



SAN BERNARDINO BEAUTY COLLEGE, INC.

CATALOG

JANUARY 1, 2019 – DECEMBER 31, 2019

REVISED: 6/7/2019 PUBLISHED: 6/7/2019

COSMETOLOGIST ~ BARBERING
MANICURIST ~ MASSAGE THERAPIST
ESTHETICIAN ~ HOLISTIC PRACTITIONER
NAIL TECHNICIAN



600 N. SIERRA WAY
SAN BERNARDINO, CA 92410
TEL: (909) 891-1111 ~ FAX: (909) 891-1113
WWW.BARBER-BEAUTYCOLLEGE.COM

TABLE OF CONTENTS

GENERAL INFORMATION

Introduction.....	5
Mission Statement.....	5
History and Founder	5
Approval Disclosure.....	5
Bureau/Board Approvals.....	5
Description of Facilities.....	5

ADMINISTRATION

Administration Business Hours.....	6
Admissions Procedures.....	6
Ability to Benefit.....	6-7
High School Students.....	7
WIA Participants.....	7
Re-Entry/Re-Enrollment Policy.....	7
Transfer Policy.....	7
Required English Proficiency.....	7
Notice of Transferability of Hours/Diploma.....	7-8
Challenge Examination/Achievement Test.....	8
Articulation/Transfer Agreement.....	8

ACADEMIC CALENDER

Class Start Dates.....	8
Class Schedules.....	8
Calendar/Holidays.....	8

GENERAL SCHOOL POLICIES

Grievance Procedure.....	8-9
WIA Participants Grievance Procedure.....	9
Disclosure & Retention of Student Records.....	9

Statement of Non-Discrimination.....	9
Disabled Visitors/Wheelchair Access.....	9
Health & Physical Considerations.....	9
Orientation.....	9
Scholarships.....	9
Attendance Policy, Tardy, Makeup Policies.....	9
Attendance Status.....	10
Time Clock Credit Policy & Procedures.....	10
Leave of Absence Policy.....	10
Graduation Requirements.....	10
Licensure Requirements.....	10
Satisfactory Academic Progress Policy(SAP).....	10
Evaluation Periods.....	11
Maximum Time Frame.....	11-12
Academic Progress Evaluations.....	12
Warning/Probation.....	12-13
Re-establishment of SAP.....	13
Interruptions, Incompletes & Withdrawals.....	13
Appeal Procedures.....	13
Noncredit/Remedial Courses/Repetition.....	13
Transfer Hours.....	13
Courses of Study.....	14
Textbooks, Equipment and Supplies.....	14
Tuition and Fee Schedule.....	14
Student Tuition Recovery Fund (STRF).....	15
Extra Instruction Charges.....	16
Method of Payment.....	16
Student's Right to Cancel.....	16
Withdrawal/Drop Policy.....	16
Refund Policy.....	17

Return of Title IV.....	18
Financial Aid.....	18-22
<u>STUDENT SERVICES</u>	
Job Placement.....	22-23
Career Counseling.....	23
Drug Abuse Prevention Program.....	23
Student Library.....	23
Licensing Requirements/Background Checks.....	23-24
English Language Services.....	24
International Students.....	24
Federal/State Financial Aid Programs.....	24
Statement Regarding Bankruptcy.....	24
Housing.....	24
School Rules & Regulations.....	24-25
Student Rights & Responsibilities.....	26
Academic Transcripts.....	26
<u>PROGRAM DESCRIPTIONS/CURRICULUM</u>	
Barbering Course.....	26-28
Cosmetologist Course.....	28-30
Esthetician Course.....	30-32
Massage Therapist Course.....	32-34
Holistic Practitioner Course.....	34-35
Manicurist Course.....	36-37
Nail Technician Course.....	37-39
<u>OTHER</u>	
Staff.....	40
Faculty Qualifications.....	40
BPPE Requirements.....	40

GENERAL INFORMATION

Introduction

San Bernardino Beauty College, Inc. welcomes all prospective students interested in the beauty, barbering, massage, and related arts careers. We would be thrilled for you to come in and visit our facility. We strive to teach you the training and skills you will need for the program you select. This means hard work, dedication, and practice on your part; but the outcome will be worth it!

Mission Statement

To provide a high-quality academic environment that provides our students with the skills and tools needed to obtain a *license, and a job in the same field of study.

*License not required in California for Massage Therapist and Holistic Practitioner

History

San Bernardino Beauty College, Inc. was established in August of 2012 by **School Founder Mrs. Jennifer C. Phan**. Mrs. Phan has extensive experience in the Manicuring Industry as a Salon Owner and Manager. She also has extensive experience in office management and starting new businesses.

Approval Disclosures

San Bernardino Beauty College, Inc. is a private institution located at 600 N. Sierra Way, San Bernardino, CA 92410. Institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code has been granted. 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. The Bureau has approved the following programs:

Barbering 1500 Clock Hours

Cosmetologist 1600 Clock Hours

Manicurist 400 Clock Hours

Esthetician 600 Clock Hours

Massage Therapist 600 Clock Hours

Holistic Practitioner 1000 Clock Hours

Nail Technician 600 Clock Hours

Bureau/Board Approvals

This institution has accreditation and approval from the following entities:

National Accrediting Commission of Career Arts and Sciences (NACCAS): 3015 Colvin Street, Alexandria, VA. 22314, Phone: (703)-600-7600 website: www.naccas.org

Bureau for Private Postsecondary Education (BPPE): P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589, website: www.bppe.ca.gov

Board of Barbering and Cosmetology (BBC): P. O. Box 944226, Sacramento, CA 94244-2260, Phone: (800) 952-5210, Fax: (916) 575-7281, website: www.barbercosmo.ca.gov

Description of Facilities

San Bernardino Beauty College, Inc. is a spacious 14,000 sq. ft., air conditioned, one-story facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's education. The facility provides classroom areas for theory and practical training, lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provided the equipment required by the Board of Barbering & Cosmetology.

ADMINISTRATION

Administration Business Hours

Applicants and students may receive information from Administration Tuesday thru Friday from 10:00 A.M. until 5:00 P.M.

