

# INSPIRE ACADEMY OF BARBERING AND COSMETOLOGY CATALOG AND CONSUMER INFORMATION

**Effective Dates: January 1, 2019 – December 31, 2019**

In opening this Catalog, you've taken the first step in creating a new world of opportunity for yourself. You've chosen to make an investment in your future. But how do you get started? There are many Beauty Academy's in the area. In which one should you invest your time and future? Become part of a Academy that realizes **its** success in **your** success. How do we achieve our success? By providing our students with the essential Educational Standards, Individual Instruction, Personal Advising and Support, and **Inspiration** required to achieve their goals.

## **DISCOVER THE DIFFERENCE!**

### **INSPIRE ACADEMY OF BARBERING AND COSMETOLOGY INC.**

**445 W. Weber Ave., Suite #223**

**Stockton, CA 95203**

**Phone: (209) 910-0955**

**Website: [www.inspireacademyofcosmetology.org](http://www.inspireacademyofcosmetology.org)**

**Email: [inspireacademy411@gmail.com](mailto:inspireacademy411@gmail.com)**

#### **STATE APPROVAL BY:**

**The Bureau for Private Postsecondary Education**

**2535 Capital Oaks Drive, Suite 400**

**Sacramento, CA 95833**

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

**Phone: (916) 431-6959**

**Fax: (916) 263-1897**

#### **LICENSED BY:**

**California Board of Barbering and Cosmetology**

**2420 Del Paso Road Suite 100**

**Sacramento, CA 95834**

**Web site: [barbercosmo.ca.gov](http://barbercosmo.ca.gov)**

**Phone: (916) 800-952-5210**

**Fax: (916) 575-7281**

#### **CITY OF STOCKTON:**

**425 N. El Dorado St**

**Stockton, CA 95202**

**Phone: (209) 937-8313**

**Fax: (209) 937-7184**

**[bl@stocktonca.gov](mailto:bl@stocktonca.gov)**

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## **APPROVAL DISCLOSURE STATEMENT:**

**Inspire Academy of Barbering and Cosmetology** is a private for-profit institution and is granted its approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau, nor does this approval to operate indicate that the institution exceeds minimum state standards. Institutional approval must be re-approved every five (5) years and is subject to continuing review.

The **BPPE** has approved instruction in the following courses offered by Inspire Academy of Barbering and Cosmetology:

<b>Cosmetology</b>		<b>1600 Clock Hours</b>
<b>Barbering</b>		<b>1500 Clock Hours</b>
<b>Barber Cross Over</b>	<b>Cosmetology to Barber</b>	<b>200 Clock Hours</b>
<b>Cosmetology Cross</b>	<b>Barber to Cosmetology</b>	<b>300 Clock Hours</b>
<b>Esthetician</b>		<b>600 Clock Hours</b>
<b>Manicuring</b>		<b>400 Clock Hours</b>

Instruction is provided within a 7,800 sq. foot facility with the ability to accommodate 200 students at any one time. The facility location is 445 W. Weber Ave., Suite 223, Stockton, CA 95203. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing Enrollment Agreements.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements:

**The State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology:**

Provides licenses to graduates upon passing the Barbering and Cosmetology Board examination.

**Bureau for Private Postsecondary Education** The Bureau exists to promote and protect the interests of students and consumers: (i) through the effective and efficient oversight of California's private postsecondary educational institutions, (ii) through the promotion of competition that rewards educational quality and employment outcomes, (iii) through proactively combating unlicensed activity, and (iv) by resolving student complaints in a manner that benefits both the complaining student and future students.

As a **prospective student** you are encouraged to review this Catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement. These documents will assist the student to make a more educated selection of the programs of study offered by this institution. The Institutional Catalog and Disclosures are updated annually, with the effective dates stated on the cover page.

### **QUESTIONS REGARDING THIS CATALOG**

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  
2535 Capital Oaks Drive, Suite 400  
Sacramento, CA 85833  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone (916) 431-6959 or (888) 370-7589  
Fax: (916) 263-1897

### **BANKRUPTCY STATEMENT**

Inspire Academy of Barbering and Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the proceeding five years nor has a petition in bankruptcy filed against it in the proceeding five years that would have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **GRIEVANCE (COMPLAINT) PROCEDURE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any student who has a serious complaint concerning a course, an Instructor or Staff member is invited and encouraged to discuss the problem with the Instructor or Staff member. However, if after an Advising session the student still feels dissatisfied, they have the right to move the complaint to the Academy Campus Director. The complaint must be in writing and should outline the allegation or nature of the complaint; and filed on the official complaint form located in the Student Affairs (Campus Director's) Office. The complainant will be notified within 14 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint procedure will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint. Evidence of final resolution of all complaints will be retained in the Academy files in order to determine the frequency, nature and patterns of complaints. The information will be used in evaluation of institutional effectiveness and outcomes. If the complainant wishes to pursue the matter further they may contact the school's California regulatory agency:

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:**

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **GREETING FROM OUR SCHOOL OWNERS:**

Dear Student,

It is our pleasure to welcome you to Inspire Academy of Barbering and Cosmetology (IABC). We would like to thank you for choosing IABC to guide you in achieving your educational goals. All the Instructors and staff of the Academy take this responsibility very seriously. As professionals with many years' experience in the fields of Cosmetology and Barbering, it is our singular objective to provide you with superior academic and practical knowledge to prepare you to be successful in the Cosmetology and Barbering industries. It is our promise that we will consistently strive to provide fundamental learning principles, as well as innovative and advanced techniques.

As Cosmetology and Barbering are not only **Arts** and **Sciences** but business as well, we have structured our curriculum to include Business classes to provide you with the tools to have a competitive edge upon your entry into the workforce. Additionally, we have a pool of certified guest artists who visit our campus on a regular basis to provide cutting edge color, haircutting, nail art and spa classes to our student body. Upon your successful completion of our program our desire is for you to be not only prepared to pass your exam but to possess the necessary tools to build a lucrative and lasting career in the exciting and ever changing fields of Cosmetology Barbering, Nails and Esthetics.

Our commitment to you as graduates does not end on your last day of school. Our team actively participates in your job placement and will continue to monitor your gainful employment long after you graduate. We encourage you to call and visit often. We want to hear about your successes and advise you on your career path.

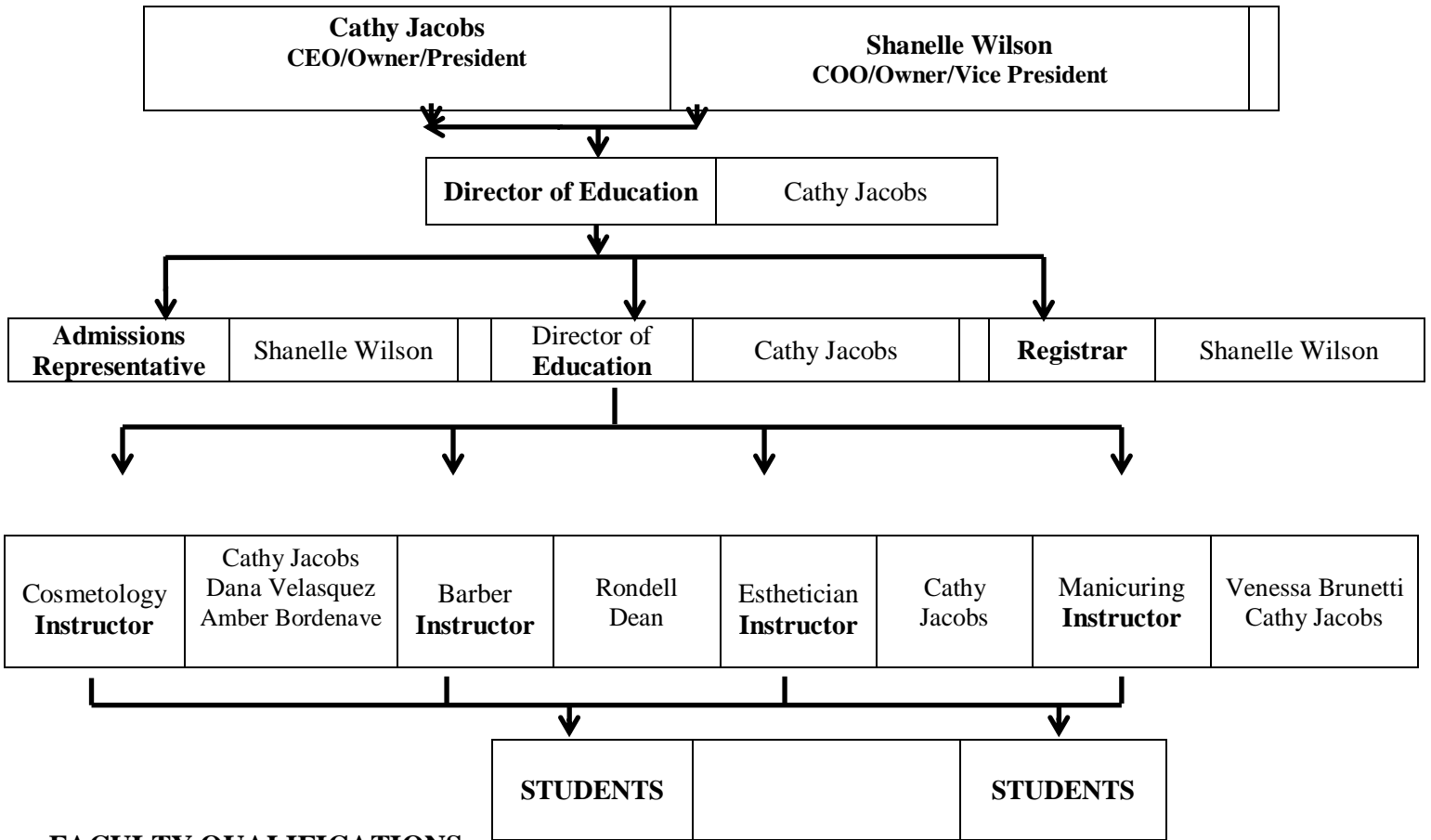
Our team has the experience, knowledge and expertise to provide you with a comprehensive educational experience and it is our privilege to provide those proficiencies to you... a future graduate.

We certify that all contents of this Catalog are current, true and correct to the best of our knowledge,

**Cathy Jacobs and Shanelle Wilson**

Owners/Inspire Academy of Barbering and Cosmetology

## ORGANIZATIONAL CHART



### FACULTY QUALIFICATIONS

<b>Cathy Jacobs</b> <b>CEO/Owner/President</b> <b>Cosmetology Instructor</b> <b>Esthetician/Manicure Instructor</b> <b>Director (CAO) of Education</b>	Licensed Cosmetologist: 10 Years Licensed Esthetician: 16 Years Licensed Manicurist: 10 Years Cosmetology/Esthetician/Manicuring Instructor: 13 Years
<b>Shanelle Wilson</b> <b>COO/Owner/Vice President</b> <b>Campus Director</b> <b>Admissions Representative</b>	President of Brishan Corp. – 10 Years Sunny Daze Salon and Massage Owner: 6 Years Beach House Salon Owner: 9 Years
<b>Dana Velasquez</b> <b>Cosmetology Instructor</b>	Licensed Cosmetologist: 14 Years Cosmetology Instructor: 5 Years Lead Instructor – 1 year
<b>Amber Bordenave</b> <b>Cosmetology Instructor</b>	Licensed Cosmetologist: 16 Years Cosmetology Instructor: 1 Year
<b>Victoria Barriga</b> <b>Cosmetology Instructor</b>	Licensed Cosmetologist: 25 Years Hot Cuts – Owner 13 Years
<b>Rondell Dean</b> <b>Barber Instructor</b>	Licensed Barber: Years Barber Instructor: 2 Years
<b>Venessa Brunetti</b> <b>Manicuring Instructor</b>	Licensed Manicurist: 12 Years Manicuring Instructor: 3 Years

## MISSION STATEMENT

The **Mission** of Inspire Academy of Barbering and Cosmetology (IABC) is to help our students develop the required technical abilities, academic achievement and interpersonal skills to succeed in a career in the fields of Cosmetology, Barbering, Esthetics and Nail Technology. Our **Purpose** is to be dedicated to providing a nurturing environment where cleanliness and safety are part of our daily focus.

