be outlined for the student's continuation of their education.

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 receptionist 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.

While we make every effort so students have the ability to have hands on practice with clients, we encourage students to invite their friends and family to our clinic salon floor. We cannot guarantee that you will have hands on practice with clients for every service.

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 workstation. The work ticket must be prominently displayed on the workstation.
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 only. No visitors are permitted in the classroom or on the clinic floor or break areas. NO EXCEPTIONS. Only employees, prospective students with an employee, current students, or clients who have signed the hold harmless waiver are allowed beyond the front desk.

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, or 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 (Updated 02/20/2025)
NACOB and ABCOT are non-smoking campuses. Tobacco use is allowed only in approved areas, not within 20 feet of the entrances. Vaping of any form (tobacco, CBD, THC, etc.) is always prohibited in or on campuses.

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 or go home.

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 sent home and 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. 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. This process will assist in the student's learning experience. 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. A Supplemental Handout will be given to each student for the kit and book list required before starting school. Additional supplies will need to be purchased for your own use throughout your education. This is at your own expense. Please see the supplemental handout for more information. Once opened, your kit or books may not be returned.

EQUIPMENT AND BELONGINGS

NACOB and ABCOT are not responsible for lost, damaged or stolen property. Each student is responsible for his or her personal belongings and materials. A student has access to a locker. All bottles and containers must be labeled to identify contents. Rolling Bags distributed by or purchased from the school are allowed on the clinic floor. 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

Currently the college does not participate in an extern program.

FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE (updated 04/08/2024)

A student who fails to complete the minimum number of hours and/or operations by the contract ending date, all students 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 Cosmetology 1000 program is $15.00 per hour, Barbering 1000 program is $15.00 per hour, Cosmetology 1500 program is $12.00 per hour, Barbering 1500 program is $12.00 per hour, Esthetics program is $14.00 per hour, and the Manicuring program is $11.00 per hour. Please refer to your contract.

CONTACT INFORMATION 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 or program are merit based and shall only be used for tuition allowances. Any students who enroll in the specified program during this period will be eligible. Industry provided scholarships are available from beauty product manufacturers 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 AND TITLE IX POLICY (updated 08/01/2024)

The institution does not discriminate and does not tolerate discrimination on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in its admission, instruction, graduation or employment policies or in its educational programs or activities.

Further, the institution is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the colleges Title IX Coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The institution's Title IX Coordinator is Donovan Kim. He may be contacted by telephone at (209) 526-2040 or by email at TitleIXCoordinator@adrians.edu. Please see our full Title IX Policy at: https://www.adrians.edu/consumer-disclosures/

DISABILITIES AND ACCOMODATIONS

NACOB and ABCOT 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.

NACOB and ABCOT do 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 accommodation(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 starts will be effective from the date determined moving forward.

The Director will review all requests for accommodation 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 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 NACOB and ABCOT strongly disapproves of 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. NACOB and ABCOT 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 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.

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 can 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 is 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	Student Affairs Representative
Curriculum	Assoc. Director/Teacher
Personal Finances	Financial Aid Department
Student ideas to improve college	Career Advisor

DEAN'S LIST (Graduation Ceremonies Only)

As of April 8, 2024, the College will no longer provide a Deans List award until further notice.

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and teachers. Any individual associated with NACOB and ABCOT 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. While the sale and use of cannabis is legal in the State of California, federal guidelines still prohibit the sale and use of cannabis.

JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge, by request only. The college does not guarantee employment or use the placement data as an incentive to entice prospective students to enroll.

ACADEMIC REGULATIONS

APPLIED EFFORT

NACOB and ABCOT 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 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.

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. The College will lecture and demo all applicable lessons, however at times, you may not have hands-on practice on a particular subject. This is at the discretion of the College.

The College hosts a large clinic salon floor for students. While we will make every effort so students have the ability to have hands on practice with clients, we encourage students to invite their friends and family to our clinic salon floor. We cannot guarantee that you will have hands-on practice with clients for every service.

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

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 an update of total hours at each evaluation period. Currently, it is the student's responsibility to balance the number of hours on their timecard to the amount of clock hours on the system. Discrepancies should only be within the period 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 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.
- 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 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 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). A student who causes bodily injury to any client, student and/or staff member will be terminated immediately, and law enforcement will be called immediately.

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 on 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 66 hours per week.
*This contract is only available at NACOB.

GRADING SYSTEM
Students are evaluated on a regular basis on theory, practical work, and attendance. 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 attendance period. This evaluation form reflects the overall attendance and academic progress of each student. Academic grades are derived through tests, homework, and practical operations. Students must maintain a 67% attendance average to maintain satisfactory progress. A student must maintain a 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 UPDATED 04/16/2025

I. At the end of each Module, a written and practical exam will be given on the entire module. 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 comprehensive final written and practical exam. The exam will consist of a written and practical exam.. 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. It is the students' responsibility to schedule the 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 the balance is paid in full.

V. No electronic dictionaries will be allowed in class during any test.

VI. Students that are scheduled for their phase 1 or final PRACTICAL exam and arrive late, unprepared, or no show will be assessed a $100.00 missed test fee. The fee will be waived in an emergency situation with documentation (emergency room note, tire repair receipt, etc.) The College reserves the right to assess each situation on a case-by-case scenario.

VII. **STUDENTS WHO ARRIVE LATE, UNPREPARED, OR NO SHOW AND REQUIRE A SPECIAL TESTING DATE:** Students that are scheduled for their phase 1 or final PRACTICAL exam and arrive late, unprepared, or no show will be assessed a $500 special makeup test fee to schedule a private testing date with an educator in a one on one basis.
This date will be scheduled by the College and you will be given advanced notice. Failure to arrive on time, prepared, or no show a second time will be assessed another $500 special makeup test fee. If you reschedule a second time and are late, unprepared or no show, you will be withdrawn for not satisfying the published graduation requirements.

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. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive written examination with at least an 80% during their final week of 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, $125.00 for Barbering exam, $115 for Esthetics exam, $110 for Manicuring exam, and $125.00 for Barber Crossover to be paid by the student. Please refer to the California Board of Barbering and Cosmetology website for minimum passing scores. The testing facilities for the examination are located throughout California. 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.

PROOF OF TRAINING/TRANSCRIPTS (Effective 11/22/2023 Updated 02/13/2025)
Graduate students requiring an additional copy of their California Board of Barbering Proof of Training after ninety (90) days from completion for any reason will be required to pass a 250-question written final test with at least a 80% before a California Board of Barbering and Cosmetology Proof of Training will be released.

Graduate students requiring only an Official or Non Official transcript of test scores, requirements completed, and actual hours completed must submit a request to the College.
Students who are terminated or withdraw from their program of study are only entitled to an Official or Non-Official Transcript showing test scores, requirements, and actual hours completed. A California Board of Barbering and Cosmetology Proof of Training document will not be provided to terminated or withdrawn students.

All transcript requests must be submitted with a valid form of ID. It can take up to two weeks for your transcript request to be processed.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP): (revised 02/21/2025)

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 NACOB and ABCOT website.
The college expects its students to maintain Satisfactory Academic Progress (SAP).