Admissions Procedures

As a prospective student, you are required to visit our campus by appointment. You are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to view the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. Our college does not recruit students already attending or admitted to another school offering a similar program of study

1 Complete an Application Form

Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from School.

2 Submit an Application Fee

Action will not be taken on admission or any student loan application until an application fee of \$100 .00 is received

Please submit the fee in the form of a check, money order, or credit card payable to San Bernardino Beauty College. This fee is not included in the cost of tuition.

In extraordinary circumstances, the school may waive the application fee for students that transfer from a school that has suddenly closed without notice

3 Personal Interview

Prospective students will be interviewed by a representative of our Admissions Department. The interview will explain the School's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students through the direction of our admissions process.

San Bernardino Beauty College does not recruit students already attending or admitted to another school offering a similar program of study

Admissions Policy

San Bernardino Beauty College Inc., is accepting students for admission for all courses once these criteria have been met:

1. Applicants must provide a copy of his/her High School Diploma, GED, a transcript showing high school completion, OR has completed homeschooling at the secondary level as defined by state law and be 18 years old or older.
2. Applicant must provide a valid picture Identification, such as a California Driver's license, California I.D., or Passport.
3. Valid Social Security Card OR ITIN Card
4. An applicant lacking the High School Diploma or its equivalent, must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an **Ability to Benefit** exam prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to- Benefit tests approved by the U.S. Department of Education administered by an independent proctor. Students subjected to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently our school is using the CELSA Ability-to-Benefit test. This test is approved by the Secretary of Education, Washington, DC. The school's admissions

personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test.

Students taking the CELSA Ability-to-Benefit test must score 97 % or higher for admission.

If you do not pass the exam, re-testing is available and the admissions personnel will explain and provide you with the re-testing procedures, or pay and successfully complete 225 hours for Cosmetologist & Barbering programs. **Ability-to-Benefit students are not able to apply for Federal Student Aid programs.**

High School Students

Students attending high school, enrolled in this institution through the high school district and receiving high school credits are enrolled as non-regular students. They are considered non-regular students because they will not graduate from the institution before completing high school.

WIA Participants

Students applying for Admissions through the city or county of San Bernardino Employment and Training Agency (SBETA), must submit the required paperwork for the city/county that San Bernardino Beauty College requires (listed above).

Re-Entry (Re-Enrollment) Policy

A student who withdraws in good standing may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment if re-entry occurs within five years of last day of attendance. If a student transferred to another institution before returning to San Bernardino Beauty College, Inc., those hours and operations earned may also be credited to the student for the re-entry at the discretion of the Director based on an assessment. Each re-entry is treated on an individual basis. San Bernardino Beauty College, Inc., reserves the right to reject a student who withdrew from its institution.

Transfer Policy

Applicants with previous hours from another California school who wish to enroll at San Bernardino Beauty College, Inc., must submit a written request during the admission process along with a proof of training and record of withdrawal from the previous California school. At the discretion of the Director, the number of hours that will be allowed to transfer to San Bernardino Beauty College, Inc., will be determined prior to enrollment. If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make an application for approval of his/her hours from the previous school. The documents required for this process can be found in the California BBC website www.Barbercosmo.ca.gov. The California BBC will issue a letter indicating the credits & hours it has approved from at the previous school along with any other requirements to complete in California to be eligible to take the state exam.

The Director will then make a final decision based on the information in the California BBC's letter.

Failure to provide the required documentation of previous training prior to enrollment will result in not being able to apply those hours to your enrollment at San Bernardino Beauty College, Inc.

Required English Proficiency

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. All classes, theory and practical are taught in English only.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of hours you earn at San Bernardino Beauty College, Inc. is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma that you earn is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours/operations and diploma that

you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Bernardino Beauty College, Inc., to determine if your hours and/or diploma will transfer.

Challenge Examinations or Achievement Tests

San Bernardino Beauty College, Inc. does not accept credits through challenge examinations and/or achievement tests.

Articulation or Transfer Agreement: Disclosed

San Bernardino Beauty College, Inc. has not entered into articulation or transfer agreement with any other institutions.

ACADEMIC CALENDER

Class Start Dates

San Bernardino Beauty College has continuous enrollment and students can enroll anytime during the year. All classes begin every Tuesday of each week.

Class Schedules

Day Classes are held Tuesday – Saturday

9:00am – 3:00pm Fulltime

3:30pm – 7:30pm Part Time

9:00am – 5:30pm Extra Fulltime

We offer regular day and evening classes. Your schedule will be determined based on the specific program you choose.

Night Classes are held Tuesday- Friday

4:00pm – 9:00pm (currently not available)

Calendar/Holidays

The College is closed on Sunday and Monday, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

If the institution is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled day, unless otherwise notice.

GENERAL SCHOOL POLICIES

Grievance Policy

It is the policy of this institution to handle grievances in the following manner:

1. Fill out grievance form and list all grievances. It is strongly recommended that all grievances be presented in writing.
2. The Director will evaluate the grievance and set up an appointment with the person within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

If the issue still is unresolved, students may present their grievance to: **Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589 web site: www.bppe.ca.gov.**

WIA participants who have exhausted the school's complaint and/or grievance procedures without a satisfactory resolution of the issue, shall be referred to their Career Manager and/or the SBETA EEO Officer for disposition of the case.

Disclosure and Retention of Student Records (FERPA)

Only students, and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Students are not entitled to inspect the financial records of their parents.

Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

San Bernardino Beauty College, Inc., will keep these records for five (5) years from the last day of attendance. After this period, all records are destroyed.

Statement of Non-Discrimination

San Bernardino Beauty College, Inc. does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Disabled Visitors/Wheelchair Access

Access for disabled people to the Institutions facility is available at the College. This Institution does not offer special facilities or programs for disabled students.

Health and Physical Considerations

Generally, a professional in the Barbering, Cosmetology, Manicuring, Esthetics, Massage Therapy and Holistic Practice fields must be in good physical health since he/she will be working in direct contact with customers. These related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents and physician) believe they can fulfill the training demands. This Institution does not offer special facilities or programs for disabled students.