## SCHOOL OBJECTIVES

The **Objectives** of the Inspire Academy of Barbering and Cosmetology (IABC) are:

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the Beauty and Barbering industries.
- Create the best learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving his or her own professional aspirations.
- Assist graduates to become employed in the technical areas for which they have been prepared.
- Respond to the requests of the industry for specific training needs and education programs.
- To evaluate and revise our educational programs when necessary to the benefit of our students.
- Prepare our students to successfully complete their Exams for licensure in the State of California.
- Prepare our successful graduates to function at an entry level in the fields of Cosmetology, Barbering, Esthetics and Nail Technology in positions such as: Barber, Hair Stylist, Colorist, Make-Up Artist, Manicurist. Through the benefit of practice and experience they may progress to become Salon Managers, Salon Owners, Cosmetology, Barbering, Esthetics and Nail Technology Educators, Platform Artists, School Directors or School Owners.

## INTRODUCTION/OWNERSHIP/FUTURE VISION

Inspire Academy of Barbering and Cosmetology was opened in 2018 and is currently owned by Cathy Jacobs and Shanelle Wilson. We are very proud of our accomplishments thus far. Our vision is to create a state of the art training facility and currently we are developing “smart” classrooms which use a combination of audio and projection equipment and computerized training curriculums. We are very proud of our relationships with the salons in the area and continually seek accomplished professionals in the industry to assist in the training and education of our student body.

## CODE OF ETHICS

It is the objective of the Academy to abide by the rules and regulations established by the Bureau for Private Postsecondary Education (BPPE) and the State of California, Department of Consumer Affairs - California State Board of Barbering and Cosmetology, to always maintain positive relationships with its students, clients and guests extending them courtesy and respect. To advertise truthfully and honestly at all times. And to above all, produce graduates who will be an asset to the Cosmetology, Barbering, Esthetic and Manicuring industries.

## WHAT WE ASK OF OUR STUDENTS

As a team of successful professionals we believe that a high degree of attendance is the largest contributing factor to achievement in our Academy as well as maintaining gainful employment in the industry. Therefore, we maintain strict attendance standards that reflect employment expectations. Prospective students who apply for admission, meet our enrollment criteria, and are accepted for registration, need only to complete the enrollment process. After enrollment, students must demonstrate **Satisfactory Academic Progress** as established by school policy. Satisfactory Academic Progress is defined as earning minimum academic and practical grades as well as satisfying the minimum attendance standards of the Academy. (See the section regarding Satisfactory Academic Progress, for minimum standards.) Prior to Enrollment, it is important for all prospective students to understand and prepare for the expectations of progress while enrolled in our school. Prior to making an appointment for Enrolling, all prospective students are to read the school catalog online at [www.InspireAcademyofCosmetology.org](http://www.InspireAcademyofCosmetology.org) and bring any questions to the Enrollment appointment.

## ADMINISTRATION BUSINESS HOURS

The School Administrative offices are open for business Monday through Friday from 9:00 am to 4:30 p.m. or by appointment. For issues related to admissions, academics, accounting and placement, please make an appointment or visit the office located at 445 W. Weber Ave., #223, Stockton CA 95203 within their business hours. The administrative office may be reached at: (209) 910-0955.



## ACCREDITATION

Inspire Academy of Barbering and Cosmetology has been approved by the Bureau for Private Postsecondary Education (BPPE) and has a license to operate as a vocational institution issued by the California Board of Barbering and Cosmetology. As a new school, opened in 2018, neither Inspire Academy of Barbering and Cosmetology nor any of its courses have received accreditation from an accrediting agency recognized by the United States Department of Education.

## FINANCIAL ASSISTANCE STATEMENT

All students will be required to pay tuition on a cash pay basis. Currently there are several agencies that provide financing for qualified students. These include: Tuition Options, TFC, State of California Rehabilitation agencies and the Bureau of Indian Affairs. **At the sole discretion of this institution it may provide private financing which includes a one-time finance fee.**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

## SCHOLARSHIP AWARDS

The Academy notifies the High Schools in the San Joaquin County area that it offers a limited number of scholarships (one Cosmetology, one Barbering, one Manicuring and one Esthetician) to graduating High School seniors who meet the following criteria:

- Complete and submit a scholarship application to the Academy by February 1<sup>st</sup> of their graduating year.
- Provide a letter of reference from a High School counselor or teacher.
- Students must be accepted and enrolled by December of their graduating year.

Scholarships/Tuition discounts are conditionally granted to students upon completion of 100% of the course and meet **Satisfactory Academic Progress**. If the student does not complete the course, the scholarship/tuition discount will be ignored for refund determination purposes. The cost of kit is not included. Scholarships, discounts or fee waivers are given to students at the discretion of the Campus Director.

## TUITION PAYMENT POLICY

Tuition payment advising services will be provided to each student prior to Enrollment. Several payment plans are available and offered to students on an individual basis. All payment arrangements will be made at the time of Enrollment. All tuition payments are due by the date the student has agreed to upon signing their Enrollment Agreement. Students making monthly payments will be charged a \$25.00 late fee for each past due payment not made by the next billing cycle. There will be a \$35.00 charge for any checks returned for non-sufficient funds.

## ORIENTATION CLASSES

Orientation classes are conducted the first day of attendance for each new class. Prior to enrollment each prospective student must have physically visited the school facilities, reviewed with the Admissions Representative any questions regarding their student rights, disclosure statements and have signed an Enrollment Agreement (Contract) for their course of study.

## NEW CLASS STARTING DATES

New students may start every seven (7) weeks. All classes are held on the Inspire Academy of Barbering and Cosmetology Campus located at: 445 W. Weber Ave., Suite 223, Stockton, CA 95203

### COSMETOLOGY

1/7/19  
02/25/19  
04/15/19  
6/3/19  
7/22/19  
9/9/19  
10/28/19

### BARBERING

1/7/19  
02/25/19  
04/15/19  
6/3/19  
7/22/19  
9/9/19  
10/28/19

### ESTHETICIAN

1/7/19  
2/25/19  
04/15/19  
6/3/19  
7/22/19  
9/9/19  
10/28/19

### MANICURING

1/7/19  
02/25/19  
04/15/19  
6/3/19  
7/22/19  
9/9/19  
10/28/19

## CALENDAR OF HOLIDAYS

The school is open on a continual basis Monday through Friday 9:00 am to 4:30 pm. The school is closed on Saturday and Sunday and the following breaks and legal holidays:

<b>January 21 MLK Day</b>	<b>2/18 Presidents Day</b>	<b>May 27 Memorial Day</b>
<b>July 4 Independence Day</b>	<b>Sept 2 Labor Day</b>	<b>Nov 11 Veterans Day</b>
<b>Nov 28 - Nov 29 Thanksgiving Break</b>	<b>December 23, 2019 through January 1, 2020 Christmas Break</b>	

The above scheduled Holidays will not be counted against the student's Scheduled Date of Completion on the Enrollment Agreement (Contract). However, all other absences will incur additional instructional charges. The Academy reserves the right to delayed starts on the 2<sup>nd</sup> Tuesday of every month for Instructor training and/or Staff meetings.

## PLACEMENT AND EMPLOYMENT ASSISTANCE

The Academy cannot guarantee the student job placement as an inducement to enroll. However, the Academy does post all employment opportunities on the Student Job Placement Bulletin Board in the Student Break Area. Additionally, these postings are kept on file in the Student Affairs (Campus Director's) Office. The Academy extends open invitations to many salons in our area to come in for the purposes of recruitment. The Staff, Instructors and Placement Advisor will use their best efforts in assisting students in securing employment upon graduation. We want our students to be gainfully employed!

Due to the ever-increasing dollars spent in the beauty industry, graduates have excellent opportunities to obtain a position. However, those students who are highly motivated and continually seek advanced education will be in the most demand. Job Placement assistance is provided to our graduates at no additional charge.

## HANDICAPPED STUDENTS POLICY

The Academy will make every effort to accommodate its Students, Clients and Staff with physical handicaps. Handicapped parking is available and the facility is handicapped accessible (restrooms, doorways etc.).

## NON-DISCRIMINATION POLICY

The Academy in its admission, instruction, graduation and employment policies practices nondiscrimination on the basis of race, age, gender, color, sexual orientation, religion, handicap, financial status or ethnic origin in its Admission, Staffing, Instruction or Graduation policies.

## NON-RECRUITMENT POLICY

In compliance to its Code of Ethics, the Academy does not recruit students already attending or admitted to another school offering similar programs of study.

## ADDITIONAL TRAINING POLICY

The Academy maintains database records for its graduates tracking their California State Barbering and Cosmetology Board Licensing Examination results. The results are recorded as passed or failed. Our goal is to have the student pass their Exam the first time. However, any Student that has failed the Licensing Examination is encouraged to return to Inspire Academy of Barbering and Cosmetology for further training in subsequent attempts to pass the Exam. This training will be offered for no more than three (3) months at no additional charge to the student at the sole discretion of the Campus Director of Education.

## GAINFUL EMPLOYMENT POLICY

Upon graduation and successfully completing the California State Barbering and Cosmetology Board Licensing Examination, the Academy will place the Graduate in its database and maintain an electronic record for the purpose of tracking Gainful Employment rates. The Placement Advisor will follow up with the Graduate to gather the information to be placed on the Graduate's electronic record.

## HOUSING POLICY

The Academy does not have dormitory facilities therefore, does not provide housing. However, there are several low cost apartment buildings nearby within walking distance or easily reached by the local bus service. Rental rates for a one-bedroom apartment range from \$700 to \$1200 per month. Students seeking admission may request (enrolled students will find posted on the Student Bulletin Board) a list of nearby apartments. However, the Academy is not responsible for securing or honoring any lease agreements entered into by its students.

## **RIGHTS AND RESPONSIBILITIES**

### **The Student has the right to ask the Academy:**

01. About its programs, laboratory, other physical facilities as well as its Faculty.
02. The cost of attendance and the refund policy for students who drop out.
03. The financial assistance programs available; including information on all private lenders.
04. Institutional Financial assistance programs.
05. The procedures for submitting application for available tuition payment assistance programs.
06. How the school determines whether you are making Satisfactory Progress and what happens if you are not.
07. What special facilities and services are available to the handicapped.

It is the Student's **responsibility** to:

1. Review and consider all the information about their program of choice – prior to Enrollment.
2. Pay attention to the application for tuition payment assistance. Complete it accurately, and submit it timely.
3. Provide all documentation, corrections, and/or new information requested by the agency to which you submitted the application.
4. **Read, understand, and keep copies** of all forms you are asked to sign.
5. Request an Exit Interview at the time you are leaving the school to determine if you owe a balance to the Academy. At this time, also ask for Placement Assistance if it's needed.
6. Notify the Academy of a change in your name, address, phone number, or attendance status (for example: Full Time versus Part Time attendance).
7. Understand the School's Refund Policy.
8. Understand and comply with the Enrollment Status, Financial charges, Financial terms, time allowed for Course Completion, Refund Policy and termination procedures as specified in the Enrollment Agreement (Contract) you will be asked to sign.
9. Understand that it is your responsibility and your liability when errors are made for funds for which you are not eligible, are advanced to you or credited to your school account. This includes Local, State or Private funds paid on your behalf due to providing false, misleading or fraudulent documentation to the Academy.

### **STUDENT EXPRESSION POLICY**

Students, individually and collectively, are free to express their views on issues of institutional policy and on matters of general interest to the student body. They are free to support the causes by orderly means, which do not disrupt the regular and essential operation of the Academy. Students, through established School committees, may institute policies concerning the student's academic and non-academic affairs.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is against the law and will not be tolerated from the Students, Staff or Clients of the Academy. If any Student or Staff member feels they are experiencing sexual harassment they should bring their concerns to the Campus Director of the Academy immediately. If the Campus Director is not available then contact Shanelle Wilson or Cathy Jacobs.

### **STUDENT LOCKERS**

A locker is available to each student on the first day of class. No deposit is required. Students must provide their own lock. A spare key or the combination must be submitted to the Campus Director's Office. Should a shortage of lockers occur, no more than two students will share a locker. Each student will be required to maintain his or her locker in a clean and sanitary manner. No food is to be stored in lockers. The Academy reserves the right to enter any student's locker with or without the student's permission. In the event that a Student hasn't provided or changed a key or combo code and the institution needs access to the locker, the lock will be severed in order to gain entry.

### **CATALOG AMENDMENTS/UPDATES/MODIFICATIONS**

The Academy Catalog, information, policies and guidelines may be up amended periodically. The most current catalog is available on our website: [www.inspireacademyofcosmetology.org](http://www.inspireacademyofcosmetology.org) or located in the Director of Education's office at anytime.