Evaluation Periods: 16 scheduled hours per week

Cosmetology: 1000 hours, 63 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 28 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 56 weeks **3rd Evaluation Ends:** 1000 Schedules Hours, 63 weeks	**Barbering: 1000 hours, 63 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 28 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 56 weeks **3rd Evaluation Ends:** 1000 Schedules Hours, 63 weeks
Cosmetology: 1500 hours, 94 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 28 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 56 weeks **3rd Evaluation Ends:** 1200 Scheduled Hours, 75 weeks **4th Evaluation Ends:** 1500 Scheduled Hours, 94 weeks	**Barbering: 1500 hours, 94 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 28 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 56 weeks **3rd Evaluation Ends:** 1200 Scheduled Hours, 75 weeks **4th Evaluation Ends:** 1500 Scheduled Hours, 94 weeks
Esthetics: 600 hours, 38 weeks scheduled **1st Evaluation Ends:** 300 Scheduled Hours, 19 weeks **2nd Evaluation Ends:** 600 Scheduled Hours, 38 weeks	**Manicuring: 400 hours, 25 weeks scheduled** **1st Evaluation Ends:** 180 Scheduled Hours, 12 weeks **2nd Evaluation Ends:** 360 Scheduled Hours, 23 weeks

Evaluation Periods: 24 scheduled hours per week

Cosmetology: 1000 hours, 42 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 19 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 38 weeks **3rd Evaluation Ends:** 1000 Schedules Hours, 49 weeks	**Barbering: 1000 hours, 42 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 19 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 38 weeks **3rd Evaluation Ends:** 1000 Schedules Hours, 49 weeks
Cosmetology: 1500 hours, 63 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 19 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 38 weeks **3rd Evaluation Ends:** 1200 Schedules Hours, 50 weeks **4th Evaluation Ends:** 1500 Scheduled Hours, 63 weeks	**Cosmetology: 1500 hours, 63 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 19 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 38 weeks **3rd Evaluation Ends:** 1200 Schedules Hours, 50 weeks **4th Evaluation Ends:** 1500 Scheduled Hours, 63 weeks
Esthetics: 600 hours, 25 weeks scheduled **1st Evaluation Ends:** 300 Scheduled Hours, 13 weeks **2nd Evaluation Ends:** 600 Scheduled Hours, 25 weeks	**Manicuring: 400 hours, 17 weeks scheduled** **1st Evaluation Ends:** 180 Scheduled Hours, 8 weeks **2nd Evaluation Ends:** 360 Scheduled Hours, 15 weeks

Evaluation Periods: 30 scheduled hours per week

Cosmetology: 1000 hours, 34 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 15 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 30 weeks	**Barbering: 1000 hours, 34 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 15 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 30 weeks
Cosmetology: 1500 hours, 50 weeks scheduled **1st Evaluation Ends:** 450 Scheduled Hours, 15 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 30 weeks **3rd Evaluations Ends:** 1200 Scheduled Hours, 40 weeks **4th Evaluations:** 1500 Scheduled Hours, 50 weeks	**Barbering: 1500 hours, 50 weeks scheduled** **1st Evaluation Ends:** 450 Scheduled Hours, 15 weeks **2nd Evaluation Ends:** 900 Scheduled Hours, 30 weeks **3rd Evaluations Ends:** 1200 Scheduled Hours, 40 weeks **4th Evaluations:** 1500 Scheduled Hours, 50 weeks
Esthetics: 600 hours, 20 weeks scheduled **1st Evaluation Ends:** 300 Scheduled Hours, 10 weeks **2nd Evaluation:** 600 Scheduled Hours, 20 weeks	**Manicuring: 400 hours, 14 weeks scheduled** **1st Evaluation Ends:** 180 Scheduled Hours, 6 weeks **2nd Evaluation Ends:** 360 Scheduled Hours, 12 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 will be completed within seven (7) School Business Days following each established evaluation period. It will be delivered either in person, text, or email.

Attendance Progress Evaluations – Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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.

ACADEMIC YEAR (revised 02/21/2025)

COURSE	WEEKS	Academic Year
Cosmetology (FT, 30 hrs/wk) 1000 hours	34 weeks	AY1: 900 (30 weeks) AY2: n/a
Cosmetology (FT, 24 hrs/wk) 1000 hours	42 weeks	AY1: 900 (30 weeks AY2: n/a
Cosmetology (PT, 16 hr/wk) 1000 hours	63 weeks	AY1: 900 (30 weeks) AY2: n/a
Barbering (FT, 30 hrs/wk) 1000 hours	34 weeks	AY1: 900 (30 weeks) AY2: n/a
Barbering (FT, 24 hrs/wk) 1000 hours	42 weeks	AY1: 900 (30 weeks AY2: n/a
Barbering (PT, 16 hr/wk) 1000 hours	63 weeks	AY1: 900 (30 weeks) AY2: n/a
Cosmetology (FT, 30 hrs/wk) 1500 hours	50 weeks	AY1: 900 (30 weeks) AY2: 600 (20 weeks)
Cosmetology (PT, 16 hrs/wk) 1500 hours	94 weeks	AY1: 900 (45 weeks) AY2: 600 (30 weeks)
Barbering (FT, 30 hrs/wk) 1500 hours	50 weeks	AY1: 900 (30 weeks) AY2: 600 (20 weeks)
Barbering (PT, 16 hrs/wk) 1500 hours	94 weeks	AY1: 900 (45 weeks) AY2: 600 (30 weeks)
Esthetics (FT, 30 hrs/wk) 600 hours	20 weeks	AY1: 600 (20 weeks)
Esthetics (FT, 24 hrs/wk) 600 hours	25 weeks	AY1: 600 (25 weeks)
Esthetics (PT, 16 hrs/wk) 600 hours	38 weeks	AY1: 600 (30 weeks)
Manicuring (FT, 30 hrs/wk) 400 hours	14 weeks	AY1: 400 (14 weeks)
Manicuring (FT, 24 hrs/wk) 400 hours	17 weeks	AY1: 400 (17 weeks)
Manicuring (PT, 16 hrs/wk) 400 hours	25 weeks	AY1: 400 (20 weeks)

MAXIMUM TIME FRAME (revised 02/21/2025)

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	WEEKS	SCHEDUELED HOURS	Academic Year
Cosmetology (FT, 30 hrs/wk) 1000 hours	34 weeks	1500	AY1: 900 AY2: n/a
Cosmetology (FT, 24 hrs/wk) 1000 hours	42 weeks	1500	AY1: 900 AY2: n/a
Cosmetology (PT, 16 hr/wk) 1000 hours	94 weeks	1500	AY1: 900 AY2: n/a
Barbering (FT, 30 hrs/wk) 1000 hours	34 weeks	1500	AY1: 900 AY2: n/a
Barbering (FT, 24 hrs/wk) 1000 hours	42 weeks	1500	AY1: 900 AY2: n/a
Barbering (PT, 16 hr/wk) 1000 hours	94 weeks	1500	AY1: 900 AY2: n/a
Cosmetology (FT, 30 hrs/wk) 1500 hours	75 weeks	2250	AY1: 900 AY2: 600
Cosmetology (FT, 24 hrs/wk) 1500 hours	94 weeks	2250	AY1: 900 AY2: 600
Cosmetology (PT, 16 hrs/wk) 1500 hours	141 weeks	2250	AY1: 900 AY2: 600
Barbering (FT, 30 hrs/wk) 1500 hours	75 weeks	2250	AY1: 900 AY2: 600
Barbering (FT, 24 hrs/wk) 1500 hours	94 weeks	2250	AY1: 900 AY2: 600
Barbering (PT, 16 hrs/wk) 1500 hours	141 weeks	2250	AY1: 900 AY2: 600
Esthetics (FT, 30 hrs/wk) 600 hours	30 weeks	900	AY1: 600
Esthetics (FT, 24 hrs/wk) 600 hours	38 weeks	900	AY1: 600
Esthetics (PT, 16 hrs/wk) 600 hours	57 weeks	900	AY1: 600
Manicuring (FT, 30 hrs/wk) 400 hours	20 weeks	600	AY1: 400
Manicuring (FT, 24 hrs/wk) 400 hours	25 weeks	600	AY1: 400
Manicuring (PT, 16 hrs/wk) 400 hours	38 weeks	600	AY1: 400

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 will be withdrawn from the program. A student withdrawn due to not meeting the maximum timeframe may reenroll into their program on a cash pay basis.