Orientation

All new students are required to attend an orientation prior to their first class. During the orientation, you will be introduced to your campus staff and learn about our policies, expectations and student services.

Scholarships

At the discretion of the School Director of San Bernardino Beauty College, Inc., a scholarship can be awarded based upon the circumstances of an individual student.

Attendance Policy, Tardy, and Make-Up Policies

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student expects to complete the course of study within the maximum timeframe stated in the Satisfactory Academic Progress Policy. An absence may be excused by calling-in the same day prior to the beginning of the class. Students are required to make-up lessons and exams missed due to absences. **If the student is absent for two (2) consecutive weeks/fourteen (14) days (in a row)** the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action.

Attendance Status

A full- time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half- time or less than half time enrollment is calculated based on the student work load in a payment period.

Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure

Students at San Bernardino Beauty College, Inc. record their attendance on program specified time/operations card by entering their time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each day. At the end of each week all earned and validated credit will be carried over to the next week's timecard.

Leave Of Absence (LOA)

Occasionally, students may experience extended personal problems, death of a family member, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student shall request a Leave of Absence in advance and in writing unless unforeseen circumstances prevent the student from doing so. (For example, if the student was injured in a car accident.) The written request must be approved by the School Director. The written request must include the start and end date of the leave of absence. A student cannot take more than 180 days in any 12 month period. A student may only take a leave of absence if they are meeting SAP at the time of request. A student MUST request any additional time needed before their LOA return day in writing. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days. Students will not be assessed additional tuition charges while on their Leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Students must be reasonably certain of their intent to return.

Graduation Requirements

When a student has completed the required theory hours and practical operations as required by the State of California, and completed their chosen program of study with a GPA (Grade Point Average) of "C" (70%) or better and an attendance average of 67% or better, and passes the final written and practical test with a 70% or better, he/she receives a diploma certifying his/her graduation from the course of study. **Please be advised that completion documents (diploma, transcripts, Proof of Training) will be withheld until all monies owed the school are paid in full or arrangements have been made with the Director.**

Licensure Requirements for Applicable Courses

Applicants for the state licensing exam must be at least 17 years old, and have completed their program's clock hours, theory hours and practical operations as required by the State of California. In addition, students must take and pass (70% or better) the state exam to be issued a license. Licensure is a requirement in order to work in a beauty, barber or spa establishment. NOTE: Massage Therapists and Holistic Practitioners do not require licensure at this time. The admissions office will help you with the completion and submission of your exam application.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for **Satisfactory Academic Progress (SAP)** based on actual hours as follows:

	1st SAP	2nd SAP	3rd SAP	4th SAP
Barbering 1500 Hrs.	450 hrs.	900 hrs.	1200 hrs.	1500 hrs.
Cosmetologist 1600 Hrs.	450 hrs.	900 hrs.	1250 hrs.	1600 hrs.
Holistic Practitioner 1000 Hrs.	250 hrs.	500 hrs.	750 hrs.	1000 hrs.
Massage Therapist 600 Hrs.	300 hrs.	600 hrs.		
Nail Technician 600 Hrs.	300 hrs.	600 hrs.		
Esthetician 600 Hrs.	300 hrs.	600 hrs.		
Manicurist 400 Hrs.	200 hrs.	400 hrs.		

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

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

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetologist (Full time, 30 hrs/wk) - 1600 Hours	80 Weeks	2400
Cosmetologist (Part time, 20 hrs/wk) – 1600 Hours	120 Weeks	2400
Barbering (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Barbering (Part time, 20 hrs/wk) – 1500 Hours	113 Weeks	2250
Baber Crossover(Full time,30 hrs/wk)- 200 Hours	10 Weeks	300
Baber Crossover(Part time,20 hrs/wk)- 200 Hours	15 Weeks	300

Holistic Practitioner (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks	1500
Holistic Practitioner (Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Esthetician, Massage Therapist, Nail Technician (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Esthetician, Massage Therapist, Nail Technician (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Manicurist (Full time, 30 hrs/wk) – 400 Hours	20 Weeks	600
Manicurist (Part time, 20 hrs/wk) – 400 Hours	30 Weeks	600

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

ACADEMIC PROGRESS EVALUATIONS

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 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 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90% - 100%	A	EXCELLENT	4.0
80% - 89%	B	Above Average	3.0
70% - 79%	C	Average	2.0
60% - 69%	D	Below Average	1.0
59% and below	F	Fail	0.0

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress when they finish. During the warning period, students are eligible, if applicable, to receive Title IV funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, the students will be deemed ineligible to receive Title IV funds, unless appeal has been approved. Please refer to the appeal procedure section for details below.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress. If at the end of the probation period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress the student will be

determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and regain title IV funds eligibility as applicable, by meeting minimum attendance and academic requirements.

INTERRUPTIONS, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress report. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology warning or probation will be used for both Title IV and non-Title IV students.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

COURSES OF STUDY

This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.

Barbering 1500 Clock Hours

Barber Crossover 200 Clock Hours

Cosmetologist 1600 Clock Hours

Manicurist 400 Clock Hours

Esthetician 600 Clock Hours

Massage Therapist 600 Clock Hours

Holistic Practitioner 1000 Clock Hours

Nail Technician 600 Clock Hours

Textbooks, Equipment and Supplies

Textbooks and a kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case with a key. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

Tuition Fee Schedule. The charges for a period of attendance are same as total charge for entire program.