## ENROLLMENT STATUS DEFINED

<b><u>Status:</u></b>	<b><u>Enrollment and Attendance</u></b>
	<b><u>Minimum per week:</u></b>
<b>Full Time:</b>	<b>35 Hours per week</b>
<b>Half Time:</b>	<b>30 Hours per week</b>

## CLASS SCHEDULE

Full Time Days 35 Hours per week: Monday – Friday: 9:00 a.m. to 4:30 p.m.  
With (1) ½ lunch break and (2) fifteen minute breaks

Part Time Days 30 Hours per week: Tuesday – Friday 9:00 a.m. to 3:00 p.m.  
With (2) fifteen minute breaks

## RE-SCHEDULING POLICY

Students will be expected to attend the schedule agreed upon in the Enrollment process. Should a student find it necessary to reduce/increase their hours of attendance (i.e. Full Time to Half Time/Half Time to Full Time) they must make an appointment with the Admissions Office immediately; prior to beginning the new schedule. A calculation will be made as to how many hours are left for the student's completion. The student will then be allowed the exact number of weeks required for course completion at their new schedule. Students will incur a \$100 processing fee for **each** time an approved change occurs. This fee must be paid in full before the change takes place.

## REGISTRATION FEE POLICY

A Non-Refundable Registration Fee of \$100.00 will be charged in addition to the Tuition charged. This fee should be paid after the student reviews the IABC catalog, visits the school, has all questions answered and willfully makes an informed decision to register with IABC as their Academy of choice.

## PROGRAM CHANGES

Students are encouraged to choose their course of study carefully. Program changes will be permitted only for students who have a valid reason for such a request. Students must attend all classes in which they originally enrolled until the requested change is officially authorized. Upon authorization, the student will be charged a \$100 processing fee to change their course of study. Such requests will only be authorized by the Campus Director. Students who are permitted to change programs will be charged the \$100 processing fee plus any additional kit or book fees applicable to the chosen course of study. Refunds or credits will be issued at the sole discretion of the Academy.

## SCHOOL CLOSURE AND/OR COURSE CANCELLATION POLICY

In the event the School closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution, which offers similar educational programs. As a condition of any school closure plan, a list of all currently enrolled students would be provided to the **BPPE**. The plan will indicate the arrangements made for each student to complete his or her education.

In the event of a school closure, this School, in the same geographic area as this School's location, would perform a teach-out. The teach-out would not cost any more than the balance of the original fees committed by you to this school under your Enrollment Agreement (Contract), which had not been already paid for the course work completed to date.

This School will provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.

If this School does not develop a teach-out plan, the students will receive a refund in accordance to a pro-rated refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

## EVALUATION POLICY

Students are evaluated in their course of study solely on the basis of their performance in meeting appropriate attendance and academic standards and objectives established for the course.

## DUE PROCESS POLICY

The Academy's adjudication procedures shall insure fairness and due process in matters in which violations of the Academy Rules, Regulations and Standards of Conduct occur.

## TRANSCRIPT POLICY

A fee of \$25.00 will be charged to students who request copies of their transcripts. All transcript requests must be in writing, either by mail or in person. All student information retained by the Academy is confidential and cannot be released to outside parties without the written authorization of the student. Written authorization and fee must be made for each instance of release of information. Hours and operations completed are transferable to any other Cosmetology school. However, students with an outstanding balance on their tuition account will not receive their Transcripts (Proof of Hours) until their account balance is paid in full.

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The students Transcripts will not be released until their financial obligation has been fulfilled. The school has no responsibility for any personal property (including but not limited to; Equipment and Books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of. The school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed.

The Business Office will work with the student to arrange a monthly payment plan to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to the Academy. Also, once assigned to an outside collection agency, the account will be reported to a National credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency.

## COLLECTION POLICY:

Should a student owe money to the Academy for Tuition or Equipment and Book fees, the Academy will make reasonable efforts to collect the amount due from the student. However, once it has exhausted all efforts to collect from the student directly, the Academy reserves the right to turn the account over to its collection agency.

## ADVISING AND GUIDANCE POLICY

The Academy offers assistance to new students in the planning of programs and advisors are on duty every day of operation.

**Academic Counseling Services:** Academic or Career Development counseling sessions may be obtained by scheduling an appointment with the Instructing Staff.

**Attendance or Personal Advising Services:** May be obtained by scheduling an appointment with an Administrative Staff member.

**Financial Assistance Counseling:** May be obtained by scheduling an appointment with the CAO/Campus Director. The Staff and Instructors of Inspire Academy of Barbering and Cosmetology take pride in our accessibility to our student body. Students are encouraged to seek advice from the personnel if a problem exists that needs attention. During advisory sessions things are discussed such as educational needs, tuition, hours of attendance, tardiness, attitude, job desires or any problems which the student may be having in school.

## APPEAL PROCESS:

Students who are not making Satisfactory Progress are allowed to Appeal. The student must submit a written appeal to the Campus Director of the school, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This Appeal must be received by the Campus Director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An Appeal hearing will take place within five (5) days of the receipt of the written appeal.

## FRESHMAN CLASS REQUIREMENTS:

Students will not be allowed to practice on paying clients until they have completed the **minimum** Freshman hours required. These hours are as follows:

- Cosmetology = 160 Hours
- Barber = 150 Hours
- Esthetician = 60 Hours
- Manicuring = 40 Hours

## REMOVAL FROM PROBATION POLICY:

- **MAKE UP:** A student who is on academic probation for a grade point deficiency will be removed from probation when the student's accumulated grade point average is 70% or higher. A student can make up test if they do so within 30 days from the original test date. A student can also do practical work in the Laboratory classroom and receive credit.
- **ABSENCE POLICY:** A student who is on attendance probation for failure to meet the minimum requirements of attendance may re-establish attendance progress by attending the maximum required hours necessary to bring their average to the required minimum.
- Course incompletes, repetitions and non-credit remedial courses do not apply.

## FACILITIES

**Inspire Academy of Barbering and Cosmetology is centrally located at 445 W. Weber Ave., Stockton, CA 95203. Modern classrooms and student Laboratory are furnished with existing fixtures and equipment. The Academy is a non-smoking facility. The school has the following in adequate supply for the use of our students:**

Airbrush/Nail Art Supplies	Esthetician Treatment Room
Chair Dryers	Video Library
Time Clocks	Reception Desk
Cosmetology/Barbering Stations	Styling Chairs
Esthetician Classroom	Audio and Visual Aids
Esthetician Waxing/Makeup Area	Shampoo Bowls
Freshman Classroom	Student Lockers
Manicure & Pedicure Stations	Student Lunch Area with Refrigerator and Microwave
Paraffin Wax Machine	Large Classrooms for Theory Classes
Pedicure Carts	Wireless Internet Access
Books and Periodicals in Student Library	Manicuring Supplies (Liquid, powder, polish etc.)
Hair Supplies (Color, perms etc.)	Student Desks and Tables
Esthetician Supplies (Facial Scrubs, creams, makeup etc.)	

## LIBRARY

The (IABC) library is open at all hours the school is open. Students may check out materials from the library at any time by contacting the Campus Director, or their individual instructor. The library also has a seating area and video monitor so students may read or view the materials without checking them out.

Since most students are familiar with on-line resources rather than traditional libraries, (IABC) will periodically be providing students with addresses of online resources to which they can refer to supplement their classroom instruction, including access to the BPPE and State Board websites.

## LANGUAGE POLICY

All courses offered by the Inspire Academy of Barbering and Cosmetology are taught in English. The Institution does not provide an English as a second language (ESL) course.

## **TRANSFER STUDENTS POLICY**

A transfer student will be enrolled for the full contracted hours of their program of choice. The transfer student will receive credit for previous training from a qualified cosmetology, nail or skin care school with proper documentation (official transcript and/or withdrawal forms showing proof of hours, services and tests and after being evaluated in both theoretical and practical abilities by an Instructor.) The contracted program will then be modified proportionately and the contracted hours and education costs adjusted on the student's tuition account. The acceptance of any and/or all of the transferring hours and services is at the discretion of the Academy. Students will be charged the hourly rate of Tuition for the total amount of hours required for course completion and a Non-Refundable Registration fee of \$100.00.

The Academy does not recruit students already attending or admitted to another school offering a similar course of study. However, the Academy will accept any transfer students moving into our area or who wish to transfer to our Academy from other beauty schools in our area. (IABC) has not entered into an articulation or transfer agreement with any other school. The Academy does not accept any experiential hours (Hours received through experience working in the field).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at the Inspire Academy of Barbering and Cosmetology (IABC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of the (IABC) courses is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you maybe 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 Inspire Academy of Barbering and Cosmetology to determine if your diploma will transfer.

## **ACCESS TO FILES AND RETENTION OF FILES POLICY**

The Academy maintains and safeguards student files in locked fireproof filing cabinets in the corresponding Office. All offices are locked at all times unless an Administrative Staff member is present. Students Enrollment, Academic, Attendance records and Financial files will be maintained permanently. Files will be maintained at the Academy at its campus located at 445 W. Weber Ave., Suite #223, Stockton CA 95203. Each student will have three (3) separate files: an Enrollment File, a Financial File and an Academic File.

Students (or in the case of a minor student, the parent or legal guardian) may request, in writing, to view their student files by making an appointment with the Campus Director. An appointment with the student will be made within 14 calendar days of the request. They will review their files under the Campus Director's supervision.

The student has the opportunity to challenge such records on the grounds they are inaccurate or misleading. If the student prevails with their challenge the academy will correct the student's file. If the Academy refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Copies of student files is acceptable, EXCLUDING TIMECARDS. A copy charge of one dollar (\$1.00) per page will be charged. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days once the copies and postage are paid

## **STUDENT PRIVACY RIGHTS (STUDENT INFORMATION RELEASE) POLICY:**

In accordance with the FERPA Act (see below), Academy Administrative personnel will not discuss with parents a student's attendance, grades or any other personal information regarding the student unless the student is a minor or gives their written permission to do so. Directory information will not be released without first securing written consent from the student or parent/legal guardian giving them the option to request the information not be released. The exception to this policy is as follows:

The Academy may release, without first securing written permission from the student, which could include the student's name, and major, dates of enrollment and attendance, completion/withdrawal, licensure and placement data to the following agency(s):

The State of California, Department of Consumer Affairs – Board of Barbering and Cosmetology  
Bureau for Private Postsecondary Education  
Academy Administrative Staff who have a need to know  
Other schools to which a student is transferring  
Certain government officials carrying out lawful functions  
Appropriate parties in connection to the student for purposes of State Assistance programs  
Individuals who need to know in cases of health or safety emergencies

**UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON D.C. 20202  
FACT SHEET**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
(FERPA)**

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reason such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- 1) School employees who have a need-to-know
- 2) Other schools to which a student is transferring;
- 3) Parents when a student over 18 is still dependent;
- 4) Certain government officials in order to carry out lawful function;
- 5) Appropriate parties in connection with financial assistance to a student;
- 6) Organizations doing certain studies for the school;
- 7) Accrediting organizations
- 8) Individuals who have obtained court orders or subpoenas;
- 9) Persons who need to know in cases of health and safety emergencies;
- 10) State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request the school not disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school.

Schools must adopt a written policy about complying with the FERPA. Schools must give the parent or eligible student a copy of the policy, on request.

If you wish to see your child's education records, or if you are over 18 or are attending the Academy and would like to see your records, you should contact the school for the procedure to follow.

If you have any questions about the FERPA, or if you have problems in securing your rights under this Act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.



## HEALTH SERVICES

Student health services may be obtained by scheduling an appointment with the Registrar's Office. Students seeking advice or help with any health, alcohol, or drug related problems will be given information on where to go to seek treatment. The Registrar's Office maintains a list of facilities available for these issues. Any student accident or injury on campus will be processed through the Campus Director's office.

## DRUG ABUSE PREVENTION PROGRAM

Our Academy does not accept and will not overlook drug abuse. Administrative personnel will be accessible to any student, if a problem exists and the student wishes to seek help. All conferences will be kept confidential. The Academy provides drug abuse prevention and treatment program information to all students in new student Orientation and at least once a year has a drug abuse educator give an anti-drug abuse class at the campus.

## ATTENDANCE POLICY

The School's policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. All absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the student's contracted graduation date or an over-contract charge will apply as indicated on the Enrollment Agreement.

All students must complete their course within 150% of the scheduled program plus any authorized leaves of absences. Student progress toward completion of the course within the maximum time permitted will be determined at the end of each evaluation period.

Attendance Progress will be determined by dividing the student's total amount of hours attended by the number of hours that could have been completed from the student's start date. The overall attendance must be 70% or better.