*VA Students: Hours are paid for the approved program length only not maximum timeframe.

Academic Progress Evaluations – The qualitative element used to determine academic progress is based on theory and practical assignments. Academic learning is evaluated at the completion of each evaluation period. Students must maintain a cumulative Grade Point Average of 70% to be considered for 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 (which consists of tests, quizzes, and homework), and practical operations (in class rubrics or clinic floor quantitative).

Grading Symbol	Quality of Points	Academic Average
A	Excellent	90-100%
B	Satisfactory	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 making satisfactory academic progress until the next schedule evaluation. Students will receive a notification 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. A student will be withdrawn after failure to prevail upon appeal or if no appeal is made within 10 days.

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 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 can 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
Students 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
Regarding 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.

VA STUDENTS
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) Updated July 1, 2024

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific period during a program when a student is not in attendance. All requests for leaves of absence must be submitted in writing, phone, text, or email, 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 because of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A LOA is not required if a student is not in attendance only for an institutional scheduled break. However, a scheduled break may occur during a LOA.

An LOA may affect your progress through the course and completion of the required graduation requirements. This could result in students attending past their Contracted Graduation Date to complete all graduation requirements. This will result in additional charges.

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, phone, text, or email to the School Director.
3. Students are permitted only ONE (1) personal and ONE (1) medical LOA per enrollment. An additional medical LOA may be permitted with documentation not to exceed the maximum amount of days allotted.
4. Minimum leave of absence requires at least 1-week intervals and must start and end on a Tuesday
5. A student must apply for a leave of absence in advance or during the week of 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.
6. 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.
7. NACOB and ABCOT reserves the right to amend this policy on a case-by-case basis.
8. LOA's are granted for a maximum of 180 days in 12 months from the 1st day of the first requested Leave of absence.
9. A student must return from the leave of absence prior to or on the return date on the form.
10. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period and maximum time frame will extend by the same number of calendar days taken in the LOA on the enrollment agreement should be initialed by all parties or an addendum should be signed and dated by all parties. An approved complete LOA form is an addendum to the Enrollment Agreement.
11. 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 is always the student's last day of attendance.
12. A leave of absence extension may be requested prior to the end of the original leave of absence return date.
13. 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.
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 a comprehensive final test, both practical and written with at least a 75% score.
6. Passed an additional comprehensive final written test during the students last week of school with at least a 80% score.
7. A completed graduation checklist is located in the students file.

NACOB and ABCOT STAFF AND JOB TITLES AND FUNCTIONS

Please see Addendum #2

Excused/Unexcused Absences

Excused absences/tardies are absences/tardies that are verifiable This does not extend your contract nor excuse any additional charges. Verifiable excused absences/tardies allowed you to makeup assignments or tests with no penalty.

Unexcused absences/tardies students are able to clock in to school no later than 1 hour past their scheduled start time. Any missed assignments will be arranged at the convenience of the instructor. Make up tests are on the last Friday of the month only.

COURSES OF STUDY

All courses offered by NACOB and ABCOT are conducted in English. The institution does not provide English as a second language (ESL) course.

COSMETOLOGY COURSE: 1000 CLOCK HOURS 34 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 42 WEEKS/24 hours per week OR 50 WEEKS/16 hours pers week
SOC # 39-5012.00 **CIP#** 12.0401

Educational Goals:

The cosmetology course of study is designated to assist the student's capability to pass the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the State of California.

Curriculum for Cosmetology Course - The curriculum for students enrolled in a Cosmetology course shall consist of one thousand (1,000) 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. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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.

The requirements listed below are the State Minimum Requirements. Students who do not complete the Minimum State Requirements or the Colleges graduation requirements by the time they complete their contracted hours will result in going beyond their contracted hours. This will result in additional charges and must be paid by the student prior to receiving their California Board of Barbering and Cosmetology Proof of Training document. Additional charges may not be paid with Federal Financial Aid Funds.

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases **Board Approved Health & Safety Course (B&P 7389(a)):** Hazardous Substances, Basic Labor Laws, and Physical and sexual assault awareness.	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Chemical Hair Services Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety Precautions, Formula Mixing, and the Use of Dye Removers	**300**
Hairstyling Arranging, Blow Drying, Cleansing, Curling, Dressing, Hair Analysis, Shampooing, Saving, and Nonchemical Straightening, and Haircutting including the use of Shears, Razors, Electrical Clippers and Trimmers, and Thinning Shears, for wet and dry cutting	**200**
Skin Care Chemical and Manual Facials and Massaging, Stimulating, Exfoliating, Cleansing, or Beautifying the Face, Scalp, Neck or Body by the Use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams that do not result in the ablation or Destruction of the Live Tissue	**150**
Hair Removal and Lash & Brow Beautification Tinting and Perming Eyelashes and Brows, Applying Eyelashes to any Person and Includes Removing Superfluous Hair from the Body of any person by use of Depilatories, Tweezers, Sugaring, Nonprescription Chemicals, or Waxing, or by the Use of Devices and Appliances of any kind or description, except by the Use of Lasers or Light Waves, which are commonly known as rays	**50**
Manicure and Pedicure Water and Oil Manicures, Hand and Arm Massage, Foot and Ankle Massage, Nail Analysis, Artificial Nail Services including but not limited to, Acrylic, Liquid and Powder Brush-Ons, Dips, Tips, Wraps, and Repairs.	**100**
Total Hours	**1000 clock hours**

Cosmetology Performance Objective
1) Acquire knowledge of the California Board of Barbering and Cosmetology Rules and Regulations and Cosmetology Act.
2) Acquire knowledge of disinfection and sanitation as related to all phases of hair, skin, and nails.
3) Acquire knowledge of general theory relative to Cosmetology
4) Business management practices common to Cosmetology
5) Complete Board approved Health and Safety Course.

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 cosmetology services.
4) Will learn the procedures and terminology used in esthetic services.
5) Will learn the procedures and terminology used in manicuring services.

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 06-03-2024)

Phase I-Foundation	8+ weeks/240 hours (until basics and test out complete) Basics and fundamentals of hair styling, facials, & nails
Student Clinic Classroom	26 weeks/ 760 hours Clinic client and manikin work on skills from prior class
School Final Written and Practical	Practical and Written Test

*The College reserves the right to modify or remove class schedules as needed.

Methods used to instruct Students
Various teaching methods are utilized by the teaching staff, they include lectures, demonstration, hands on application, overheads, visual aids, textbooks, audio visual aids, trade magazines, and white board.

