



Integrity● Diligence● Success

Elite Cosmetology School Catalog

56300 Twentynine Palms Hwy; Suite 113
Yucca Valley, CA. 92284
760-365-9700
www.eliteschools.edu

Table of Contents

Description of Facilities	4
Approval Disclosure Statement	4
Approval Agencies	4
Grievance Procedure.....	4
Bankruptcy Statement.....	4
Organizational Chart.....	5
Administration Business Hours.....	5
Statement of Non-Discrimination	6
Housing Statement.....	6
Letter from our School Owners	6
Mission Statement	6
History and Ownership.....	6
Dress Code	7
Courses of Study Language	7
Statement of Non-Discrimination	7
Student with Disabilities.....	8
Safety and Health Requirements.....	8
Health and Physical Demand Considerations of the Profession.....	8
Licensure Requirements.....	8
Admission Requirements.....	9
Re-Entry Policy	9
Credit Evaluation and Transfer Students.....	9
Transferability of Credits and Credentials	10
Scholarships.....	10
Method of Payment	10
Tuition and Fees Policies	10
Textbooks, Equipment and Supplies	10
Tuition and Fee Schedule:	11
Contracted hours / Excessive hours Instruction Charges	11
Information for Financial Aid Applicants	12
Veterans Administration Education Benefits	12
Military Tuition Assistance Program.....	13
Cancellation and Refund Policy	13
Withdrawal from Course	14
Determination of Withdrawal from School	14

School Closure or Course Cancellation Policy	14
Return of Title IV Policy and Treatment of Title IV Aid When a Student Withdraws.....	15
Student Account Collection Policy.....	16
Student Tuition Recovery Fund Statement (STRF)	16
Satisfactory Academic Progress (SAP) Policy.....	17
Interruptions and Withdrawals	18
Course Incompleteness, Repetitions and Non-credit Remedial Course.....	19
Attendance, Tardy and Make-Up Policies	19
Schedule Changes	20
Leave of Absence (L.O.A).....	20
Attendance Procedures.....	20
Graduation Requirements and Diploma.....	20
Placement Assistance	21
Orientation Class	21
2020 Course Start Dates.....	21
Calendar/Holidays 2020	21
Access to Files and Retention of Student Records	21
The Family Educational Rights and Privacy Act (FERPA).....	22
Cosmetology Course: (1,600 Clock Hours)	23
Barbering Course: (1,500 Clock Hours)	26
Barbering Cross-Over Course: (315 Clock Hours).....	28
Esthetician Course: (600 Clock Hours)	30
Conduct and Termination Policy	32
School Rules and Regulations.....	32
Student Rights and Responsibilities.....	33
Drug and Alcohol Abuse Policy Statement	34
Voter Registration	35
Vaccination Policy.....	35
Loss of Student Eligibility for Federal Aid Due to Drug Conviction.....	35
Emergency/Fire Evacuation Plan.....	36
The Campus Security Act.....	36

I certify that all contents of this catalog are current, true and correct to the best of my knowledge.

Maurice DiVirgilio
CEO/Owner/ School Director

Description of Facilities

Instruction is provided within a 6,732 sq. foot one story facility with an occupancy level accommodating 82 students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements along with completing an Admissions Interview with the Admissions Representative.



ELITE COSMETOLOGY SCHOOL does NOT recruit students already attending or admitted to another school offering a similar program of study. Elite Cosmetology School is a private institution.

Approval Disclosure Statement

Elite Cosmetology School is approved to offer the following certificate courses;

- Cosmetology 1600 Clock Hours
- Esthetician 600 Clock Hours
- Barbering 1500 Clock Hours
- Barbering Cross-over 315 Clock Hours *Not eligible for Federal Student Aid

Approval Agencies

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

- ❖ **The State of California Department Consumer Affairs – Bureau of Barbering and Cosmetology-Lic.#08005**

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

- ❖ **Bureau for Private Postsecondary Education – School Code #88680715**

Elite Cosmetology School is a private Institution and is approved to operate since initially approved on 10.27.2010 *Approval to operate means compliance with state standards as set forth in CEC and 5, CCR.*

- ❖ **Elite Cosmetology School** is accredited by **National Accrediting Commission of Career Arts and Sciences (NACCAS)**

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Owner or Director at the schools administration office. It is strongly recommended that all grievances be presented in writing. We will also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days. However, if the issue still is unresolved, students may present their grievance to

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Phone Number: 916- 574-8900

Toll Free: 888-370-7589

Fax Number: 916-263-1897

A student or any member of the public may file a complaint about this 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

NACCAS can be contacted at:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

Address: 3015 Colvin Street, Alexandria, VA 22314

Phone Number: 703-600- 7600

Bankruptcy Statement

This Institution has no pending petition for Bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy, nor has the institution 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.).

Rev. December 2019

01.01.2020 -01.01.2021
Elite Cosmetology School Catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Phone Number: 916- 574-8900 / Toll Free: 888-370-7589 / Fax Number: 916-263-1897

www.bppe.ca.gov

Organizational Chart

Administration

Maurice DiVirgilio	CEO/ Owner/ School Director
Jodi Hussey	CFO/Owner/Business Office
Ms. Melissa Ramirez	Director of Financial Aid & Compliance: 2010 & 2014 Fundamentals of Title IV Administration Military SCO & Military Liaison (remote).