## MISCELLANEOUS POLICIES:

- **TARDINESS:** The student is considered late when clocking in after 9:00 a.m. The student must begin counting time on the next ¼ hour, losing 15 minutes. Students will be considered tardy at 9:08 a.m. Students will be allowed up to eight (8) minutes grace period to clock-in for the day. This grace period allows the student entry to classes for that day. The student is considered leaving early if they clock out before their scheduled hours. The student must then deduct to the ¼ hour, losing 15 minutes.
- **MAKE UP:** A student who is on academic probation for a grade point deficiency will be removed from probation when the student's accumulated grade point average is 70% or higher. A student can make up tests if they do so within 30 days of the original test date. The student can also do practical work in the Laboratory Classroom and receive credit. Students may attend any days that are not part of their regular schedule in order to make up lost hours.
- **ABSENCE:** A student who is on attendance probation for failure to meet the minimum requirements of attendance may re-establish attendance progress by attending the maximum required hours necessary to bring their average to the required minimum. Any student who has not been in attendance for 14 calendar days will be considered to be a withdrawal student and will be terminated by the 21<sup>st</sup> calendar day. The withdrawal policy will apply.
- **EXCUSED/UNEXCUSED ABSENCES:** Any medical or legal documented absence is considered excused and the number of days missed will be added on to the contracted date of completion at no additional charge, up to the (4) weeks for Cosmetology & Barber students or (1) week for Esthetician & Manicure students allowed for excused absences on their Enrollment Contract. All other absences are considered unexcused. Overage of excused and unexcused hours will be charged at \$11.25 per hour.

## **SAFETY AND HEALTH REQUIREMENTS**

Within the fields of Cosmetology, Barbering, Esthetics and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction, sharpness or extreme temperatures, may be considered a safety or health hazard. All programs provide instruction for the proper handling usage and disposal of chemicals and use of mechanical and electronic equipment. The Academy complies with the state OSHA Standards.

### **SAFETY STRATEGIES**

All students are responsible for the safety of themselves and their clients. These are basic guidelines that will aid in the proper procedures to be followed in the event of an emergency:

#### **EMERGENCY EXIT OF THE BUILDING**

All instructors are responsible for informing their classes of emergency evacuation procedures. Emergency procedures will be discussed during your first class meeting. An evacuation plan is posted in each classroom. Any questions regarding the evacuation plan should be referred to the Campus Director.

#### **ALARM SYSTEM**

Should the alarm system sound, evacuation is mandatory! **Failure to evacuate is unlawful!**

Remain calm and orderly; walk quickly, but do not run to the nearest exit.

Follow all instructions given by emergency personnel (i.e. firefighters and or police).

Seek out and give needed assistance to any disabled individuals in the area.

Exit through the doors marked **EXIT** and report to the parking lot located in front of the school. The school staff will conduct a head count to ensure that everyone is accounted for. Stay in the parking lot until instructed to do otherwise.

Do not re-enter the building until told to do so by emergency personnel and/or the Campus Director.

#### **HEALTH/INJURY EMERGENCIES**

In the event of a serious illness or injury on campus, shout for someone to call 911! Do not leave the victim alone.

Wait until an Instructor or emergency personnel arrive. Do not move the victim unless absolutely necessary. Please have **all** parties involved complete a Campus Injury Report Form – located in the Faculty Office.

#### **THEFT/VANDALISM**

Immediately report the theft of equipment or any instances of theft or vandalism immediately. Please have **all** parties involved complete a Campus Crime Report located in the Faculty Office.

#### **CHEMICAL SAFETY**

All students will use a variety of chemicals. As part of the freshman curriculum students are instructed how to read the directions and appropriate usage of all products. If anyone should experience an adverse reaction to any of the chemicals used in the school, they must be treated according to the First Aid instructions listed on the chemical. This information can be found in SDS (Safety Data Sheets) located at the front desk.

Protective clothing and gloves should be worn when working with chemicals.

#### **FLOOR HAZARDS**

Should you discover such a hazard as wet floors, spills, hair on the floor or any other substance, have others avoid the area, and take the appropriate steps to eliminate the hazard. If you are unsure of how to do so, inform an Instructor right away.

#### **BLOOD SPILL HAZARDS**

If you should cut yourself, you must immediately stop what you are doing! Clean and sanitize the area with alcohol and dispose of all materials used to do so in the “Bio-Hazard” containers located in several areas of the Laboratory. There are First Aid and Eyewash Kits located near the Dispensary. Inform an Instructor right away of the problem. They will determine if the cut is severe enough for you to wear a glove to continue with your assignment.

If you are unable to stop the blood flow and are in need of medical attention, go immediately to an Instructor.

## SECURITY

The Academy has had no reported incidences of violence, crime or drug offenses according to the Stockton Police Department. The Academy does not tolerate alcohol or drug abuse on campus. Any student found to be using, possessing or distributing drugs or alcohol will be terminated from the Academy and the authorities will be notified of such offenses.

The Academy will on a yearly basis invite a substance abuse counselor to give a seminar to the Students and Staff to help them recognize the signs of such abuses.

The Academy invites many personal safety educators to give the Students and Staff education on self-defense techniques and products available for use.

## INSTITUTIONAL APPROVAL DOCUMENTATION

The Academy maintains all Local and State Licenses. Documentation of its State Approval (**BPPE**) National California Board of Barbering and Cosmetology documentation are available for inspection upon request as well as posted in plain view of the public in its Reception area.

## ADMISSIONS REQUIREMENTS (POLICY)

(Applies to all Applicants)

The Academy accepts as regular students those individuals who have:

- **Proof of Education:** Applicants must provide a copy of a High School Diploma, High School Official Grade Transcripts with proof of **graduation date**, or GED. Applicants who do not have a High School Diploma or GED must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the California State Barbering and Cosmetology Board.
- **Proof of Age:** Applicants must be 17 years of age and provide a copy of a valid Driver's License or Birth Certificate. Students must be 17 years of age or older at the time they apply for the California State Barbering and Cosmetology Board Licensing Exam. Applicant must be at least 17 years of age, which is the compulsory age of education in the state of California.
- **Crossover Programs** – Must provide a current barber or cosmetology license. Taking this program alone with no other education, training, and/or license, the student is not eligible to sit for licensure.

## ABILITY-TO-BENEFIT POLICY (EXAM)

If otherwise qualified students do not have a high school diploma or GED, (IABC) will accept those students who take and pass the Online Wonderlic Placement Exam, in English, as Ability-to-Benefit students. To demonstrate ability-to-benefit, a student/applicant must pass the Basic Skill Test by Wonderlic, Inc., including Verbal Forms VS-1 & VS-2 (minimum acceptable cut score of 200), and Quantitative Forms QS-1 and QS-2 (minimum acceptable cut score of 210). The Exam must be taken and passed prior to signing the Enrollment Agreement (Contract) **before** being admitted.

- Prior to acceptance, all applicants are required to complete a school visitation and personal interview with a Academy Admissions Representative to discuss educational and occupational goals. All applicants must also complete an Enrollment Application and receive a tour of the campus.

(IABC) welcomes international students who pass the entrance exam, demonstrate proficiency in English by passing the Test of English as a Foreign Language (TOEFL) test, and have valid visas and work permits that will establish their qualifications for work within the beauty services industry. (IABC) does not offer visa assistance but will provide documentation that the student is enrolled in a postsecondary vocational program.

## INSTRUCTIONAL TECHNIQUES

- Lesson plans which coincide with the Milady textbooks and workbooks.
- Lecture coinciding with the Milady textbooks and workbooks.
- Demonstrations of techniques and procedures.
- Testing coinciding with the Milady textbooks and workbooks, demonstrations of techniques, procedures and guest speakers.
- Guest speakers.
- Grading and correction of student techniques and procedures.
- Audio and visual aids.
- Handouts and guides.
- Reference Materials: Modern Salon Magazine, Nails Magazine, Salon Business Magazine and additional reference books contained in the Academy Library.

## GRADING PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical and corresponding letter grades are considered according to the following scale:

A	=	90% to 100%	Excellent
B	=	80% to 89%	Good
C	=	70% to 79%	Satisfactory
D	=	60% to 69%	Not Satisfactory
F	=	0% to 59%	Failing

## INCOMPLETES

An incomplete may be given for incomplete academic work. If a student is absent on a testing day they will receive a zero (0) for that test. However, the student may make up the test within 30 days. If the student fails to do so, the grade will remain a zero (0).

## REPORT DELAYED

If a student has received an incomplete grade for a test, an Instructor may assign a student an RD (Report Delayed) symbol when there is a delay in reporting the actual test grade. It is a temporary notation to be replaced by a permanent grade as soon as possible. An RD is not to be used in calculating grade point averages.

## CREDIT FOR CLASS AND PRACTICE HOURS

Students record their attendance on a digital fingerprint time clock by clocking IN at the start of the day, OUT then back IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day.

**The student is considered late when clocking in after 9:00 a.m.** The student must begin counting time on the next ¼ hour. Students will be allowed up to eight (8) minutes grace period to clock-in for the day. This grace period allows the student entry to classes for that day. Students will receive credit for operations completed after each operation or project verified by an Instructor, at which time the student will be graded. The daily hours and operations earned are recorded on the student Applied Effort Sheet. The Instructor must initial the weekly Applied Effort Sheet daily as verification of the student's attendance. At the end of each week, a new weekly Applied Effort Sheet is prepared from the previous week's Applied Effort Sheet. **Applied Effort Sheets and Time Cards are the property of the Academy and must remain on premises at all times.** It is the student's responsibility to keep track of their hours on their time cards.

## GRADUATION REQUIREMENTS

To be eligible for graduation students must:

- Complete the required hours and subjects for their course while maintaining satisfactory Attendance and Academic progress.
- Meet all financial obligations – Paid tuition in full or set up a monthly payment plan to be continued after graduation.

Students who have met these requirements will receive a Diploma and Documentation of Proof of Hours Completed.

## PRE-APPLICATION PROCESS

In accordance with the California State Board of Barbering and Cosmetology (CSBBC) Regulations, students who have completed at least 75% of the required course clock hours and curriculum requirement (60% for students of the Manicuring Course) will be eligible to Pre-Apply for the California State Board of Barbering and Cosmetology Licensing Examination. It is the student's responsibility to make an appointment with the School Director of Education to apply for Pre-App. It is students responsibility to keep up to date with their clock hours. The Academy will assist the student in compiling and submitting the proper Pre-Application paperwork. The CSBBC will administer the Licensing Examination not later than 10 working days after graduation. Pre-Application is designed to allow the student to expedite the Licensing process. At the time of Pre-Application paperwork submission, the student must pay to the CSBBC a Licensing Exam Fee of \$75.00 as well as the required License Fee: Cosmetology = \$50.00, Barbering = \$50.00, Esthetician = \$40.00 and Manicuring = \$35.00. Prices are subject to change without notice. Please visit the CSBBC website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for the most current state board costs.

## ABSENCE POLICY

Absences caused by medical, legal or military necessity or family bereavement will be excused if acceptable documentation containing the date(s) of absence, on letterhead, signed by an official and providing a telephone number for verification, is promptly provided to the Administration staff. Family bereavement will be excused without documentation. Please schedule appointments for medical/dental checkups, public agency appointments, etc. **for non-school days.**

- All absences will extend the original Contracted Completion date by the number of hours absent and the student will be charged an additional \$11.25 per each hour attended by the student past the Contracted Completion date. At the time of Enrollment students will be advised of their Scheduled Date of Completion. This policy will be reinforced in Student Orientation. It is the policy of the Academy that its students know and fully understand the repercussions of excessive absences. As a courtesy, Cosmetology and Barber students will be given an additional ten (10) school calendar days past the **Actual** Completion Date, Esthetician and Manicure students will be given five (5) school calendar days, for allowance of absences in addition to the number of scheduled school holidays. Overage of all contracted absences will be charged at \$11.25 per hour. Please choose your absent time wisely!

Special Occasions such as weddings or vacations may be considered excused at the discretion of the Campus Director and must be presented in writing no later than 2 weeks **prior** to the requested absence. However, the student must be making Satisfactory Progress at the time of the request. Students are required to make-up any Exams missed on absence days (excused or unexcused), within five (5) days of their return.

The Campus Director will be notified by the Registrar of all students with excessive absences (defined as more than one absence or tardy per week). The student will be advised of the excessive absences and an improvement plan will be established.

Any student who has not been in attendance for **14 calendar days** will be considered to be a withdrawal student and will be terminated by the 21<sup>st</sup> calendar day. The withdrawal policy will apply.

## TERMINATION POLICY FOR RULES VIOLATIONS

**Any of the following are grounds for immediate termination.** Students may be dismissed upon the first incidence with or without prior warning. Dependent on the severity of the offense the Campus Director of the Academy will determine the appropriate disciplinary action, inclusive of suspension or expulsion.