Makeup Exams:
Make-up days for missed examinations will be the last Friday of each month. Anything else 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 Cosmetology 14th Edition Bundle (textbook package and CIMA seat) ISBN: 9780357921883

Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion
The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their

hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

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 California Board of Barbering and Cosmetology written exam.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

Job Opportunities
The following career opportunities are opened to licensed Cosmetology: Cosmetologist, 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.

COSMETOLOGY COURSE: 1500 CLOCK HOURS (50 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 63 WEEKS/24 hours per week OR 94 WEEKS/16 hours pers week
SOC # 39-5012.00 **CIP#** 12.0401

Educational Goals:

The cosmetology course of study is designated to assist the student's capability to pass the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the State of California.

Curriculum for Cosmetology Course - The curriculum for students enrolled in a Cosmetology course shall consist of one thousand five hundred (1,500) 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. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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.

The requirements listed below are the State Minimum Requirements. Students who do not complete the Minimum State Requirements or the Colleges graduation requirements by the time they complete their contracted hours will result in going beyond their contracted hours. This will result in additional charges and must be paid by the student prior to receiving their California Board of Barbering and Cosmetology Proof of Training document. Additional charges may not be paid with Federal Financial Aid Funds.

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases **Board Approved Health & Safety Course (B&P 7389(a)):** Hazardous Substances, Basic Labor Laws, and Physical and sexual assault awareness.	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Chemical Hair Services Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety Precautions, Formula Mixing, and the Use of Dye Removers	**300**
Hairstyling Arranging, Blow Drying, Cleansing, Curling, Dressing, Hair Analysis, Shampooing, Saving, and Nonchemical Straightening, and Haircutting including the use of Shears, Razors, Electrical Clippers and Trimmers, and Thinning Shears, for wet and dry cutting	**200**
Skin Care Chemical and Manual Facials and Massaging, Stimulating, Exfoliating, Cleansing, or Beautifying the Face, Scalp, Neck or Body by the Use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams that do not result in the ablation or Destruction of the Live Tissue	**150**
Hair Removal and Lash & Brow Beautification Tinting and Perming Eyelashes and Brows, Applying Eyelashes to any Person and Includes Removing Superfluous Hair from the Body of any person by use of Depilatories, Tweezers, Sugaring, Nonprescription Chemicals, or Waxing, or by the Use of Devices and Appliances of any kind or description, except by the Use of Lasers or Light Waves, which are commonly known as rays	**50**
Manicure and Pedicure Water and Oil Manicures, Hand and Arm Massage, Foot and Ankle Massage, Nail Analysis, Artificial Nail Services including but not limited to, Acrylic, Liquid and Powder Brush-Ons, Dips, Tips, Wraps, and Repairs.	**100**
Additional Training	**500**
Total Hours	**1500 clock hours**

Cosmetology Performance Objective
1) Acquire knowledge of the California Board of Barbering and Cosmetology Rules and Regulations and Cosmetology Act.
2) Acquire knowledge of disinfection and sanitation as related to all phases of hair, skin, and nails.
3) Acquire knowledge of general theory relative to Cosmetology
4) Business management practices common to Cosmetology
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Skills to be developed
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3) Will learn the procedures and terminology used in cosmetology services.
4) Will learn the procedures and terminology used in esthetic services.
5) Will learn the procedures and terminology used in manicuring services.

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 06-03-2024)

Phase I-Foundation	8+ weeks/240 hours (until basics and test out complete) Basics and fundamentals of hair styling, facials, & nails
Student Clinic Classroom	38 weeks/ 1140 hours Clinic client and manikin work on skills from prior class
4 Week Advance Class	4 Weeks/ 120 hours Advance Techniques
School Final Written and Practical	Practical and Written Test

*The College reserves the right to modify or remove class schedules as needed.

Methods used to instruct Students
Various teaching methods are utilized by the teaching staff, they include lectures, demonstration, hands on application, overheads, visual aids, textbooks, audio visual aids, trade magazines, and white board.

Makeup Exams:
Make-up days for missed examinations will be the last Friday of each month. Anything else 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:
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Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion
The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

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 California Board of Barbering and Cosmetology written exam.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

Job Opportunities
The following career opportunities are opened to licensed Cosmetology: Cosmetologist, 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.

BARBERING COURSE: 1000 CLOCK HOURS 34 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 42 WEEKS/24 hours per week OR 63 WEEKS/16 hours pers week
SOC # 39-5011.00 **CIP #**12.0402

Educational Goals:
The barbering course of study is designed to assist the student's in passing the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Barbering License. The license is a requirement to operate as a barber in the State of California.

Curriculum for Barbering Course – 1000 Clock Hours
The curriculum for students enrolled in a barbering course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.
See "Applied Effort"

Grading System
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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.

The requirements listed below are the State Minimum Requirements. Students who do not complete the Minimum State Requirements or the Colleges graduation requirements by the time they complete their contracted hours will result in going beyond their contracted hours. This will result in additional charges and must be paid by the student prior to receiving their California Board of Barbering and Cosmetology Proof of Training document. Additional charges may not be paid with Federal Financial Aid Funds.

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases **Board Approved Health & Safety Course (B&P 7389(a)):** Hazardous Substances, Basic Labor Laws, and Physical and sexual assault awareness.	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Chemical Hair Services Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety Precautions, Formula Mixing, and the Use of Dye Removers	**300**
Hairstyling Arranging, Blow Drying, Cleansing, Curling, Dressing, Hair Analysis, Shampooing, Saving, and Nonchemical Straightening, and Haircutting including the use of Shears, Razors, Electrical Clippers and Trimmers, and Thinning Shears, for wet and dry cutting	**300**
Shaving and Trimming of the Beard Preparing the Client's Hair for Shaving, Assessing the Condition of the Clients Skin, Performing Shaving Techniques, Applying Aftershave Antiseptic following Facial Services, Massaging the Face and Rolling Cream Massages	**200**
TOTAL CLOCK HOURS	**1000**

Barbering Performance Objective
1) Acquire knowledge of the California Board of Barbering and Cosmetology Rules and Regulations and Cosmetology Act.
2) Acquire knowledge of disinfection and sanitation as related to all phases of hair, skin, and nails.
3) Acquire knowledge of general theory relative to Barbering
4) Business management practices common to Barbering
5) Complete Board approved Health and Safety Course.

Skills to be developed
1) Learn the proper use of implements relative to all barbering services.
2) Acquire knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
3) Will learn the procedures and terminology used in all barbering services.
4) Will learn the proper procedure for preparing the client's hair for shaving.
5) Will learn the proper procedure assessing the condition of the client's skin
6) Will learn the application to perform shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.

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

Course Levels (as of 06-03-2024)

Phase I-Foundation	8+ weeks/240 hours (until basics and test out complete) Basics and fundamentals of hair styling, facials, & nails
Student Clinic Classroom	26 weeks/ 760 hours Clinic client and manikin work on skills from prior class
School Final Written and Practical	Practical and Written Test

*The College reserves the right to modify or remove class schedules as needed.

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 the last Friday of each month. Anything else 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 Standard Barbering 6th Edition Bundle (textbook package and CIMA seat) ISBN: 9781305100558

Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion
The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

Licensing Requirements
Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course described above and passed the California Board of Barbering and Cosmetology written exam.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

Job Opportunities
The following career opportunities are opened to licensed Barber: Barber, Esthetics, 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.