Programs	Total Clock Hours	Tuition (Per/Hr)	Registration*	Kit/Book /Lab*	STRF	TOTAL	Completion of Weeks
Barbering	1500	\$15,000 (\$10/hr)	\$100.00	\$1,275.00	\$0.00	\$16,375.00	50-75 weeks
Barber Crossover	200	\$2,400 (\$12/hr)	\$100.00	\$875.00	\$0.00	\$3,375.00	7-10 weeks
Cosmetologist	1600	\$16,000 (\$10)	\$100.00	\$1,575.00	\$0.00	\$17,675.00	54-80 weeks
Esthetician	600	\$6,000 (\$10/hr)	\$100.00	\$875.00	\$0.00	\$6,975.00	16-30 weeks
Manicurist	400	\$2,400 (\$6/hr)	\$100.00	\$875.00	\$0.00	\$3,357.00	14-20 weeks
Nail Technician	600	\$6,000 (\$10hr)	\$100.00	\$875.00	\$0.00	\$6,975.00	20-30 weeks
Massage Therapist	600	\$6,000 (\$10)	\$100.00	\$875.00	\$0.00	\$6,975.00	20-30 weeks
Holistic Practitioner	1000	\$10,000 (\$10)	\$100.00	\$875.00	\$0.00	\$10,975.00	34-50 weeks

***Non-Refundable**

As of 08/10/2017 the Student tuition Recovery Fund changed to Student tuition Recovery Fund Disclosure.

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered a 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 closer of the institution or location of the institution , or were enrolled in an educational program with 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 them 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 the institution in excess of tuition and other cost.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Extra Instructional (Overtime) charges

Students are expected to complete their training (Hours & Operations) within the maximum time allowed as stated on their Enrollment Agreement. **If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course.**

The current charge for all programs except Esthetician & Massage Therapist is \$10.00 per hour to be paid in full prior to beginning the overtime hours.

The current charge for Esthetician & Massage Therapist programs are \$15.00 per hour to be paid in full prior to beginning the overtime hours.

Methods of Payment

Cash, credit card, money order and personal check, (Title IV, loan, not applicable at this time) are acceptable methods of payments. Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available from San Bernardino Beauty College, Inc. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly payments according to their means. **Please be advised that completion documents will be withheld until all monies owed the school has been paid in full or arrangements are made with the Director.**

STUDENT'S RIGHT 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 class)**, or the seventh day after enrollment **(seven days from the date when enrollment agreement was signed)**, whichever is later. The notice of cancellation shall be in writing and submitted directly to the administration office.

WITHDRAWAL/DROP POLICY

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a pro-rata refund if the student has completed 60 percent (60%) or less of the scheduled period of attendance **(based on scheduled hours)**. The refund will be less the registration fee and equipment received by the student. If the amount that you have paid is more than the amount that you owe for the time that you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will be required to pay the outstanding balance.

Official withdrawal date is on the student's notification or school's determination. If a student does not attend school for 14 consecutive days, without having contacted the school or requesting a Leave of Absence (LOA), the student will be automatically dropped from the course in which they are enrolled. Students who are on a LOA and who do not return on or before their LOA end date will also be dropped from the course.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

1. After the cancellation period, the institution provides a prorated refund of ALL funds paid for tuition charges to students who have completed 60.00 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
2. This policy applies to all students.
3. This policy is based on scheduled hours.
4. The registration fee is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.
5. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.
8. Official withdrawal date is on the student's notification or school's determination.

**PERCENT OF SCHEDULED TIME
ENROLLED TO TOTAL COURSE/PROGRAM**

0.01% to 60.00%

60.01% and over

**TOTAL TUITION SCHOOL
SHALL RECEIVE/RETAIN**

pro rata calculation based
Upon scheduled hours times
Tuition hourly rate

100%

RETURN OF TITLE IV FUNDS POLICY

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about the Title IV program funds, please see the financial aid director at the school. Information is also available on Student Aid on the website at <https://studentaid.ed.gov/sa/>.

TIME FRAME AND ORDER RETURN OF TITLE IV FUNDS

San Bernardino Beauty College must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal, (in the following order).

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required

Financial Aid

Financial Aid -Consumer Information

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. This includes Federal PELL Grant [Does not require repayment (FPELL)]

General Financial Aid Information

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at school may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (EST) Monday through Friday at 1 (800) 433-3243. Internet access is also available at <http://www.fafsa.ed.gov>.

Compliance Statement

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

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to

be repaid. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born on or after January 1, 1960);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

Application Procedures and Forms

Financial aid applications for this institution consist of the Free Application for Federal Student Aid (FAFSA).

This form needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Treatment of Title IV Funds if the Student Withdraws from the Program of Study

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to have received. To determine the percentage complete, the scheduled hours of class or the actual hours attended (if less than seventy percent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

Financial Aid Definitions

(The following definition correspond to some common terms used within the financial aid terminology):

ACADEMIC YEAR: A period of not less than 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: 50 to 60 minutes of supervised instruction during a 60 minutes period.

CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in

excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: He/she is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: He/she is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

FAMILY CONTRIBUTION (EFC): the calculated amount that a family contributes to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has a I-151 or I-551 (Alien Registration receipt card).

Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted. Indefinite Parole and/or Humanitarian Parole Cuban-Haitian Entrant.

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

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only

INDEPENDENT STUDENT: An individual who meets one off the following criteria:

1. Minimum age of 24.
2. A graduate or professional student
3. Is married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18.
6. Is a veteran of the armed forces of the United States.

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

PAYMENT PERIOD: 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

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

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the enrollment agreement.

If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may take repayment arrangements with the U.S. Departments of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received not arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The Student will no longer be eligible for aid until informed by U.S. Department of Education.

REFUNDS: In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date first to FPELL and then to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at SBB COLLEGE, is required to provide a Financial Aid Transcript from each of the institutions attended within the last year or at the school's discretion before the enrollment at this institution. Aid from other programs may be advanced to cover the first payment period. We accept only 50 % of the total transfer course hours.

VERIFICATION PROCESS: Federal regulations 34 C.F.R. part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse Federal PELL Grant.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration – Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status – Applicant arrived in the U.S. during calendar years 2004 and 2005.
- Certain spouse/parent status – Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – if the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 1. Letter stating that the verification process was completed.
 2. Copy of the application data that was verified, and if the student was awarded PELL Grant, a copy of the signed SAR/ISIR.
 3. A Completed Financial Aid transcript.