- 14 consecutive days of unexcused absences.
- Non-payment of tuition to the Academy as agreed by the student.
- Failure to abide by the Academy Standards of Conduct or Policies after 3 written warnings.
- Low grades due to lack of effort after academic counseling.
- Using profanity, immoral conduct on or near school premises or fighting on school premises.
- Intoxication, possession or distribution of alcohol or illegal drugs.
- “Stealing Time” (clocking IN, leaving school premises then returning later to clock OUT).
- Being off school grounds while punched IN on the time clock.
- Insubordination, physical or verbal abuse of another Student, Staff Member, Instructor or Client.
- Dishonesty, cheating or knowingly furnishing false information to the Academy.
- Theft or damage to the property of the Academy, Staff or Students.
- Unsatisfactory attendance or academic progress.
- Hazing or any act; physical or verbal that injures, degrades or disgrace another student.
- Defamatory remarks made against another student.

### TERMINATION FOR POOR GRADES (ACADEMIC DISMISSAL)

Students failing to re-establish good standing after one grading period on Academic Probation are placed on Academic Dismissal. A student may continue in school at the discretion of the Campus Director if there were extenuating circumstances that led to the continuing poor academic performance. Failure to return to good standing after this additional grading period may lead to dismissal, unless the student can demonstrate extenuating circumstances.

### TUITION FEES AND EXPENSES\*

(\*Subject to Change Without Notice)

Please Note: All Registration Fees are NON-REFUNDABLE	Tuition	Equipment and Books	Registration Fee	STRF Fee	Total Cost	Tuition Rate Per Hour
<b>COSMETOLOGY</b>	14,600.00	2,250.00	100.00	0.00	\$16,950.00	9.13
<b>BARBERING</b>	13,750.00	2,150.00	100.00	0.00	16,000.00	9.16
<b>COSMO-BARBER CROSS</b>	3000.00	1400.00	100.00	0.00	4,500.00	15.00
<b>BARBER-COSMO CROSS</b>	4,500.00	1400.00	100.00	0.00	6,000.00	15.00
<b>ESTHETICIAN</b>	8,200.00	1,700.00	100.00	0.00	10,000.00	13.67
<b>MANICURING</b>	5,500.00	1400.00	100.00	0.00	7,000.00	13.75

### STUDENT TUITION RECOVERY FUND STATEMENT (FEES)

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, you are not a California resident, or are not enrolled in a residency program.

It is important that you keep your Enrollment Agreement, Financial 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, (916) 431-6959 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 applicant 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 recover. 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: As of August 10, 2017, each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an education program who is a California resident or is enrolled in a residency program. For institution charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).**

### **EQUIPMENT AND SUPPLIES POLICY**

Due to the nature of instruction at the Academy, students must purchase an Equipment and Book Kit.

Equipment and Book fees are non-refundable after issue to the student. Milady Textbooks, Aprons and Nametags are issued to students in Orientation class. The remainder of the student Kit is issued to students provided the student has paid all fees for the Kit. If the student is making payments on the student Kit, the Kit will be issued to the student in “stages” as they have paid for the Kit. Please note: Students will not receive any part of their student Kit until the third week of instruction. Until issue, students will use freshman equipment and supplies provided by the Academy.

All needed supplies and equipment during freshman training will be available in the freshman classroom. At the end of the freshman training, each student will be expected to use their equipment issued to them in the clinic lab and throughout the remainder of their course. The kit contains the equipment necessary for the successful completion of the course. Students are expected to maintain the Kit by replacing lost or broken articles.

The school is not responsible for a student’s equipment, either lost, or stolen. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.

## **COURSE CURRICULUMS**

**(Based on the 2018 State of California Board of Barbering and Cosmetology Barbering and Cosmetology Act and Barbering and Cosmetology Regulations)**

### **COSMETOLOGY (1600 Clock Hours)**

#### **COURSE DESCRIPTION:**

The **COSMETOLOGY** course of study consists of 1600 clocked hours covering all phases of Cosmetology, Skin Care, Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Cosmetologist** provides personal services to their clientele relating to the care and beautification of the Hair, Skin and Nails.

A Cosmetologist must develop an attractive appearance, pleasant personality and observe professional ethics.

#### **COURSE FORMAT:**

The curriculum for students enrolled in a **COSMETOLOGY** course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and 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. Practical training shall mean the time it takes to perform a practical operation.

#### **EDUCATIONAL OBJECTIVES:**

The objective of the **COSMETOLOGY** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the State of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of Hair, Skin, and Nails
3. Acquire knowledge of general Theory relative to Cosmetology including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Cosmetology.

#### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

#### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

#### **Course Contents:**

The curriculum for the Cosmetology course consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical and practical training shall include the following hours and/or operations:



## COSMETOLOGY

	<b>Hairdressing-1100 Hours of Technical &amp; Practical Training</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of practical Operations</b>
01.	<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling.	<b>65</b>	<b>240</b>
02.	<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	<b>40</b>	<b>105</b>
03.	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers.	<b>60</b>	<b>50</b>
04.	<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	<b>20</b>	<b>80</b>
	<b>Health &amp; Safety: 200 Hours of Technical Instruction</b>		
05.	<b>Laws &amp; Regulations</b> – including but not limited to the following issues: The Barbering & Cosmetology Act and the Board’s Rules and Regulations	<b>20</b>	
06.	<b>Health &amp; Safety Considerations</b> –including but not limited to the following issues: Cosmetology Chemistry including chemical composition & purpose of cosmetic, nail, hair & skin care preparations, elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B and Staph and Safety Data Sheets	<b>45</b>	
07.	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	<b>20</b>	
08.	<b>Anatomy &amp; Physiology-Human Anatomy, Human Physiology</b>	<b>15</b>	
	<b>Esthetics: 200 Hours of Technical Instruction and Practical Training</b>		
09.	<b>Manual, Electrical and Chemical Facials:</b>	<b>25</b>	<b>40</b>
	(A) Manual Facials including cleansing, scientific manipulations, packs, and masks.		
	(C) Chemical Facials, including chemical skin peels, packs, masks and scrubs.		
10.	<b>Eyebrow Beautification and Make-up</b>	<b>25</b>	<b>30</b>
	(A) Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.		
	(B) Makeup, including, but not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting.		
11.	<b>Manicuring and Pedicuring- 100 Hours Technical Instruction and Practical Training</b>		
	(A) Manicuring and Pedicuring, including, but are not limited to: water and oil manicure, including nail analysis, and hand/foot/ankle massage.	<b>10</b>	<b>25</b>
	(B) Artificial Nails and Wraps, including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	<b>25</b>	<b>120</b>
	<b>(IABC) shall also provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax information relating to Booth Renters, Independent Contractors, Employees, and Employers.</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## **BARBERING (1500 Clock Hours)**

### **COURSE DESCRIPTION**

The **BARBERING** course of study consists of 1500 clocked hours covering teaching techniques in all phases of BARBERING as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health. A Barber must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT**

The curriculum for students enrolled in a **BARBERING COURSE** shall consist of 1500 clock hours of technical instruction as mandated by the State of California Department of Barbering and 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. Practical training shall mean the time it takes to perform a practical operation.

### **EDUCATIONAL OBJECTIVES**

The objective of the **BARBERING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Barbering License, which is a requirement to operate as a Barber in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Beard and Skin.
3. Acquire knowledge of general Theory relative to Barbering, including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Barbering.

#### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hair before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Barbering services.
4. Learn the proper procedure of Barbering to include the following practices:
  - a. Shaving or trimming the beard or cutting the hair.
  - b. Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
  - c. Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
  - d. Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
  - e. Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

#### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

#### **Course Contents:**

The curriculum for the Barbering course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Such technical instruction and practical operations shall include:

## BARBERING

	Hairdressing-1100 Hours of Technical & Practical Training	Minimum Hours of Technical Instruction	Minimum Hours of Practical Operations
01.	<b>Hairstyling</b> -hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling.	65	240
02.	<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	40	105
03.	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers.	60	50
04.	<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
	<b>Shaving: 200 Hours of Technical and Practical training</b>		
06.	<b>Preparation and Performance</b> -preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying after- shave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40
	<b>Health &amp; Safety-200 Hours of Technical Instruction</b>		
07.	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	20	
	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis.	45	
08.	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.	20	
	<b>Anatomy &amp; Physiology:</b> Human Anatomy, Human Physiology	15	
	<b>(IABC) shall also provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax information relating to Booth Renters, Independent Contractors, Employees, and Employers.</b>	Taught throughout the course	Taught throughout the course

### **COSMETOLOGY CROSSOVER FOR BARBERS: (300 Clock Hours)**

#### **COURSE DESCRIPTION:**

The **COSMETOLOGY CROSSOVER COURSE FOR BARBERS** consists of 300 clocked hours as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The Cosmetology Crossover Course is designed to train all students in the non-Barbering principles and practices in the profession of Cosmetology. Although the student has already passed the examinations to obtain his/her Barber's license, he/she must take both the written and practical exams to obtain their crossover license for Cosmetology. Upon successful completion of the course each student will be properly prepared and trained to complete the Cosmetology examination required by the State of California Department of Barbering and Cosmetology.

#### **COURSE FORMAT:**

The curriculum for students enrolled in a **COSMETOLOGY CROSSOVER COURSE FOR BARBERS** shall consist of 300 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and 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.

#### **EDUCATIONAL OBJECTIVES:**

The objective of the **COSMETOLOGY CROSSOVER COURSE FOR BARBERS** is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the state of California. Upon passing their examination and receiving their license, students are qualified for cosmetology employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, Skin, and Nails.
3. Acquire knowledge of general Theory relative to Cosmetology including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Cosmetology.

## Skills to Be Acquired

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

## Attitudes and Appreciations To Be Developed

1. Pursue good workmanship common to Cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

## Course Contents

The curriculum for students enrolled in a Cosmetology Crossover course for Barbers shall consist of a minimum of three hundred (300) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of a barber pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Such technical instruction and practical operations shall include:

	<b>COSMETOLOGY CROSSOVER FOR BARBERS</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
	<b>300 Hours of Technical and Practical Training</b>		
	<b>200 Hour Esthetician Training</b>		
	<b>Manual, Electrical and Chemical Facials</b>	<b>25</b>	<b>40</b>
01.	(A) Manual Facials including cleansing, scientific manipulations, packs and masks		
	(C) Chemical Facials including chemical skin peels, packs, asks and scrubs		
	<b>Eyebrow Beautification</b>	<b>25</b>	<b>30</b>
02.	(A) Eyebrow Arching and Hair Removal, including the use of was, tweezers, electric or manual, and depilatories for the removal of superfluous hair.		
	(B) Makeup including but not limited to the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting IF a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety & Health Administration, OR the U.S. Environmental Protection Agency		
	<b>100 Hour Manicuring Training</b>		
03.	(A) Manicuring and Pedicuring, including, but not limited to: water and oil manicure, including nail analysis, and hand/foot/ankle massage.	<b>10</b>	<b>25</b>
	(B) Artificial Nails and Wraps, including acrylic: liquid and powder brush-on, artificial nail tips and nail wraps and repairs	<b>25</b>	<b>120</b>

## **BARBER CROSSOVER FOR COSMETOLOGISTS: (200 Clock Hours)**

### **COURSE DESCRIPTION**

The **BARBERING CROSSOVER COURSE FOR COSMETOLOGISTS** consists of 200 clocked hours as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The Barbering Crossover Course is designed to train all students in the non-cosmetology principles and practices in the profession of Barbering. Although the student has already passed the examinations to obtain his/her Cosmetology license, he/she must take both the written and practical exams to obtain their crossover license for Barbering. Upon successful completion of the course each student will be properly prepared and trained to complete the Barbering examination required by the State of California Department of Barbering and Cosmetology.

### **COURSE FORMAT**

The curriculum for students enrolled in a **BARBERING CROSSOVER COURSE FOR COSMETOLOGISTS** shall consist of 200 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and 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.

### **EDUCATIONAL OBJECTIVES**

The objective of the **BARBERING CROSSOVER COURSE FOR COSMETOLOGISTS** is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Barber's License, which is a requirement to operate as a Barber in the state of California. Upon passing their examinations students receive a license and are available for employment as both a barber and cosmetologist in California.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of Hair, and Beard.
3. Acquire knowledge of general Theory relative to Barbering, including Anatomy, Physiology, Chemistry, and Biology.
4. Acquire business management techniques common to Barbering.

#### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Barbering services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hair before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Barbering services.
4. Learn the proper procedure of Barbering to include the following practices:
  - a. Shaving or trimming the beard or cutting the hair.
  - b. Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
  - c. Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
  - d. Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
  - e. Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

#### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

#### **Course Contents:**

The curriculum for students enrolled in a Barber Crossover course for Cosmetologists shall consist of a minimum of two hundred (200) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Such technical instruction and practical operations shall include:

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

## **ESTHETICIAN (600 Clock Hours)**

### **COURSE DESCRIPTION:**

The **ESTHETICIAN** course of study consists of 600 clocked hours covering all phases of Skin Care, as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. An **Esthetician** provides personal services to their clientele relating to the care and beautification of the Skin. An Esthetician must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT:**

The curriculum for students enrolled in an **ESTHETICIAN** course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and 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.