BARBERING COURSE: 1500 CLOCK HOURS 50 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 63 WEEKS/24 hours per week OR 94 WEEKS/16 hours pers week
SOC #39-5011.00**, CIP #**12.0402

Educational Goals:
The barbering course of study is designed to assist the student's in passing the Board of Barbering and Cosmetology licensing examination. Passing the exam is requisite in order to obtain a Barbering License. The license is a requirement to operate as a barber in the State of California.

Curriculum for Barbering Course – 1500 Clock Hours
The curriculum for students enrolled in a barbering course shall consist of one thousand five hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.
See "Applied Effort"

Grading System
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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.

The requirements listed below are the State Minimum Requirements. Students who do not complete the Minimum State Requirements or the Colleges graduation requirements by the time they complete their contracted hours will result in going beyond their contracted hours. This will result in additional charges and must be paid by the student prior to receiving their California Board of Barbering and Cosmetology Proof of Training document. Additional charges may not be paid with Federal Financial Aid Funds.

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases **Board Approved Health & Safety Course (B&P 7389(a)):** Hazardous Substances, Basic Labor Laws, and Physical and sexual assault awareness.	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Chemical Hair Services Coloring, Straightening, Waving, Bleaching, Hair Analysis, Predisposition and Strand Tests, Safety Precautions, Formula Mixing, and the Use of Dye Removers	**300**
Hairstyling Arranging, Blow Drying, Cleansing, Curling, Dressing, Hair Analysis, Shampooing, Saving, and Nonchemical Straightening, and Haircutting including the use of Shears, Razors, Electrical Clippers and Trimmers, and Thinning Shears, for wet and dry cutting	**300**
Shaving and Trimming of the Beard Preparing the Client's Hair for Shaving, Assessing the Condition of the Clients Skin, Performing Shaving Techniques, Applying Aftershave Antiseptic following Facial Services, Massaging the Face and Rolling Cream Massages	**200**
Additional Training	**500**
TOTAL CLOCK HOURS	**1500**

Barbering Performance Objective
1) Acquire knowledge of the California Board of Barbering and Cosmetology Rules and Regulations and Cosmetology Act.
2) Acquire knowledge of disinfection and sanitation as related to all phases of hair, skin, and nails.
3) Acquire knowledge of general theory relative to Barbering
4) Business management practices common to Barbering
5) Complete Board approved Health and Safety Course.

Skills to be developed
1) Learn the proper use of implements relative to all barbering services.
2) Acquire knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders.
3) Will learn the procedures and terminology used in all barbering services.
4) Will learn the proper procedure for preparing the client's hair for shaving.
5) Will learn the proper procedure assessing the condition of the client's skin
6) Will learn the application to perform shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.

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

Course Levels (as of 06-03-2024)

Phase I-Foundation	8+ weeks/240 hours (until basics and test out complete) Basics and fundamentals of hair styling, facials, & nails
Student Clinic Classroom	38 weeks/ 1140 hours Clinic client and manikin work on skills from prior class
4 Week Advance Class	4 Weeks/ 120 hours Advance Techniques
School Final Written and Practical	Practical and Written Test

*The College reserves the right to modify or remove class schedules as needed.

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 the last Friday of each month. Anything else 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 Standard Barbering 6th Edition Bundle (textbook package and CIMA seat) ISBN: 9781305100558

Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion
The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

Licensing Requirements
Applicant must be 17 years of age or older and have completed the 10th grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course described above and passed the California Board of Barbering and Cosmetology written exam.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

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

ESTHETICS COURSE: 600 CLOCK HOURS 20 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 25 WEEKS/24 hours per week OR 38 WEEKS/16 hours pers week
SOC # 39-5094.00 **CIP#** 12.0409
The courses of study for students enrolled in the Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics. 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."

Educational Goals:
The Esthetics course of study is designated to assist the student's capability to pass the Board's Esthetics licensing examination. Passing the exam is a prerequisite in order to obtain an Esthetics license.

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

Grading System
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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.

The requirements listed below are the State Minimum Requirements:

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Skin Care Chemical and Manual Facials and Massaging, Stimulating, Exfoliating, Cleansing or Beautifying the Face, Scalp, Neck, or Body by the Use of Hands, Esthetic Devices, Cosmetic Products, Antiseptics, Lotions, Tonics, or Creams that do not Result in the Ablation or Destruction of the Live Tissue	**350**
Hair Removal and Lash & Brow Beautification Tinting and Perming Eyelashes and Brows, Applying Eyelashes to any Person and Includes Removing Superfluous Hair from the Body of any person by use of Depilatories, Tweezers, Sugaring, Nonprescription Chemicals, or Waxing, or by the Use of Devices and Appliances of any kind or description, except by the Use of Lasers or Light Waves, which are commonly known as rays	**50**
TOTAL CLOCK HOURS	**600**

Esthetics 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

Phase I	2 weeks	Basics and fundamentals of facials and makeup
Clinic	17 + weeks	Clinic client work on skills from prior classes
Final Test	1 week	Practical and Written Test

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.

Methods used to instruct Students

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

Makeup Exams:

Make-up days for missed examinations will be the last Friday of each month. Anything else 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 Esthetic Bundle (textbook package and CIMA seat) ISBN: 9780357812761

Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion
The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

Job Opportunities
The following career opportunities are opened to licensed in Esthetics: Esthetician, 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.

MANICURING COURSE: 400 CLOCK HOURS 14 WEEKS/30 hours per week (updated March 13, 2025)
ADDITIONAL SCHEDULES: 17 WEEKS/24 hours per week OR 25 WEEKS/16 hours pers week
SOC# 39-5092.00**, CIP #**12.0410
The course of study for students enrolled in a manicuring course shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of manicuring and Pedicuring. 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 in maintained. See "Applied Effort."

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

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

Grading System
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. SAP/Report Cards are issued to the students at the time of their completion of each evaluation. Academic grade is derived from tests, homework, quizzes, 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. 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.

The requirements listed below are the State Minimum Requirements:

Subject	State Minimum Requirements
Health and Safety Hazardous Substances, Chemical Safety, Safety Data Sheets, Protection from Hazardous Chemicals, Preventing Chemical Injuries, Health and Safety Laws and Regulations, Preventing Communicable Diseases	**100**
Disinfection and Sanitation Disinfection Procedures to Protect the Health and Safety of Consumers as well as the Technician and Proper Disinfection Procedures for Equipment used in Establishments	**100**
Manicure/Pedicure Water/Oil Manicure, Hand and Arm Massage, Complete Pedicure, Foot and Ankle Massage, Nail Analysis, Nail Repairs, Application of Artificial Nails, Liquids, Gels, Powder Brush-Ons, Dip, Nail Tips, and Wraps	**150**
Additional Training	**50**
TOTAL CLOCK HOURS	**400**

Manicuring Performance Objective

1) Acquire knowledge of laws and rules regulating California Manicuring 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

Phase I	2 weeks	Basics and fundamentals of all Nail applications
Clinic	11 + weeks	Clinic client work on skills from prior classes
Or Rehearsal		
Final Test	1 week	Practical and written final test

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.

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 the last Friday of each month. Anything else 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 Standard Nail Technology 8th Edition Bundle (textbook package and CIMA seat) ISBN: 9780357812884

Students are provided access to Electronic Books after their cancellation period has ended and has access for 730 days after registration. This includes any absences, Leave of Absence, or any other disruption in your education.