Pacific Island residency status – Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed – the applicant will not receive federal aid funds

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

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh
 - Foreign Income
 - Earned income credit
 - Interest on tax free bonds

SBB COLLEGE shall resolve inconsistent application information for all applicants, in agreement with requirements

34 C.F.R. Part 668.16 (f).

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification worksheet, there are two different worksheets: one for dependent students and one for

independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION: Applicants must provide the required documentation within 60 days from the last day of attendance or August 31st of that year, whichever is earlier.

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

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S) If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification process within 30 days of the student's submission.

TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

Student Services

Academic Advising

Students are advised individually, as often as necessary, to review the student's progress. A Student may request additional advising sessions at any time.

Job Placement

San Bernardino Beauty College, Inc. does not guarantee job placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to San Bernardino Beauty College, Inc., for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, salary, and other pertinent information. Students are referred for interviews

and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

Drug Abuse Prevention Program

San Bernardino Beauty College, Inc. strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with San Bernardino Beauty College, Inc. who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit: **Inland Valley Recovery Services, 939 North D Street, San Bernardino, CA 92410, (909) 889-6519**

Student Library

San Bernardino Beauty College, Inc. does offer a media center where students can access supplemental information to support their studies. Training aids and audiovisual materials to support the instructional process are available to students. Additionally, the Norman F. Feldhym Public Library is located .3 miles from San Bernardino Beauty College, Inc. Students can use the Library as a resource center and obtain a membership card free of charge. The Library is located at: 555 W. 6th Street, San Bernardino, CA 92410, (909) 381-8201.

Licensing Requirements

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a Cosmetologist, Barber, Esthetician or Manicurist must first complete the state required curriculum at an approved school and pass the state licensing exam. San Bernardino Beauty College, Inc. programs are designed with two goals in mind. First, to provide students with the state required educational curriculum necessary to qualify to take and pass the license exam and, second, to prepare our graduates to obtain employment in entry level positions in the beauty and wellness industry.

Background Checks:

1. California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

2. California Massage Therapy Council: To obtain California Certification as a Certified Massage Therapist, a graduate must submit an application and the school transcript proving completion of the Massage Therapist or Holistic Practitioner program and pass one of the CAMTC approved exams. Applicants must also pass a Live Scan fingerprint background investigation specific to CAMTC and have not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or certification for Massage Therapy. For more information, about these requirements, an individual should contact the appropriate agency as follows:

**Board of Barbering and Cosmetology (BBC) P. O. Box 944226 Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281 www.barbercosmo.ca.gov**

English Language Services

San Bernardino Beauty College, Inc. offer an English Language Services.

International Students

San Bernardino Beauty College, Inc. is not a SEVIS approved school and is not eligible to train international students.

Federal and State Financial Aid Programs

The school is approved with the Workforce Investment Act (WIA), The Department of Rehabilitation and the Employment Development Department (EDD), which are all state funded programs for those who qualify. Potential students are advised to contact the agencies to make appointments to see if they meet the qualifications.

Statement specifying whether San Bernardino Beauty College, Inc. has a pending petition in bankruptcy

San Bernardino Beauty College, Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Housing

San Bernardino Beauty College, Inc. does not provide housing assistance to its students. San Bernardino Beauty College, Inc. does not have dormitory facilities. Housing costs range from \$700.00 to \$1000.00 per month for a one-bedroom apartment.

School Rules and Regulations

1. Always present a clean and professional appearance by following our dress and appearance standards.
2. Students are to be on time every day. Tardiness is not acceptable in the school environment or in the workplace.
3. You may only clock-in and clock-out for yourself. Do not clock another student in or out or have them clock you in or out. Do not give another student your clock in number. Failure to follow this rule is cause for immediate termination from School as determined by the School Director.
4. On a daily basis, make sure that an Instructor reviews all of your practical operations so he or she can record them. In order for you to complete your state's legal requirements, your instructors must be able to keep an accurate record of your Technical Instruction Hours and Practical Training.
5. Observe the appropriate breaks for your class schedule. Breaks are as follows:

Student Schedule	Breaks	Lunch
8 or 7 ½ hr./day	15 min. in the morning & 15 min. in the afternoon	30 min.
6 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A
5 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A
4 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A

6. Notify your Instructor and/or School Administrator when you need to leave the building. If you need to leave class early, request permission to do so.
7. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a School guest, another student or on a mannequin during Practical Training.
8. Perform your assignments as directed by your Instructor, including your daily cleanup

assignments.

Refusing to perform a service on a guest or an assignment as directed will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by SBB COLLEGE.

9. Before you receive a personal service you must get your Instructor's permission and follow the procedures.
10. A student needs to stand whenever working on a mannequin or on a guest. Graduates will be expected to stand when working in the "real world" work environment.
11. Use only the products provided by the School when performing services on paying guests or when receiving or giving personal service to students. Use of outside products is not permitted on guests or on other students. The only exception would be for a guest requesting permission to use product prescribed by their physician due to a medical reason. A doctor's slip must be presented in order to allow the use of this outside product and your instructor must approve for you to use the product.
12. Display professional behavior at all times. The following behavior is not permitted: use of profanity And/or vulgarity; behavior that causes discord in the School; extreme and willful disruption of the School environment; physical altercations; aggressive arguments; physical abuse of another Person; shouting and/or being discourteous to any staff member, guest or student.
SBB COLLEGE will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behaviors noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by SBB COLLEGE.
13. Always treat San Bernardino Beauty College, Inc. and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
14. Alcohol and drugs have no place at San Bernardino Beauty College, Inc. or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
15. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
16. Eating and drinking is not permitted in classrooms or on the clinic floor. You may only eat and drink in the student lounge or outside of the building.
17. Students may not congregate or stand in front of the campus entrance before school, after school or during breaks because it creates an unprofessional atmosphere.
18. Refrain from entering staff offices without a staff member present. Be sure you have permission to enter these areas.

San Bernardino Beauty College, Inc. provides beauty and wellness education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible, adult manner. The Standards of Conduct are in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action, as determined by the San Bernardino Beauty College, Inc., administration and/or staff, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and/or termination of enrollment.

Student Rights and Responsibilities

San Bernardino Beauty College, Inc. encourages you to resolve any questions or concerns that arise by discussing them with the appropriate School staff. We offer the following steps to assist you in seeking resolution but such steps are not mandatory:

STEP 1 Communicate with the Instructor.