### **EDUCATIONAL OBJECTIVES:**

The objective of the **ESTHETICIAN** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain an Esthetician License, which is a requirement to operate as an Esthetician in the state of California. Upon passing their examination and receiving their license, students are qualified for entry-level employment in California in this industry.

#### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Esthetician practices.
2. Acquire the knowledge of sanitation and sterilization as related to the care and beautification of the Skin.
3. Acquire knowledge of general Theory relative to Esthetics including Anatomy, Physiology, Chemistry, and Electricity.
4. Acquire business management techniques common to Esthetics.

#### **Skills to Be Acquired:**

1. Learn the proper use of implements relative all Esthetic services.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Develop the knowledge relating to products used by an Esthetician and determined for individual customer use.
4. Develop the knowledge of safety precautions in Esthetician practice.

#### **Attitudes and Appreciations To Be Developed:**

1. Pursue good workmanship common to Esthetics.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

#### **Course Contents:**

The curriculum for the Esthetician course consists of 600 clock hours of technical instruction and practical training covering all practices constituting the art of Esthetics pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical training shall include:

	<b>ESTHETICIAN</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
<b>01.</b>	<b>Facials: 350 Hours of Technical Instruction and Practical Training</b>		
<b>02.</b>	<b>Manual, Electrical and Chemical Facials:</b>	<b>70</b>	<b>140</b>
	(A) Manual Facials including cleansing, scientific manipulations, packs, and masks.		
	(B) Electrical Facials, including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes.		
	(C) Chemical Facials, including chemical skin peels, packs, masks and scrubs.		
	<b>Preparation: 15 Hours of Technical Instruction</b>		
<b>03.</b>	Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	<b>15</b>	
	<b>Health &amp; Safety: 200 Hours of Technical Instruction</b>		
<b>04.</b>	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations</b>	<b>10</b>	
<b>05.</b>	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	<b>40</b>	
<b>06.</b>	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	<b>10</b>	
<b>07.</b>	<b>Anatomy &amp; Physiology-human anatomy, human physiology, Bacteriology, skin analysis and conditions</b>	<b>15</b>	
	<b>Hair Removal and Make-Up: 50 Hours of Technical Instruction and Practical Training</b>		
<b>08.</b>	(A) Eyebrow Beautification, including, but not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	<b>25</b>	<b>50</b>
<b>09.</b>	(B) Make-up, including, but not limited to: skin analysis, basic and corrective application, application of false eyelashes.	<b>20</b>	<b>40</b>
<b>10.</b>	<b>(IABC) shall also provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax information relating to Booth Renters, Independent Contractors, Employees, and Employers.</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>

## **MANICURING (400 Clock Hours)**

### **COURSE DESCRIPTION**

The **MANICURING** course of study consists of 400 clocked hours covering all phases of Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Manicurist** provides personal services to their clientele relating to the care and beautification of the Nails of the Hands and Feet. A Manicurist must develop an attractive appearance, pleasant personality and observe professional ethics.

### **COURSE FORMAT**

The curriculum for students enrolled in a **MANICURING** course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and 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.

### **EDUCATIONAL OBJECTIVE**

The objective of the **MANICURING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Manicuring License, which is a requirement to operate as a Manicurist in the state of California. Upon passing their examinations students receive a license and are available for entry-level employment in California in this industry.

### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Manicuring practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of the Nails of the Hands and Feet.
3. Acquire knowledge of general Theory relative to Manicuring including Anatomy, Physiology, Chemistry and Biology.
4. Acquire business management techniques common to Manicuring.

### Skills to Be Acquired:

1. Learn the proper use of implements relative to all Manicuring services.
2. Acquire the knowledge of analyzing the Nails of the Hands and Feet before all services are done to determine any disorders.
3. Learn the procedures and terminology used in performing all Manicuring services.
4. Develop the knowledge of safety precautions for use in Manicuring, Pedicuring, and Artificial Nails.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

### Attitudes and Appreciations To Be Developed:

1. Pursue good workmanship common to Manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Develop interpersonal skills in dealing with clients and colleagues.

### Course Contents:

The curriculum for the Manicuring course consists of 400 clock hours of technical instruction and practical operations covering all practices constituting the art of Manicuring pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

	<b>MANICURING</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
	<b>Nail Care: 300 Hours of Technical Instruction and Practical Training</b>		
<b>01.</b>	Manicures and Pedicures, including, but not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	<b>60</b>	<b>60 -180 nails</b>
	<b>Health and Safety: 100 Hours of Technical Instruction and Practical Training</b>		
<b>02.</b>	<b>Law &amp; Regulations:</b> BBC Act and BBC Rules and Regulations	<b>10</b>	
<b>03.</b>	<b>Health &amp; Safety Considerations</b> – Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	<b>25</b>	
<b>04.</b>	<b>Disinfection &amp; Sanitation-</b> include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Students shall learn the ten required minimum operations that are necessary for performing all functions for disinfecting instruments and equipment as specified in Sections 979 and 980.	<b>20</b>	<b>10</b>
	Anatomy & Physiology: Human Anatomy, Human Physiology, Bacteriology, Nail Analysis and conditions.	<b>10</b>	
	<b>(IABC) shall also provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax information relating to Booth Renters, Independent Contractors, Employees, and Employers.</b>	<b>Taught throughout the course</b>	<b>Taught throughout the course</b>



## LICENSING REQUIREMENTS/COURSE LENGTHS

Proof of completed required hours of training in the Licensing category must be obtained prior to submission of paperwork to the California Board of Barbering and Cosmetology:

Cosmetology:	1600 Hours
Barbering:	1500 Hours
Esthetician:	600 Hours
Manicuring:	400 Hours
Barber Crossover:	200 Hours (Must provide a current CA Barber license)
Cosmetology Crossover:	300 Hours (Must provide a current CA Cosmetology license)

The State of California requires that any person desiring to conduct business as a Cosmetologist, Barber, Esthetician or Manicurist must **first** complete the state required clocked hours and curriculum at a certified school and **second** pass the State Licensing Exam. Inspire Academy of Barbering and Cosmetology programs are designed to provide the State required educational curriculum necessary to qualify the student to take the Licensure Exam and to enhance the students' capability to pass the Exam, while at the same time prepare the student to actually work in the industry. The California Board of Barbering and Cosmetology may perform background check to determine eligibility of the student to take the Licensing Exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required State License. For more information, you may call the California Board of Barbering and Cosmetology Enforcement Division at: **(800) 952-5210 Please advise the Admission Representative at the time of Enrollment if you have any concerns regarding this policy.**

## LICENSING FEES

In addition to the Licensing Requirements an Exam Candidate must also pay the appropriate Licensing Fees:

Cosmetology:	\$50.00*
Barbering:	\$50.00*
Esthetician:	\$40.00*
Manicuring:	\$35.00*
Crossover Barbering:	\$50.00*
Crossover Cosmetology:	\$50.00 *

Please note: The Licensing Fee is a Fee charged by the California Board of Barbering and Cosmetology and is in addition to the \$75.00 Exam Fee paid by the student at the time of Pre-Application. \*Prices are subject to change by State Board without notice. All current State Board fees can be seen at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

## CAREERS AND AVERAGE SALARIES

### How much is the average Cosmetology or Barber salary?

The U.S. Department of Labor Statistics says that the 2017 mean annual wage for Cosmetologists: \$30,490 per year, Barbers: \$30,480, Estheticians: \$35,130.00, Manicurists: \$24,980.00 The USDL numbers often do not account for full-time and part-time Cosmetologists, experience in the field, and tips that Cosmetologists receive, which would make the salary significantly higher. According to the United States Department of Labor, the average Cosmetology salary range for salon professionals **can reach up to a \$50,670 annual salary**, but this varies since each employer charges tips and bonuses, slightly differently. Hair colorists received an average salary of \$46,402. The survey also reported 673,700 job openings in 2016. "Nearly 40% of all new positions were filled by inexperienced workers." This indicates that licensed graduates of a qualified cosmetology Academy will find excellent prospects for employment. Cosmetology careers and cosmetology salary ranges have dramatically increased their earning power today with low unemployment due to a shortage of licensed salon professionals. Some of the main factors that determine Cosmetology salaries and Cosmetology ranges include the size and location of the salon, hours worked, the tipping habits of clients, and competition from other salons and shops on hours worked. Nearly every professional in the Cosmetology industry receive tips and commissions for the products they sell. Some salons pay bonuses or commissions to employees on top of their regular Cosmetology salary who bring in new business or sell products.

*Note that the salary figures in the above chart are **median** salaries reported by the Bureau of Labor Statistics in May 2017. This is the median nationwide, but the range of potential salaries is much wider. These figures also do not adequately include tips and gratuities.*

### What are my Cosmetology and Barber career options after attending Beauty School?

There are a wide variety of Cosmetology or Barber careers you can pursue after earning a degree. These Beauty jobs include: **Cosmetologist, Hairstylist, Barber**, Hair Color Specialist, Perm Specialist, **Esthetician**, Nail Care Artists, **Manicurist**, Salon Owner, **Salon Manager**, Salon Coordinator, Salon Sales Consultant, Manufacturer Sales Representative, **Makeup Artist**, Director of Education, Distributor's Sales Representative, Fashion Show Stylist, Photo and Movie Stylist, Platform Artist and Educator, Beauty Magazine Writer, Beauty Magazine Editor, Cosmetology School Owner, **Cosmetology Instructor**, Beauty Care Marketing, Salon Franchisee, Salon Chain Management, Beauty Care Distributor, Salon Computer Expert, Beauty Care PR Specialist, Research Chemist, Beauty Product Designer, Beauty Business Consultant, Trade Show Director, or Beauty School Owner.

### Which jobs in the field of Barbering and Cosmetology are in most demand?

According to the May 2017 United States Department of Labor, the U.S. employment rates for personal appearance works such as Barber, Hairdressers, Hairstylists, Cosmetologists, Skin care specialists, Nail Artists and Shampooers are projected to grow 13 percent between 2016 and 2026. Employment of Manicurists and Pedicurists is expected to show a similar increase as well!

The Cosmetologist, Barbering, Esthetician, and Manicurist’s ability to bring in and maintain regular clients is another factor in determining many Beauty Industry salaries and Beauty Industry salary ranges. According to the United States Department of Labor, many Cosmetologists, and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked.

### CAREER OPPORTUNITIES

Upon completion of the required hours of training and successfully completing the California Board of Barbering and Cosmetology Written and Practical exams a graduate may achieve the following career opportunities:

United States Department of Labor Standard Occupational Classification Code website [www.bls.gov/soc/](http://www.bls.gov/soc/)

<b>COSMETOLOGY: SOC 39-5012</b>	<b>BARBERING: SOC 39-5011</b>	<b>MANICURING: SOC 39-5092</b>	<b>ESTHETICIAN: SOC 39-5094</b>
Artificial Hair Services Specialist	Hair Color Specialist	Airbrush Nail Technician	Salon or Day Spa Owner/Manager
Hair Color Specialist	Hair Stylist	Artificial Nail Artist	Facial and Body Waxing Specialist
Hair Stylist	Cruise Ship Barber	Gel Nail Technician	Facial Specialist
Make Up Artist	Platform Artist	Manicurist	Make Up Artist
Qualified for Instructor Training with 3 yrs experience	Qualified for Instructor Training with 3 yrs experience	Nail Art Specialist	Platform Artist
State Government (State Board) Examiner/Inspector	State Government (State Board) Examiner/Inspector	Pedicurist	Product Line Demonstrator/Educator
Platform Artist	Barber Shop Owner/Manager	Platform Artist	Skin Care Specialist
Qualified for Instructor Training with 3 yrs experience No SOC Code	School Owner/Manager	Product Line Demonstrator/Educator	Work for Dermatologist or Plastic Surgeon
Salon Owner	Trade Magazine Writer	Nail Salon Owner/Manager	Cruise Ship Facial & Waxing Services
School Owner/Manager	Product Line Demonstrator/Educator	Cruise Ship Nail Services	State Government (State Board) Examiner/Inspector

**PHYSICAL DEMANDS OF THE PROFESSION**  
**(Before enrolling please read the following carefully)**

Generally, the professional in the Cosmetology and Barbering fields must be in good physical health, as he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. Cosmetology, Barber and Esthetician occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrists and hands, upper back and neck. Manicuring occupations generally require constant sitting. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands. Prospective students should be aware of the physical demands of the Cosmetologist, Barber, Manicurist or Esthetician and the potential for certain individuals to have allergies and sensitivity to chemical products used in the profession.