Graduation Documentation/Awarding of Diploma/Completion

The student will awarded a Diploma of graduation and California Proof of Training for the applicable course when the student has successfully completed all 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; completed an exit form, financial obligations have been met or have made satisfactory arrangements for payment of all debts owed to the school. Effective 2/17/2023, students must complete their hours Tuesday through Friday. Absolutely no completions on Saturday's. Special schedule accommodations can be made. Effective 07/27/2023, students must pass an additional final comprehensive 250 question written examination with at least an 80% during their final weeks of school. Effective 02/13/2025, Students who do not pass this graduation requirement by the completion of their contracted hours will have to return once per day

until this graduation requirement has been completed. Students who "no show" to their scheduled tests without sufficient excuse will be withdrawn for not completing their graduation requirements.

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

Applicants take the exam at PSI Licensure: Certification location throughout California. All fees and transportation are the responsibility of the student. Additional costs for Exam and License are $125.00 paid directly to the California Board of Barbering and Cosmetology. If a reexam is needed, the cost is $75.00.

Job Opportunities
The following career opportunities are opened to licensed Manicuring: Manicurist, nail artist, 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.

COURSE COSTS

Addendum #6. A supplemental handout will be provided to each student upon request.
Students have the option to purchase their student kit and books independently or through the College. This is added as an addendum to their Enrollment Agreement and initialed and signed by the student. NACOB and ABCOT reserves the right to change the tuition and fees of all courses and make subject changes without prior notice when necessary. No change will affect the currently attending students.

METHOD OF PAYMENT

Method of Payment: Cash, Credit Card (4.2% Fee), Sponsor/Funding Source, Check, Student Loan

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. The 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/termination, 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: North Adrian's College of Beauty 124 Floyd Ave Modesto, CA 95350 or Adrians Beauty College of Tracy 3000 W. Grantline Road Tracy, CA 95304. 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. If a student fails to notify the College in writing, the student will automatically be withdrawn after 14 days of non-attendance.
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.
- SPECIAL CIRCUMSTANCE WAIVER: The College will perform an institutional refund calculation for all students. Based on the institutional refund policy, a student who has completed 60% or more of their contracted time will have all tuition and fees considered earned (no refund due). Upon written request or at the discretion of the School Director, the College may charge a student who has exceeded 60% contracted hours, only hours scheduled plus any non-refundable fees.

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% and over	100% earned

The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable 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 and Proof of Training to student's who withdraw prior to program completion.
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 (revised 09/28/2022)
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 that 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.

The Order that Title IV program funds must be returned:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. FSEOG

The refund will be performed as soon as possible but no later than 45 days after determining the student has withdrawn. Title IV Funds returned by the student: If the institution is not required to return all of the excess Title IV funds, the student may be required to return the remaining amount. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

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.

CREDIT BALANCES: (revised 09/28/2022)
If a credit balance still exists on a student's account after the Return to Title IV calculation is completed, the credit balance will be used to pay any grant overpayment that exists based on the current withdrawal or any remaining institutional charges. Any remaining credit balance will be paid to the student within 45 days of the date that the Return to Title IV calculation was performed.

POST-WITHDRAWAL DISBURSEMENTS (revised 09/28/2022)
Post Withdrawal Disbursements: If a student did not receive all of the Title IV funds earned, a student may be due a post-withdrawal disbursement If the post withdrawal disbursement includes Direct Loan funds, the school must obtain the student's or parent's (in the case of PLUS Loans) permission before it can disburse the Direct Loan funds A student or parent may choose to decline some or all of the Direct Loan funds, so the student or parent do not incur additional debt The school may automatically use all or a portion of a post-withdrawal disbursement of grant funds for institutional charges The school needs to obtain permission from the student to apply Title IV funds for other educationally related expenses Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be created to the student's account Any remaining Pell funds will be released to the student without the student having to take any action Any Direct Loan funds due in a post-withdrawal disbursement must be offered to the student or parent and the school must receive the student's authorization before crediting their account Regulations for post-withdrawal disbursements state that grants must be disbursed within 45 days and loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds

For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only Loans would need to be repaid in full.

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.

EXTRA INSTRUCTIONAL CHARGES

Each course has been scheduled for completion within an allotted time frame. This time frame is your scheduled graduation date on your enrollment agreement. There is no grace period for completion of your program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate as stated on your enrollment agreement, until graduation. Extra instructional charges or satisfactory payment arrangements must be made prior to the completion of all graduation requirements and receiving your Proof of Training and Diploma.

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

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 NACOB and ABCOT, may consist of a combination of grants, loans, and scholarships. NACOB and ABCOT 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. Loan limit of $20,000 annually, $65,00 per dependent student.

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 deadlines 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 timelines 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 considers 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 NACOB and ABCOT. 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 NACOB and ABCOT 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 an FSA ID by going onto the website; https://fsaid.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 if 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 within the first payment period. An interim Pell Disbursement can be made prior to completion of verification, however no

Direct Loans will be disbursed until verification has been completed. Any funds that you are not eligible for due to a verification correction will be returned to the appropriate Title IV Program. Students who do not complete verification by the required deadline will have all Title IV funds disbursed returned to the appropriate program. This could result in loss of some Financial Aid Eligibility. To receive Subsidized, Unsubsidized, or PLUS loan funds, an Entrance Counseling and Master Promissory Note (MPN) must be completed online at https://studentaid.gov.

Funds are then disbursed by the Administrative office and a receipt will be given. Award and loan funds are typically disbursed after 30 days for the first-year students and within two weeks for second year students.

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

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID PHILOSOPHY

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

PRINCIPLES

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

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out of pocket costs those students and/or parents must pay to obtain a specific post-Secondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants, loans, or part time work. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance with 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

NACOB and ABCOT are 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 it 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 these 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. NACOB and ABCOT 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 scheduled weeks of instructional time with a minimum of 900 scheduled 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 (SAI)

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 dependents 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, NACOB or ABCOT 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 NACOB or ABCOT, 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 applicant's independent student status.
- Untaxed income and benefits for the base year including:
    - Social Security benefits
    - Child Support, if the student has information regarding child support or has reason to believe the student received support.
    - Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

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

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

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

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

- Number of family members in the household.

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):
If the student cannot provide all required documentation, the school cannot complete the verification process by the mid-point. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

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

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

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

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

NOTIFICATION OF RESULTS OF VERIFICATION:
The school shall notify the applicant of additional information or documentation needed for verification. This occurs through contact with the financial aid officer or by mailing to the applicant's resident address the Verification Follow Up Form. This form indicates additional items needed. The school shall notify the applicant of any change in the originally computed Pell Grant award. The student shall sign and date the SAR certified for payment.
The school shall notify the applicant when they complete verification by:

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; it's 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, 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 agree 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.

State Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

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

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 or guardians of dependent minors 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))

North Adrian's College of Beauty
NACOB and ABCOT of Tracy

POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

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

Nonpublic personal information is information which is not publicly available on

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

North Adrian's College of Beauty and Adrians Beauty College of Tracy are 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 operation, 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 3 of each year by posting throughout the college and on the colleges' website.

North Adrian's College of Beauty and Adrians Beauty College of Tracy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

North Adrian's College of Beauty
NACOB and ABCOT of Tracy

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

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

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

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

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

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

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North Adrian's College of Beauty
NACOB and ABCOT of Tracy

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 _____

CAMPUS CRIME SECURITY REPORT
See Addendum #3

STUDENT PERFORMANCE RATES
See Addendum #4. A Supplemental handout is given to each student prior to enrollment.