STEP 2 Communicate with the School Director.

STEP 3 You may address any concerns that were not resolved in following Steps 1 through 2 with the San Bernardino Beauty College, Inc. Committee in writing. You will receive the School's written response within two to three weeks of receipt of your concerns. You may send your written concerns to:

SAN BERNARDINO BEAUTY COLLEGE, INC.

600 N. SIERRA WAY

SAN BERNARDINO, CA 92410

STEP 4 If you do not feel that the School has adequately addressed your complaint, you have the right at any time to directly contact San Bernardino Beauty College, Inc. Governing and Regulatory Agencies, that are listed and located under Bureau/Board Approvals of this catalog.

Academic Transcripts

Records must remain onsite for 5 years and transcripts are kept permanently. Students who need a transcript of their training may contact the school office and request a transcript. The school has the right to issue only a transcript reflecting the total hours paid for by the student if the student has a unpaid balance for instruction provided to the student.

PROGRAM DESCRIPTIONS/CURRICULUM

BARBERING (1500 Clock Hours) (CIP 12.0402, SOC # 39-5011)

The curriculum for students enrolled in the Barbering program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Minimum practical operations

20 Disinfection

80 Hair cutting

240 Hairstyling

105 Permanent curling waves

40 Shaves

20 Rolling cream massages

30 Shampoos

20 Hair processing and relaxing

1 Hairpiece

40 Scalp manipulations

40 Rest Facials

50 Hair colorings and bleaching

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
History of Barber – Styling – origin of the barber, modern barber and barbering.	5
Your Professional Image- professional ethics, employment development, and other subjects relating to the barbering field.	5
Bacteriology – Bacteriology, the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.	5
Sterilization, Sanitation, and Safe work Practices - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.	5

Implement, Tools, and Equipment – understanding of the implements, tools, and equipment used in the field. Cleaning tools, how they work, uses, etc.	5
Properties & Disorders of the Skin, Scalp, & Hair – analysis of skin, hair, and scalp. Being able to recognize disorders on potential consumers. Knowing properties can and cannot be worked on, etc.	10
Treatment of hair and scalp – hair and scalp analysis, scalp manipulations, hair treatments (ex. deep conditioning, scalp massage, scientific brushing, etc.)	10
Facial massage and Treatment – manual facials, cleansing of the skin, scientific manipulations, and analysis of the skin.	20
Shaving – shaving and facial hair design.	100
Haircutting – use of scissors, razor (sharper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	20
Hairstyling – hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs, hot curling irons, and blow dry styling.	65
Permanent Waving – hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	40
Chemical Hair relaxing & soft curl permanents - hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions.	5
Hair coloring - 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
Men's Hairpieces – understanding the design, building, usage of men's hair pieces	5
Nails, nail disorder, manicures - analysis of nails, understanding nail disorders, nail structure.	5
Electricity and light therapy – the nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.	5
Chemistry - Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of. Toxic and non-toxic chemicals, etc.	5
Anatomy & Physiology – human anatomy, human physiology	15
Job Search - professional ethics, basic tax information relating to booth renters, independent contractors, employees and employers.	2
Selling in the barber styling shop – salesmanship, product commission, referrals.	3
Barber – styling shop management - effective communication and human relations, client record keeping, decorum, etc.	5
Licensing laws - licensing requirements and regulations.	5
Preparatory State Board Exams – Preparing for State Board exams	15
Barbering and Cosmetology Law & Regulations – BBC Act and BBC rules and regulations	20
Health & Safety (Hazardous Substances) – 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

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations

on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific program graduation requirements

In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 1500 clock hours of barbering training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%

.

Potential occupations after completion

Barber, shaver, stylist, barber product representative, company demonstrator, Barber shop owner or manager.

COSMETOLOGIST (1600 Clock Hours) (CIP # 12.0401, SOC # 39-5012)

The curriculum for students enrolled in the Cosmetologist program consists of 1600 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Minimum Practical Operations

10 Disinfection	10 Facial Manual
200 Wet hair styling	15 Facial Electricity
40 Thermal hair styling	15 Facial Chemical
20 Press and curl	20 Eyebrows arching & Hair removal by tweeze
80 Permanent hair waving	10 Make-up
25 Chemical hair straightening	15 Water & oil manicure
80 Hair cutting	10 Complete pedicure
50 Hair coloring	50 Artificial nails liquid & powder brush-on
20 Bleaching	50 Artificial nail tips
20 Scalp & hair treatment	20 Artificial wraps & repair summary

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Cosmetology Law & Regulation – professional work ethic, origin of the cosmetology, modern cosmetology, history of cosmetology. BBC rules and Regulations. Purpose of Cosmetology.	20
Cosmetology Chemistry - Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of. Toxic and non-toxic chemicals, etc.	20
Health & Safety (Hazardous Substances) – 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.	20
Theory of Electricity in Cosmetology – the nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.	5
Disinfection and Physiology - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Human anatomy, human physiology	20
Bacteriology, Anatomy, & Physiology – the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc. human anatomy, human physiology	15
Wet hairstyling – hair analysis, shampooing finger waving, pin curling, comb outs.	25
Thermal hairstyling – Hair analysis, straightening, curling, with hot combs, curling irons, flat irons, and blow dry styling.	20
Permanent Waving – hair analysis, chemical and heat permanent waving.	20
Chemical Hair straightening - hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions.	20
Haircutting – use of scissors, razor, electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	20
Hair coloring & bleaching - 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.	40
Scalp & Hair treatment – hair and scalp analysis, scalp manipulations, hair treatments (ex. deep conditioning, scalp massage, scientific brushing, etc.)	5
Facial Manual - manual facials, cleansing of the skin, scientific manipulations, analysis of the skin.	5
Facial Chemical – peels, packs, scrubs, masks. All practical operations must be done in accordance with Section 992 regarding skin peeling.	10
Facial Electricity – use of electrical modalities, dermal lights, electrical apparatus, for facial and skin care purposes.	10
Eyebrows arching & Hair removal by tweeze – The use of wax, tweezers, electric or manual depilatories for the removing of superfluous hair.	10
Make-up – Skin analysis, complete and corrective make-up, and the application of make-up.	15
Water & oil manicure – analysis of nails, understanding nail structure, hand massage, water and oil manicuring.	5
Complete pedicure – complete pedicure, including nail analysis and foot and ankle massage	5
Acrylic nails – Liquid and powder brush-on	10
Nails tips – Artificial nail tips	10
Nail wraps and repairs – Nail wraps, repairs, silk wraps, etc.	5
Additional Training Maximum - preparing for State Board exams, licensing requirements and regulations, effective communication and human relations, client record keeping, decorum, salesmanship, product commission, referrals.	100