**SCHOOL OUTCOMES ASSESSMENT**

As a new school we do not have outcome rates to report at this time.

**WITHDRAWAL POLICY**

In the event of withdrawal, a written request from the student must be presented to the Financial Assistance office. The postmark, or the date the notification was delivered in person, determines the withdrawal date. If the student cancels within three (3) business days of enrollment **all** monies collected by the Academy shall be refunded. A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment. If a student withdraws, is suspended or terminated, he or she is entitled to a refund according to the Academy refund policy.

A student who wants to re-enroll must pay the Non-Refundable \$100.00 registration fee as well as any other fees owed to the Academy before they may be enrolled. If a student transfers to another school, no additional fees are due. In case of a student having a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, the Academy shall make a settlement, which is reasonable and fair to both parties.

**SATISFACTORY PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the Academy. Students must maintain a minimum 70% average in both academic and attendance in order to achieve Satisfactory Progress.

**ACADEMIC POLICY**

The following factors will be used to measure and determine academic progress:

- Theory work (test grades, workbooks, homework, participation in class, etc.)
- Practical work (hands on work on mannequin, Laboratory/Live models)
- Satisfactory Academic progress will be calculated by using the grading scale below. The result must be equal to or greater than 70% for the student to be considered to be making Satisfactory Progress.

<b>A = 90% TO 100%</b>	<b>Excellent</b>
<b>B = 80% TO 89%</b>	<b>Good</b>
<b>C = 70% to 79%</b>	<b>Satisfactory</b>
<b>D = 60% to 69%</b>	<b>Not Satisfactory</b>
<b>F = 0% to 59%</b>	<b>Failing</b>

**ATTENDANCE PROGRESS (COURSE COMPLETION LENGTHS)**

Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (70%) minimum and will complete the program within the maximum timeframe. Number of weeks for completion includes 4 extra weeks allowed by the Academy which applies to Cosmetology and Barbering students only – all other courses will be allowed one (1) additional week. If at the end of the probationary period, the student has 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 will be subject to dismissal.

## ATTENDANCE PROGRESS (COURSE COMPLETION LENGTHS)

HOURS REQUIRED	COURSE	40 Hours per week (100%)	Maximum Timeframe (150%)	30 Hours per week (100%)	Maximum Timeframe (150%)	24 Hours per week (100%)	Maximum Timeframe (150%)
1600	COSMETOLOGY	44 weeks	65 weeks	58 weeks	86 weeks	71 weeks	106 weeks
1500	BARBERING	42 weeks	62 weeks	54 weeks	79 weeks	65 weeks	97 weeks
600	ESTHETICIAN	16 weeks	24 weeks	21 weeks	31 weeks	26 weeks	39 weeks
400	MANICURING	11 weeks	16 weeks	15 weeks	22 weeks	18 weeks	26 weeks

**NOTE:** The contracted length for Cosmetology & Barbering courses includes four extra weeks, which provide students absence time for which they will not be charged. All other courses will be allowed one (1) additional week. However, any student who has failed to complete their hours within the contracted completion time due to lack of attendance will be charged additional fees of \$10.00 per hour for each hour needed for course completion. The additional charges will begin to accumulate from the scheduled date of completion on the Student Enrollment Agreement (Contract) until the student actually completes the course.

### DETERMINATION OF PROGRESS

Formal evaluations of progress will be conducted when a student reaches the pre-set evaluation periods of their program. (See Evaluation Periods below) Each student is provided with a minimum of two written Evaluations of Progress Reports during their program. The Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours. **NOTE:** Students meeting the minimum requirements at evaluation will be considered making Satisfactory Progress until the next scheduled evaluation. In order for a student to be considered making Satisfactory Progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the academic year, whichever is shorter.

### EVALUATION PERIODS

**COSMETOLOGY:** Students will be evaluated at 30 days, 400, 800, 1200 and 1600 hours

**BARBERING:** Students will be evaluated at 30 days, 375, 775, 1175 and 1500 hours

**ESTHETICIAN:** Students will be evaluated at 300 and 600 hours

**MANICURING:** Students will be evaluated at 200 and 400 hours

**CROSSOVER COURSES:** Students will be evaluated at 100 and 200 hours (Cosmo to Barber)

Students will be evaluated at 150 and 300 hours (Barber to Cosmo)

Students that meet the minimum requirements (70% grade point average, 70% attendance average) at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of the program mid-point, the student must meet both attendance and academic minimum requirements on a least one evaluation by the mid-point of the course. Students failing to meet minimum progress requirements at an evaluation period will be placed on probation with the opportunity to meet minimum requirements at their next scheduled evaluation period.

### LACK OF ATTENDANCE WARNING

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

### PROBATION

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

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress, and will be subject to dismissal.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **LEAVE OF ABSENCE POLICY**

A leave of absence will be granted in the case of a student's illness, accident, death in the family or other circumstances that make it impractical to continue. Students may request (by filling out the Request for Leave of Absence Form – available in the Registrar's Office) for up to 60 days. All leaves of absence may not exceed **180** days in any **12**-month period.

The Campus Director must approve a leave of absence. The request for leave of absence form must have the date the student expects to return and the extended time will be added to the student's scheduled date of completion. In case of emergency, students should notify the Campus Director and request that a Leave of Absence form be mailed to them, to be returned within five (5) business days.

Students are entitled to one (1) leave of absence per enrollment, which is not calculated in the computation of attendance. Satisfactory Progress will not be affected during a leave of absence. When a student returns from a leave of absence, they will be considered to be making satisfactory progress. However, should a student not return by the date requested on the Leave of Absence Form, formal termination shall be immediate. For students who do not return from a leave of absence, the withdrawal date will be the last documented date of attendance.

### **WITHDRAWAL/INCOMPLETE STUDENTS POLICY**

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal.

### **RE-ENTRY POLICY**

Students who are satisfactory at the point of withdrawal may apply for re-enrollment, and will be considered to be making Satisfactory Progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for re-enrollment. Repetition, course incompletes and no-credit remedial courses have no effect upon a student's Satisfactory Progress status in this school.

### **TRANSFER STUDENTS**

Any transfer student will begin their Satisfactory Progress as newly enrolled students.

### **STANDARDS OF CONDUCT/RULES AND REGULATIONS**

The Academy is an academic community with membership consisting of Students, Faculty and Staff. Its purpose is to provide an agreeable atmosphere to develop men and women both academically and socially. The Academy requires a system of guidelines for organized activity on campus known as "The Student Standards of Conduct". The primary responsibility for preserving the system of order rests with individuals of the community. All members must accept responsibility for their actions recognizing that they reflect upon the entire Academy community. All students are expected to conduct themselves in a courteous, respectful and professional manner and observe the following rules at all times: All Rules and Regulations are subject to change. Should a change occur all students would be subject to the new Rules. Any violation of the Rules and Regulations will be 'written up' on a Student Advising Form and placed in the students file.

### **ATTENDANCE**

The Admissions Representative approves attendance schedules on an individual basis. A student's attendance schedule will be documented on the Enrollment Agreement (Contract). Based on the schedule given at the time of enrollment the Admissions Representative will calculate a scheduled date of completion. Schedules may be changed in writing with the Registrar. However, it is the student's responsibility to fulfill their completion date.

- **ABSENCES**

All absences will be counted against the student. Cosmetology and Barbering students will be given 10 school calendar days complete their course past the actual number of weeks, based on their attendance schedule, required for course completion. All other courses will be allowed five school calendar days (5). However, if an abundance of absences has caused the student to exceed the scheduled date of completion on their Contract, they will be charged an additional \$11.25 per hour for all additional hours past the completion date.

If due to illness a student is unable to attend school for the day, they must 'call in' no later than 9:00 a.m. The Academy has an automated phone system allowing students to call at any time. Please personally leave a message if you are calling before or after school hours.

Excuse forms for temporary pre-excused days off are available in the Registrar's Office. It is the student's responsibility to be punctual and maintain regular attendance.

- **TARDINESS**

**The student is considered late when clocking in after 9:00 a.m.** The student must begin counting time to the next ¼ hour. Students will be considered tardy at 9:08 a.m. Students will be allowed up to eight (8) minutes grace period to clock-in for the day. This grace period allows the student entry to classes for that day.

- **MAKE UP DAYS**

Students will be allowed to attend a day they are not scheduled by submitting a Make-Up Day Request Form. This form must be submitted to the Registrar's Office no later than the Monday morning of the week they would like to attend a make-up day.

- **BREAK TIMES**

Students must take a 30-minute lunch break and two 15-minute breaks for attendance of 6 hours or more. Eating and drinking are permitted in the student Break Area or Outside only. Freshman breaks will be scheduled daily by their Instructor. All senior students may take their breaks as their appointment schedule permits. Senior break times are from 10:30 a.m. to 12:00 p.m. (morning) and 2:30 p.m. to 4:30 p.m. (afternoon).  
Instructor. All senior students may take their breaks as their appointment schedule permits. Senior break times are from 10:30 a.m. to 12:00 p.m. (morning) and 2:30 p.m. to 4:30 p.m. (afternoon).

- **LUNCH TIMES:**

Lunch breaks will be scheduled daily by their Instructor. All senior students may take their breaks as their appointment schedule permits. Senior lunch break times are from 11:30 a.m. to 2:30 p.m. Seniors must check the appointment book and notify the front desk that they are leaving for lunch. They will then be expected to be available for their appointments immediately after their 30-minute lunch break. If a student requires an extended lunch period they must notify the front desk of their anticipated time of return. If a student punches back in late from a break or lunch period they must deduct time from their daily total in 15-minute (¼ hour) increments.

### **EATING IN THE CLASSROOMS IS PROHIBITED!**

- **APPLIED EFFORT SHEETS:**

Applied Effort Sheets are to be filled out and signed by your Instructor on a daily basis. Applied Effort sheets must be kept neat and legible. Credit will not be given for marks/scratch outs on time cards. Only an instructor may make changes to timecards for errors students may have made. Time Cards & Operations Sheets must **not** be taken off the premises. If an Applied Effort or Operations sheet is lost, the hours on it will NOT be credited to the student. Each student must total each Applied Effort sheet every Friday and make a new one for the following week. Once students are on the floor doing services, you will be assigned an "Operations Sheet" detailing the services on doll heads, mannequins, or customers. These sheets must also be neat and clean. Only your instructor may make corrections to the Sheets.

- **TIMECLOCK:**

All students will be required to record their attendance on a time clock. Each student will punch in for the day, out of lunch, back in from lunch (if attendance for the day is 6 hours or less the student does not have to take lunch but gets 2 – 15 minute breaks. The breaks cannot be combined for a lunch break) and out for the day. The school management will record all punches and track the student's attendance for the day. Time will be deducted from the student's total daily attendance for tardy entry, over 30 minutes for lunch, or early punch out time in ¼ hour increments. Students are considered late at 9:01 am or leaving early at 5:29 pm, resulting in unexcused loss of time in ¼ hour increments. Four (4) unexcused clock hours is equal to one (1) unexcused absence.

- **EQUIPMENT**

Students must have all equipment necessary to complete any service in their course of study. All equipment, books and personal items must be placed in the student's locker or station prior to clocking out for the day. Students are responsible for their own equipment at all times. The school is not responsible for any lost or stolen items. Misuse of another person's belongings or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected. Every student must attend Theory class with a pencil, paper and books. Any equipment or personal items left by a student who withdraws will become the property of the school. Management reserves the right to inspect stations, or lockers at any time. Students must provide their own lock for their lockers. A duplicate lock key or combination must be registered with the Registrar's Office upon issue of a locker.

- **DESK:**

All Laboratory appointments are made at the front desk. No changes are to be made by students unless they have been assigned to the desk. If a student refuses to do a client, they may be asked to clock out and could subject a student to school disciplinary procedures, suspension and/or dismissal (termination). Should a student have problems or concerns with a client, they must go immediately to an Instructor. Students must consult with an Instructor prior to beginning all chemical services. All services must be checked by an Instructor upon completion.

- **SANITATION:**

In accordance with California State Board regulations - everyone must sanitize and disinfect all their own equipment, mirror, station, counter and floor around their station. Students must also complete their assigned Community Sanitation prior to clocking out for the day.

- **DRESS CODE:**

Personal hygiene and good grooming are always expected, as they are essential elements of training. The Campus Director reserves the right to determine what is deemed as appropriate; inclusive of attire, hairstyle, make up or jewelry. Students may not wear sunglasses, heels, hats or scarves. Please dress in a business casual fashion.