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.

Rebecca Abinales
Director

Revised: August 1, 2025
Calendar Year: 2025-2026

Addendum #1 Added 11/24/2014

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 NACOB and ABCOT determines during the Optional Informal Process that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects on the complainants and others, if appropriate.

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

3. *Formal Process*

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

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

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

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

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

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

3.3 *Response to Complaint*

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

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

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

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

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

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

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

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

4. *Appeal Process*

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

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

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

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

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

Addendum # 2 Faculty List Updated October 01, 2026

NORTH ADRIAN'S COLLEGE OF BEAUTY ADMINISTRATION

Ownership: North Adrian's College of Beauty, Inc.
School Director: Rebecca Abinales
Financial Aid Director: Sherri Cytanovich
Financial Aid Officer: Sherri Cytanovich
Compliance Officer: Sherri Cytanovich
Admissions Coordinator: Sharryl Rieth
Career Advisor: Patricia Abinales/Sharryl Rieth
Registrar: Chris Fore
Support Staff: Megan Sawyer/Christina Santamaria/Angelina Abinales

Cosmetology, Barbering, Esthetics, and Manicuring Educators

Rebecca Abinales, Cosmetology Educator – Full Time
Licensed Cosmetologist
Adrian's Scenic Beauty College, Cosmetology Certificate
Cosmetology License # KK145228

UC Berkeley, Designated Subjects Teaching Credential
Document # 170221184
Ms. Becky is the School Director and Educator at North Adrian's College of Beauty.

Chris Fore, Cosmetology Educator – Full Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License # KK6952
Ms. Chris is the Registrar and Educator at North Adrian's College of Beauty

Linda Sandoval, Cosmetology Educator – Full Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License #KK9298
Ms. Linda is a Day Program Cosmetology Educator.

Connie Armenta, Barbering Educator – Full Time
Licensed Barber
North Adrian's College of Beauty, Barbering Certificate
Barbering License # B96752

Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License # KK109995

Licensed Esthetician
North Adrian's College of Beauty, Esthetician Certificate
Esthetician License # ZZ22205
Ms. Connie is the Day Program Barbering Educator and Salon Floor Educator.

Suelaine Spangler, Cosmetology Educator – Part Time
Licensed Cosmetologist
Delta Beauty College, Cosmetology Certificate
Cosmetology License # KK405231
Ms. Sue is the Night Program Salon Floor Educator and CTE Theory Educator

Martina Torres, Cosmetology, Manicuring Educator – Full Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License #KK601712
Ms. Martina is a part time Cosmetology and Manicuring educator.

Patricia Abinales, Cosmetology Educator – Part Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology, Barbering, Esthetician Certificate
Cosmetology License # KK617682
Ms. Trish is a career advisor and part time floor educator.

Jany Bryant, Educator – Part Time
Licensed Cosmetologist
Moro Beauty College, Cosmetology Certificate
Cosmetology License # KK3153
Ms. Jany is the Esthetics Educator for the night program.

Angel (Hector) Rios, Cosmetology Educator – Full Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License # KK502770
Mr. Angel is a Afternoon and Night Cosmetology/Barber/Manicuring Educator

Rebecca Cazares, ECosmetology/Esthetician Educator – Full Time
Licensed Cosmetologist
Adrian's beauty College of Turlock, Cosmetology Certificate
Cosmetology License #KK06980
Ms. Rebecca is the Esthetician Educator for the Day Program and the CTE Educator

Christina Santamaria, Cosmetology Educator - Part Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License #KK632025
Ms. Christina is a Part Time Receptionist and Salon Floor Educator

Adrians Beauty College of Tracy

Ownership: North Adrian's College of Beauty, Inc.
School Director: Rebecca Abinales
Financial Aid Director: Sherri Cytanovich
Associate Director: Jennifer Campbell
Financial Aid Officer: Sherri Cytanovich, Jennifer Campbell
Compliance Officer: Sherri Cytanovich
Admissions Coordinator: Sharryl Rieth
Career Advisor: Ebony Tehran /Sharryl Rieth
Registrar: Peighton Campbell
Support Staff: Peighton Campbell

Jennifer Campbell, Cosmetology/Barbering Educator – Full Time
Licensed Barber
North Adrian's College of Beauty, Barbering Certificate
Barbering License # B97407

Licensed Cosmetologist
Trend Setters School of Beauty, Cosmetology Certificate
Cosmetology License #KK483727
Ms. Jennifer is the Associate Director for the campus as well as the Barbering Educator.

April Taylor, Cosmetology/Esthetician Educator – Part Time
Licensed Cosmetology
Adrians Beauty College of Tracy, Cosmetology Certificate
Cosmetology License # KK616358
Ms. April is the Cosmetology/Barbering Educator and helps with the Salon Floor

Nastassja Ortiz, Cosmetology & Barbering Educator – Part Time
Licensed Cosmetologist
Adrians Beauty College of Tracy, Cosmetology Certificate
Cosmetology License #KK551654
Ms. Tasha is the Salon Floor Educator.

Kristine Pleasant, Esthetics Educator – Part Time
Licensed Esthetician
Adrian's Beauty College of Tracy, Esthetics Certificate
Esthetician License # 40070858Z
Ms. Kristine is the Esthetician Educator

Peigton Campbell, Manicuring Educator-Part Time
Licensed Cosmetologist
North Adrian's College of Beauty, Cosmetology Certificate
Cosmetology License #KK635129
Ms. Peighton is the Manicuring Educator and Part Time Receptionist

Addendum #3 Updated October 01, 2026

ANNUAL SECURITY REPORT - MAIN

Campus Crime Statistics

North Adrian's College of Beauty
124 Floyd Ave
Modesto, CA 95350
October 1, 2026

North Adrian's College of Beauty provides its students and employees with an Annual Security Report. In accordance with the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2023 through December 31, 2025. Included below are reportable criminal offenses and violations that occurred on campus and/or public property. "On campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. "Public property" is defined as property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. The college does not have any non-campus buildings or property. The campus security policy is available for review or copy during normal business hours by submitting a request to the Admissions Office, Financial Aid Office, or Compliance Officer or online at www.adrians.edu

Offense	**ON CAMPUS PROPERTY 124 Floyd Ave Modesto, CA 95350**			**On Public Property**		
	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Hate Crimes	ON CAMPUS PROPERTY 124 Floyd Ave Modesto, CA 95350			On Public Property		
	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ Vandalism of property	0	0	0	0	0	0

VAWA Offenses	ON CAMPUS PROPERTY 124 Floyd Ave Modesto, CA 95350			On Public Property		
	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	ON CAMPUS PROPERTY 124 Floyd Ave Modesto, CA 95350			On Public Property		
	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Campus Crime Statistics

Adrians Beauty College of Tracy
3000 W. Grantline Road
Tracy, CA 95304
October 1, 2026

North Adrian's College of Beauty provides its students and employees with an Annual Security Report. In accordance with the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2023 through December 31, 2025. Included below are reportable criminal offenses and violations that occurred on campus and/or public property. "On campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. "Public property" is defined as property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. The college does not have any non-campus buildings or property. The campus security policy is available for review or copy during normal business hours by submitting a request to the Admissions Office, Financial Aid Office, or Compliance Officer or online at www.adrians.edu

Offense	**ON CAMPUS PROPERTY 3000 W. Grantline Road Tracy, CA 95304**			**On Public Property**		
	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Hate Crimes	ON CAMPUS PROPERTY 3000 W. Grantline Road Tracy, CA 95304			On Public Property		
	2023	2024	2025	2023	2024	2025
Murder/non-negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ Vandalism of property	0	0	0	0	0	0

VAWA Offenses	ON CAMPUS PROPERTY 3000 W. Grantline Road Tracy, CA 95304			On Public Property		
	2023	2024	2025	2023	2024	2025
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	ON CAMPUS PROPERTY 3000 W. Grantline Road Tracy, CA 95304			On Public Property		
	2023	2024	2025	2023	2024	2025
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

VIOLENCE AGAINST WOMEN ACT

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

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

Addendum # 4 Updated 08/31/2026

Student Performance Rates

A supplemental handout is provided to the student or located on the Colleges website.