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific program graduation requirements

In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 1600 clock hours of cosmetologist training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A cosmetologist license will be granted by the state of California only after the student has successfully completed and graduated from the Cosmetologist course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

Potential occupations after completion

Hair stylist, color specialist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery, salon owner and/or manager.

ESTHETICIAN (600 Clock Hours) (CIP 12.0409, SOC # 39-5094)

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Practical Training and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Minimum Practical Operations

10 Disinfection and Sanitation

40 Facial Manual

60 Facial Electricity

40 Facial Chemical

10 Eyebrows arching & Hair removal by tweeze

40 Wax and Depilatories

40 Make-up

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Cosmetology Laws & Regulation	10
Cosmetology Chemistry - The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. The elementary chemical makeup, chemical skin peels, etc.	20
Health & Safety Hazardous Substances - 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.	20
Disinfection & Sanitation - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.	10
Bacteria, Anatomy, Physiology - the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc. human anatomy, human physiology	15
Electricity - The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.	10
Facial Manual - manual facials, cleansing of the skin, scientific manipulations, analysis of the skin.	20
Facial Chemical - chemical skin peels, packs, masks, and scrubs. All practical operations must be done in accordance with Section 992 regarding skin peeling.	20
Facial Electricity - use of electrical modalities, dermal lights, electrical apparatus, for facial and skin care purposes.	30
Eyebrows Arching & Hair removal by tweeze - The use of wax, tweezers, electric or manual depilatories for the removing of superfluous hair.	20
Wax & Depilatories	20
Make-up - Skin analysis, complete and corrective make-up, and the application of make-up.	20
Additional Training Maximum - This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records And licensing requirements and regulations.	35

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations

on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific Program Graduation Requirements: In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 600 clock hours of esthetician training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A Esthetician license will be granted by the state of California only after the student has successfully completed and graduated from the Esthetician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Skin care specialist, make-up artist; brow artist, waxing specialist cosmetic or beauty product representative, and some areas of dermatology and plastic surgery (under a licensed physician), spa or salon owner/manager.

MESSAGE THERAPIST (600 Clock Hours) (CIP # 51.3501, SOC # 31-9011)

The curriculum for students enrolled in the 600 clock hour Massage Therapist program consists of 600 clock hours and Theory and Practical Training to gain the knowledge required for an entry level position within a spa, resort or health club. Fifty percent (50%) of classroom instruction is in the science and practice of massage therapy Training and Technical Instruction.

Certification requirements

To practice the art of massage in an establishment a certificate is required and must be secured by the California Massage Therapy Council (CAMTC). In addition to completing the Massage Therapist program, you must take and pass one of the following exams to apply for certification from CAMTC:

This institution is currently not approved by CAMTC, this Institution notified students, they are not currently approved to take a Licensing exam through CAMTC which could limit a student's ability to receive employment.

Minimum Practical Operations

10 Disinfection	45 Spa Treatments
40 Basic Swedish massage	10 Acupressure
35 Connective Tissue	15 Specialty massage
45 Soft/Deep Tissue massage	

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Disinfection/Sanitation - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.	15
Anatomy/Physiology - Introduction to body mechanics and basic anatomy/physiology	75
Kinesiology - study of human movement.	50
Pathology/Bacteriology/Disease - the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.	35
Guest Intake	20
History/Ethics - Introduction to history of massage, professional ethics and regulatory standards in massage therapy.	20
Business/Success - professional ethics, decorum, effective communication and human relations, salesmanship, compensation package, record keeping, client service records.	20
First Aid/CPR	15
Basic Swedish - Introduction to massage techniques/body mechanics	40
Connective Tissue - Study of connective tissue, facial planes, links to brain and nervous system, body/mind connection and communication.	20
Soft Tissue Mobilization/Deep Tissue - Introduction to the study of deep connective tissue.	20
Spa Treatments - Customizing treatments, warm and cool stone treatments and dry brushing/exfoliating methods.	40
Acupressure - Introduction to the study of acupressure, lifestyle assessment and chair massage.	15
Specialty massage - Identifying the specialty client, sideline massage (used for pregnancy) and spa/wellness treatments.	20

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific Program Graduation Requirements: In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 600 clock hours of massage therapist training as described above.

Potential occupations after completion:
Massage therapist, Spa manager or owner.

HOLISTIC PRACTITIONER (1000 Clock Hours)

The curriculum for students enrolled in the Holistic Practitioner program consists of 1000 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Practical Operations is the actual performance by the technician of all techniques and principals. Technical Instruction will cover the lecture, classroom participation and examination.

This institution is currently not approved by CAMTC, this Institution notified students, they are not currently approved to take a Licensing exam through CAMTC which could limit a student's ability to receive employment.