Pants: Any black or style with the exception of "baggies" or sweat pants.

Shirt: Black in color but must cover the entire torso. The shirt may not contain any writing or logos other than Inspire Academy of Barbering & Cosmetology.

Shoes: Any color or style (except no heels) but must be closed toe and non-skid sole (i.e. tennis shoes, sneakers, professional nursing-type shoes) Socks or nylons must be worn. No sandals or high heels may be worn. Students not in the proper footwear will be sent home for the day.

Should a student come to school in violation of the dress code they may be asked to clock out for the day.

**NAME BADGES/APRONS:**

Name Badges and aprons or smocks are issued to every student. They must be worn at all times the student is punched in. Students found to be in school without a name badge will be required to purchase another (\$5.00 – purchased in the Registrar's Office) or clock out for the day.

**EARLY OUT:**

Please notify your Instructor immediately after punching in if you will be leaving earlier than your scheduled hour of attendance.

## **OPERATIONS COMPLETION SHEETS:**

All students will be given an hourly incremental Operations Completion Sheet. This sheet must be completed prior to completion of the hours indicated. Additionally, the Operations Sheet will contain all Applied Effort assignments to be completed by the student in the hours indicated. Students must have an Instructor check and grade each assignment performed in the Laboratory, on a client, another student, mannequin or plastic fingers.

## **PERSONAL SERVICES:**

Only students who have graduated to the Laboratory may have personals at the discretion of the instructor(s). Students must have attended their scheduled hours the week prior to their request and submit a personal service slip to the Laboratory Instructor. Approval of a personal request is at their discretion. Upon approval the student will be marked off the appointment book to receive their personal. Students will be charged based on the personal service price indicated on the Personal Service Slip. Students must pay for their service at the time they receive it.

## **VISITORS:**

All visitors must check in with the front desk. Visitors are not allowed in the student lounge or Classrooms at any time. If a student's visitor is causing any disruption to school activities, they will be asked to leave.

## **MISCELLANEOUS:**

Food and drinks are allowed in the student lounge ONLY! Students may not eat or drink in an open container in classrooms or on the Laboratory at any time. Smoking in the Academy is prohibited. Students must be 20 feet away from the doors when smoking outside.

Ill temper, open hostility, belligerence or quarrelsome attitudes toward Instructors, Staff, Clients or other students will not be tolerated and will subject a student to school disciplinary procedures, suspension and/or dismissal (termination). Profanity will not be tolerated anywhere on school grounds.

No student is permitted to refuse a client and will subject a student to school disciplinary procedures, suspension and/or dismissal (termination). As long as the student has hours remaining in their course, clients will be taken as given. However, should a student have a problem with a client go immediately to the nearest Instructor who will handle the situation with you.

## **CELL PHONES:**

Cell phones are not to be used while clocked in. Students may use their cell phone only while they are punched out for lunch or break times.

## **NOTICE OF STUDENT RIGHTS**

1. You have the right to receive a copy of Inspire Academy of Barbering and Cosmetology's School Catalog and Consumer Information for your review prior to signing the Enrollment Agreement (Contract). You will find a copy of the current Catalog on the School's Website. Please review the Catalog located on the School's website [www.inspireacademyofcosmetology.org](http://www.inspireacademyofcosmetology.org) prior to your first Enrollment appointment. Your Admissions Representative will provide you a copy of the School Catalog on your first appointment. However, no student will be enrolled until they have read and agree to the contents of the Catalog. Any member of the general public will be provided a copy of the Catalog upon request. The Catalog is reviewed and updated January 1<sup>st</sup>, annually.
2. You may cancel your Contract with the school, without any penalty or obligation following your first class session or seventh (7) calendar day, whichever is later. This policy is described in the Notice of Cancellation form that will be given to you on the first day of class. 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 copy.
3. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for information. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**The Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818**  
**(916) 431-6959 (toll free) (888) 370-7589, [www.bppe.ca.gov](http://www.bppe.ca.gov)**



## REFUND POLICY

### STUDENT RIGHTS TO CANCEL:

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the fifth (5<sup>th</sup>) business day after enrollment (**seven calendar days from date when enrollment agreement was signed**), whichever is later.

**The Notice of Cancellation** shall be made in writing and submitted directly to the school, a withdrawal may be initiated by the student's written notice or by the Institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, Inspire Academy of Barbering and Cosmetology shall provide a full refund of all money paid, less Application fee.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, Inspire Academy of Barbering and Cosmetology shall provide a full refund of all money paid, less Application fee.

**Refund Policy:** After the cancellation period, Inspire Academy of Barbering and Cosmetology will provide a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

Refund payments will be made within 45 days from the date of determination. In the case of a leave of absence, the refund shall not exceed 45 days from the date of documented return.

### HYPOTHETICAL REFUND EXAMPLE (In Accordance to the Refund Policy)

Assume that a student, upon enrollment in a 1,600 hour course, pays 18,400.00 for Tuition, 1,400.00 for Kit and Supplies and 100.00 for Registration Fee as specified in the Enrollment Agreement and withdraws after completing 500 hours without returning the Equipment he/she obtained.

The refund to the student would be \$12,650.00 based on the calculation stated below. If the student returns the Equipment (if it was returnable) in unopened condition at the time of his/her withdrawal, the school would refund the charge for the equipment returned.

The Student's Scheduled hours were less than 60% of the Contracted Course hours.

The Student paid \$19,900.00 (\$18,400.00 for Tuition + \$1,400.00 for Kit and Supplies + \$100.00 Registration Fee)

The total amount **earned** by the School is \$7,250.00 (5,750.00 for + \$1,400.00 for Kit and Supplies + \$100.00 for Registration Fee)

Subtract the amount **earned** by the School from the amount **paid** by the Student. This amount **equals** the Refund due to the Student.

Total amount of Tuition Earned by the School:	5,750.00	(500 Hours x 11.50 per Hour)
<b>Add</b> cost of Kit and Supplies:	+ 1,400.00	
<b>Add</b> Registration Fee:	+ <u>100.00</u>	
Total Amount Earned by the School:	= 7,250.00	
Amount <b>paid</b> by Student:	19,900.00	
<b>Subtract</b> Total Amount Earned by the School:	- <u>7,250.00</u>	
Refund Due to Student	= 12,650.00	

For the purpose of determining the amount you owe for the time you attended you shall be deemed to have withdrawn from the course according to the policies in the following "Determination of Withdrawal from School".

If the school has given you any returnable equipment (unopened or unused), including books or other materials, you shall return it to the School at the time of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

## ACCREDITING COMMISSION FORMULA

This institution is required to follow the California State refund formula in calculating refunds. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

## DETERMINATION OF WITHDRAWAL FROM SCHOOL

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Academy of your intent to withdraw. Only the Campus Director would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog.
- The date you fail to attend classes for a three consecutive week period and fail to inform the school that you are not withdrawing.
- For California Schools: If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

## DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment are required to provide written notice to this institution of their convictions for criminal drug offense occurring at the workplace within five (5) days after that conviction.

Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

### **Healthy Connections**

1947 North California Street  
Suites B and C  
Stockton, CA  
(209) 463-0870

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

**This institution continues to make a good faith effort to provide a school and workplace free from illicit use, possession of distribution of drugs and alcohol, and has adopted the Drug and Alcohol Abuse prevention program as outlined.**

## **MEDICAL MARIJUANA POLICY**

(Questions about this policy may be directed to the Campus Director's Office)

Medical marijuana, which is prescribed for healing purposes, is prohibited at Inspire Academy of Barbering and Cosmetology although there may be state laws, which permit its use.

Inspire Academy of Barbering and Cosmetology complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act the Academy must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

## **CAMPUS SECURITY**

The Academy is committed to providing students with a safe environment in which to learn and to keep parents and students well informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the Academy collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

By September 1st of each year the Academy will publish and distribute the annual Campus Security, Crime Awareness and Drug Free Workplace Policy Report to all current students and employees directly by hand delivery. In addition, the report is provided upon request to all prospective student and prospective employees. Such individuals are informed of the reports availability and given the opportunity to request a copy.

## **CRIME AWARENESS, DRUG FREE WORKPLACE REPORT**

Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located at 445 W. Weber Ave., #223, Stockton, CA 95203. There are no buildings or properties owned or controlled by campus student organizations, which are recognized by this institution. There are no off-campus housing facilities.

- The report is disseminated annually in September to all current and prospective students and employees. In addition, the report is provided to all individuals prior to enrollment or employment through issuance of the School Catalog. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
- No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Campus employees supervise any off campus events, which are sponsored by the School or the Student Council. Thus, the School will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
- The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administration. No such individuals have the authority to make arrests.
- All individuals are requested to report immediately any known criminal offense or other emergency occurring on campus to the Campus Director's office on the designated form known as the Campus Crime Report Form. All individuals are further requested to promptly report all crimes to appropriate police agencies. The Campus Director will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.

- All students and employees are encouraged to be responsible for their own security and the security of others:
  - Do not leave personal property in classrooms.
  - Report any suspicious persons to an institutional official.
  - Always try to walk in groups outside the school premises.
  - If you are waiting for a ride, wait within sight of other people.
  - Employees (Staff and Faculty) will close and lock all doors when securing the School for the day.
  - The school has no formal program, other than orientation, that disseminates this information.
  - Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence.
- To increase crime awareness and prevention, local law enforcement officers are periodically invited to speak to Staff and Students.
- The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/14 to 12/31/16. The statistics are reported below:

**Occurrences within the 2015, 2016, and 2017 Calendar Years**

<b>Crimes Reported</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
Murder (Includes non-negligent manslaughter)	0	0	0	
Negligent manslaughter	0	0	0	
Sex offenses (forcible & non-forcible)	0	0	0	
Robberies	0	0	0	
Aggravated assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	0	0	0	School Campus not open until 2018
Arson	0	0	0	
<b>Number of arrest made for the following crimes:</b>				
Liquor Laws	0	0	0	No
Drug laws	0	0	0	No
Weapons Possession	0	0	0	No

- In the event a sex offense occurs on campus, the accuser has the option to, and should do the following:
  - Report the offense to school administration in the administration office.
  - Preserve any evidence as may be necessary to prove criminal sexual assault.
  - Request assistance, if desired, from school administration in reporting the crime to law enforcement.
  - Report the crime to local law enforcement agencies.
  - Contact an appropriate agency in the community for counseling or other services that may be needed.
- This institution has zero tolerance of any criminal offense committed on campus by Staff, Students or Guests. All incidences will be reported **immediately** to the appropriate law enforcement agency. The violation of this policy by students or employees may result in expulsion or termination while investigations are being followed.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the School's Campus Director but rather should contact the appropriate agency by calling (911).

**RECEIPT OF CAMPUS SECURITY/CRIME AWARENESS  
AND DRUG FREE WORKPLACE REPORT  
SIGNATURE PAGE:**

As a student or employee of Inspire Academy of Barbering and Cosmetology, I hereby acknowledge by my signature below, receipt of the Campus Security/Crime Awareness/Drug Free Workplace Policy as contained in the School Catalog:

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Student or Employee Signature

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Date

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Printed Name

**A copy of this signature page must be placed in all Student and Employee Files.**

## RECEIPT OF CATALOG SIGNATURE PAGE:

As witnessed by my signature below, I acknowledge that prior to my enrollment; I have received and read a copy of the Inspire Academy of Barbering and Cosmetology Catalog of policies, procedures and information.

I agree to abide by the rules, regulations, policies, procedures and standards therein. I also understand that the rules, regulations, policies, procedures and standards set by the Campus Director of the Academy are subject to change at any time without prior notice and that I will be notified in writing of those changes effective immediately.

I agree that the Satisfactory Progress Policy has been explained to me and I understand that I must fully comply with the Policy.

I also agree that the hours of operation, Tuition and Equipment and Book fees are also subject to change with immediate effect at the discretion of the Campus Director of the Academy. I further understand that I will receive the items on the Equipment and Book lists in force at the time of my enrollment.

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STUDENT SIGNATURE

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DATE

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## STUDENT INFORMATION RELEASE SIGNATURE PAGE:

I, \_\_\_\_\_, hereby authorize Inspire Academy of Barbering and Cosmetology to release any information in my file to an Accrediting agency, Federal agency or State agency or parent/legal guardian if student is a minor. I further understand and agree that my personal information may be released to a collection or legal agency retained by the Academy in the event that I default on the tuition or any other fees as agreed between myself and the Academy.

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Student Signature

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Date

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Parent Signature (if student is a minor)

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Date

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Admission Officer Signature

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Date

**A copy of this signature page must be placed in all Student Files.**