Addendum #5 Updated October 01, 2026

North Adrian's College of Beauty/Adrians Beauty College of Tracy **DAY PROGRAM CLASS STARTS**		
Cosmetology/Barbering DAY CLASS	**Esthetics** DAY CLASS	**Manicuring** DAY CLASS
01/12/2027	01/05/2027	01/19/2027
02/09/2027	02/02/2027	04/20/2027
03/09/2027	03/02/2027	08/31/2027
04/06/2027	03/30/2027	12/07/2027
05/04/2027	04/27/2027	
06/01/2027	05/25/2027	
07/20/2027	06/22/2027	
08/10/2027	07/20/2027	
09/07/2027	08/17/2027	
10/05/2027	09/14/2027	
11/02/2027	10/12/2027	
12/07/2027	11/02/2027	
	11/30/2027	
North Adrian's College of Beauty ONLY **NIGHT PROGRAM CLASS STARTS**		
Cosmetology NIGHT CLASS	**Esthetics** NIGHT CLASS	**Manicuring** NIGHT CLASS
01/12/2027	01/05/2027	01/19/2027
02/09/2027	02/02/2027	04/20/2027
03/09/2027	03/02/2027	08/31/2027
04/06/2027	04/27/2027	12/07/2027
05/04/2027	05/25/2027	
06/01/2027	06/22/2027	
07/20/2027	07/20/2027	
08/10/2027	08/17/2027	
09/07/2027	09/14/2027	
10/05/2027	10/12/2027	
11/02/2027	11/30/2027	
THE NIGHT PROGRAM IS ONLY AVAILABLE AT NORTH ADRIAN'S COLLEGE OF BEAUTY (MODESTO CAMPUS). Note: The College reserves the right to add, cancel, modify, and/or change start dates as needed.		

Addendum # 6 Updated August 1, 2025

North Adrian's College of Beauty

Course Cost

COURSE NAME	COURSE HOURS	TUITION	REGISTRATION	KIT AND TAX*	BOOKS AND TAX*	SUBTOTAL	STUDENT TUITION RECOVRY FUND**	COURSE COST
Cosmetology	1000	$ 15,000.00	$ 145.00	$ 1,629.15	$ 657.50	$ 17,431.65	$ -	$ 17,431.65
Cosmetology	1500	$ 18,000.00	$ 145.00	$ 1,629.15	$ 711.93	$ 20,486.08	$ -	$ 20,486.08
Barbering	1000	$ 15,000.00	$ 145.00	$ 1,390.33	$ 657.50	$ 17,192.83	$ -	$ 17,192.83
Barbering	1500	$ 18,000.00	$ 145.00	$ 1,390.33	$ 711.93	$ 20,247.26	$ -	$ 20,247.26
Esthetics	600	$ 8,400.00	$ 145.00	$ 1,230.29	$ 657.50	$ 10,432.79	$ -	$ 10,432.79
Manicuring	400	$ 4,400.00	$ 145.00	$ 1,259.12	$ 657.50	$ 6,461.62	$ -	$ 6,461.62

* Non-Refundable Effective August 1, 2025 Catalog Supplemental Handout Stanislaus County Tax Rate: 8.875%

** Effective April 1, 2024 the Student Tutiion Recovery Fund (STRF) assessment has changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

Method of Payment: Cash/Money Order, Check, Credit Card (4.2% service fee applied), Financial Aid (If Qualified)

Outside students (not an Adrian's graduate) and/or any other students requiring remedial hours or hours required by the Board of Barbering and Cosmetology are charged at a rate of $18.00 per hour plus registration fee and any materials or books required.

Online access is available for 24 months from registration date. Additional access may be purchased at an additional cost.

Should a student complete their course of study earlier than the estimated timeframe stated on page one of your enrollment agreement, your financial aid package may be recalculated and this may result in liabilities owed by the student and/or institution, if applicable.

Each course has been scheduled for completion within an allotted time frame. This time frame is your scheduled graduation date on your enrollment agreement. There is no grace period for completion of your program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate as stated on your enrollment agreement, until graduation. Extra instructional charges or satisfactory payment arrangements must be made prior to the completion of all graduation requirements and receiving your Proof of Training and Diploma.

Adrians Beauty College of Tracy

Course Cost

COURSE NAME	COURSE HOURS	TUITION	REGISTRATION	KIT AND TAX*	BOOKS AND TAX*	SUBTOTAL	STUDENT TUITION RECOVRY FUND**	COURSE COST
Cosmetology	1000	$ 15,000.00	$ 145.00	$ 1,619.80	$ 653.72	$ 17,418.52	$ -	$ 17,418.52
Cosmetology	1500	$ 18,000.00	$ 145.00	$ 1,619.80	$ 707.85	$ 20,472.65	$ -	$ 20,472.65
Barbering	1000	$ 15,000.00	$ 145.00	$ 1,382.35	$ 653.72	$ 17,181.07	$ -	$ 17,181.07
Barbering	1500	$ 18,000.00	$ 145.00	$ 1,382.35	$ 707.85	$ 20,235.20	$ -	$ 20,235.20
Esthetics	600	$ 8,400.00	$ 145.00	$ 1,223.23	$ 653.72	$ 10,421.95	$ -	$ 10,421.95
Manicuring	400	$ 4,400.00	$ 145.00	$ 1,251.89	$ 653.72	$ 6,450.61	$ -	$ 6,450.61

* Non-Refundable Effective August 1, 2025 Catalog Supplemental Handout San Joaquin County Tax Rate: 8.25%

** Effective April 1, 2024 the Student Tutiion Recovery Fund (STRF) assessment has changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

Method of Payment: Cash/Money Order, Check, Credit Card (4.2% service fee applied), Financial Aid (If Qualified)

Outside students (not an Adrian's graduate) and/or any other students requiring remedial hours or hours required by the Board of Barbering and Cosmetology are charged at a rate of $18.00 per hour plus registration fee and any materials or books required.

Online access is available for 24 months from registration date. Additional access may be purchased at an additional cost.

Should a student complete their course of study earlier than the estimated timeframe stated on page one of your enrollment agreement, your financial aid package may be recalculated and this may result in liabilities owed by the student and/or institution, if applicable.

Each course has been scheduled for completion within an allotted time frame. This time frame is your scheduled graduation date on your enrollment agreement. There is no grace period for completion of your program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate as stated on your enrollment agreement, until graduation. Extra instructional charges or satisfactory payment arrangements must be made prior to the completion of all graduation requirements and receiving your Proof of Training and Diploma.

The Office of Student Assistance and Relief (updated January 5, 2024)

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/