20 Law, Rules, Regulation, Limitation	60 Shiatsu application
60 Classification of Massage movement	60 Introduction Athletic/Sport massage
50 Application massage technique	20 Massaging nursing & health care
60 Procedure complete body massage	100 Acupressure
40 Face & Scalp massage	40 Business Practices

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Historical overview of massage - Introduction to history of massage, professional ethics and regulatory standards in holistic practitioners.	20
Disinfection & Sanitation – Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions disinfecting instruments and equipment as specified. Disinfection should be emphasized throughout the entire period and must be performed before use of all instruments and equipment.	40
Law, Rules, Regulation, Limitation - regulatory standards in holistic practitioners.	30
Human, anatomy, physiology, cell, tissue – Introduction to body mechanics, anatomy, physiology, etc.	20
Human, anatomy, physiology, term	30
Human, anatomy, body system	90

Effects, benefits, indication of massage	40
Classification of massage movement	20
Procedure complete body massage	20
Application massage technique	20
Face & Scalp massage	10
Shiatsu application	20
Hydrotherapy	20
Introduction athletic/sport massage – Event massage, injury care, nerve innovations, muscle testing, stretching.	10
Massage nursing & health care	10
Acupressure – covers 12 muscles meridians, the five elements, Yin and Yang theory, and incorporating different Eastern techniques.	70
Business Practices	20

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific Program Graduation Requirements: In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 1000 clock hours of holistic practitioner training as described above.

Permit requirements

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office, police office, and massage agency. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

Potential occupations after completion

Massage therapist, Spa worker, Spa owner/manager.

MANICURIST (400 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Manicurist program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. In addition, students will learn spa consultation for nail services with an emphasis on creating a “customized spa experience”. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Minimum Practical Operations

10 Disinfection & Sanitation

40 Water & oil manicures

20 Pedicures

80 (Nails) Artificial Nails Brush-on

60 (Nails) Artificial Nails Nail-Tips

40 (Nails) Artificial Nail-Wraps

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Cosmetology Laws & Regulations – Professional ethics, laws and regulations of the BBC.	10
Cosmetology Chemistry - The chemical composition and the purpose of nail, and skin care preparations.	10
Health & Safety Hazardous Substances - Includes 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	15
Disinfection & Sanitation - includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	10
Bacteriology, Anatomy & Physiology - includes bacteriology, anatomy, physiology and nail analysis and conditions.	10
Water & Oil manicures – nail analysis, water and oil manicure procedures, hand and arm massage, nail polish application.	15
Pedicures - nail analysis; complete pedicure includes foot and ankle massage	10
Artificial Nails brush-on - application of artificial nails including liquid, gel and powder brush-on, nail tips, nail wraps and repairs	15
Nail tips – application of artificial nail tips.	10
Nail wraps – Silk wraps, nail repair.	5
Additional training maximum - Includes professional ethics, decorum, effective communication and human relations, salesmanship, client service records, licensing requirements and	25

regulations, spa industry business practices with emphasis on service techniques.	
---	--

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific Program Graduation Requirements: In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 400 clock hours of manicurist training as described above.

Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A manicurist license will be granted by the state of California only after the student has successfully completed and graduated from the Manicuring course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/manager.

NAIL TECHNICIAN (600 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Nail Technician program consists of 600 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. THIS COURSE IS 200 CLOCK HOURS OVER THE MINIMUM STATE REQUIREMENT. We offer this program so that students working in the spa industry or in neighboring states offer marketable skills that are more advance than the basic Manicuring program. Students will learn spa consultation for nail services with an emphasis on creating a

“customized spa experience”. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Minimum Practical Operations

10 Disinfection & Sanitation
40 Water & oil manicures
20 Pedicures

100 (Nails) Artificial Nails Brush-on
100 (Nails) Artificial Nails Nail-Tips
50 (Nails) Artificial Nail-Wraps

Subject minimum hours of technical instruction* *Shall include, but is not limited to the following	Minimum technical instructional hours
Cosmetology Act & Rules – Professional ethics, laws and regulations of the BBC.	10
Cosmetology Chemistry - The chemical composition and the purpose of nail, and skin care preparations.	10
Health & Safety Hazardous - Includes 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	15
Disinfection & Sanitation - includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20
Bacteriology, Anatomy & Physiology - includes bacteriology, anatomy, physiology and nail analysis and conditions.	30
Water & Oil manicures – nail analysis, water and oil manicure procedures, hand and arm massage, nail polish application.	15
Pedicures - nail analysis; complete pedicure includes foot and ankle massage	15
Artificial Nails brush-on - application of artificial nails including liquid, gel and powder brush-on, nail tips, nail wraps and repairs	20
Nail tips – application of artificial nail tips.	10
Nail wraps – Silk wraps, nail repair.	10
Additional training maximum - Includes professional ethics, decorum, effective communication and human relations, salesmanship, client service records, licensing requirements and regulations, spa industry business practices with emphasis on service techniques.	25
Nail Drill/Nail Art – Education on how to operate nail drills and its attachments. Refined detail on nail art, design, and painting.	15
Communication skills/Seeking employment - Includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records,	75

licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees and employers, and spa industry business practices with emphasis on service techniques.	
---	--

Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

Specific Program Graduation Requirements: In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 600 clock hours of Nail Technician as described above.

Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A manicurist license will be granted by the state of California only after the student has successfully completed and graduated from the Nail Technician course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Potential occupations after completion

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/manager.

OTHER

Administration

Ownership- San Bernardino Beauty College, Inc
Jennifer Phan – Codirector
Hyundai Joh- Codirector
Adam Le – CFO, Registrar
Delia Mora - Receptionist
Ernestine Luther - Receptionist
Cindy Lee – Financial Aid Officer

Faculty

Robert Gonzales – Cosmetology Instructor
Giovanna Amaro– Barber, Cosmetology Instructor
Maria Valdez – Cosmetology Instructor
Jennifer Phan - Barber, Manicuring, Esthetician Instructor

Faculty Qualifications

Jennifer Phan – Mrs. Phan has nearly three decades of experience within the beauty industry. She also has many years of administrative experience. Also holds her license as an Esthetician, Barber, Manicurist, and Electrolysis.

Robert Gonzales – Mr. Gonzales has 35 years' experience in the Cosmetology field. He is a former State Board Proctor and has experience working in a salon. Has taken various continued education classes.

Giovanna Amaro – Ms. Amaro has years of experience as Barber and Cosmetology Instructor.

Maria Valdez – Ms. Valdez has years of experience as a Hair Stylist and Instructor.

BPPE Requirements

Any questions that you have about this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capitol Drive, Suite 400 Sacramento, CA 95833
PO Box 980818 West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)431-6959 or by fax (916)263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.