Faculty

Title and Qualifications

Mr. Francisco Cardona	BBC Cosmetology License#KK540799 - (FL.) Cosmetology License held since 2003
Ms. Shelby EvansHowe	BBC Cosmetology License #KK128434 - BPPVE Certificate of Authorization since 2004
Ms. Lynne Arnold	BBC Manicurist License# M118063 – BBC Esthetician License#Z50229
Ms. Darlene Moonstine	BBC Barbering License #92495
Ms. Ashley Gaona	BBC Barbering License #101702
Ms. Brittany Rhodes	BBC Cosmetology License #KK493367
Ms. Christina Sharland (Fellows)	BBC Cosmetology License #KK539632
Ms. Nicole Wright	BBC Cosmetology License #KK569746
Ms. Arlene Totoy	Admissions Director
Ms. Katherine VanVacter	Financial Aid Specialist & Military Liaison (onsite)
Kenzie Almanza	Registrar

Administration Business Hours

The school administrative offices are open by appointment Monday through Thursday from 9:00 a.m. to 4:30 p.m. and 9:00 a.m. through 4:30 p.m. on Monday. For issues and questions related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (760) 365-8222.

The Military Liaison/Financial Aid specialist office is located in the Administration office. The Institutions Military Liaison can assist those Service members seeking information on the TA Program, Title IV funding, and VA education benefits. In addition, the Military Liaison is able to assist Service members with information on academic/ financial aid counseling and advising, along with access to information relating to disability counseling, completion of course and job search support (placement).

Statement of Non-Discrimination

Elite Cosmetology School does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area/ethnic origin, and/or residence in its admissions, staffing, instruction, and/or graduation policies.

Housing Statement

The institution does not have dormitory facilities, on campus or off campus under its control. The institution does not have any responsibility to find or assist students in finding housing.

Rental properties are available throughout the Town of Yucca Valley and surrounding communities.

As of November 2019, average rent for an apartment in Yucca Valley, CA is \$672 which is a 5.06% increase from last year when the average rent was \$638.00, and a 2.53% decrease from last month when the average rent was \$689.00.

One bedroom apartments in Yucca Valley rent for \$600.00 a month on average (a 4.17% decrease from last year) and two bedroom apartment rents average \$724.00 (a 5.66% increase from last year). <rentjungle.com>

Library

The Institutions Library is located on the clinic floor and is available to all students during normal school hours.

Letter from our School Owners

Dear Student:

It is our pleasure to welcome you to Elite Cosmetology School. It is our goal to provide you with superior academic and practical achievements which will prepare you to be successful in the Cosmetology Industry as well as an accomplished business professional. As the practice of Cosmetology, Barbering and Esthetics has shifted, we strive to develop innovations to advance fundamental learning opportunities for progressive training are available at all levels of education.

We emphasize the importance that business plays on our Beauty Industry. As a Redken sponsored school, we incorporate product knowledge into fundamental learning as well as a salon business program developed specifically for Elite students. Redken certified artists will be visiting our campus on a regular basis to provide cutting edge color and cutting classes to our students. Additionally, Elite will be hosting post graduate technical and business classes that will be available to all licensed professionals.

This is an exciting time in our Beauty Industry. As an Elite Cosmetology School Student, you will have the competitive edge when entering the workforce. Our team actively participates in assisting you with job placement, although we cannot guarantee employment and we will continue to monitor and assist you in your gainful employment efforts long after you graduate. Upon successfully completion of our program, you will be prepared for the basic fundamentals of our Beauty Industry and you will have the tools necessary to build yourself as a career driven individual.

I would like to thank you for considering Elite Cosmetology School to further your education. Our team looks forward to serving you in a professional and courteous manner. It is our privilege to prepare you for a promising career in Cosmetology. Please let us know if I can provide you with further information about our student program.

Maurice DiVirgilio & Jodi Hussey
Elite Cosmetology School Owners

Mission Statement

Our mission at Elite Cosmetology School is to promote excellence through effective educators, a diversified curriculum, strategic industry business training, highest quality products, and hands on learning approach. Elite Cosmetology School's focus is to empower all of our students to develop integrity, creativity, leadership, the knowledge to attain success in all future endeavors and to create graduates who have the desire and capacity to contribute to the enhancement of the cosmetology industry we love.

Integrity, Diligence, Success

History and Ownership

Elite Cosmetology School is owned and operated by Maurice "Moe" DiVirgilio and Jodi Hussey, who decided to put their knowledge and experience in the Beauty Industry together to develop their vision of how a Cosmetology School could enhance the Cosmetology Industry by creating a better prepared graduate. Elite Cosmetology School was established in 2008.

Elite's Educational Objectives and Goals

- To assist students in acquiring the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license.
- To prepare students to become highly employable through their incorporation of skill and knowledge acquired.
- To provide a program that is continually updated so that students will acquire knowledge of the newest trends and professional techniques.
- To foster and promote the professional and educational growth of the faculty and students through basic and advanced education.
- Our successful students should be able to function effectively at an entry level in any of the many specialty areas such as: Hair Stylist, Hair Colorist, Barber, Make-up Artist or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology/Barber Teacher, School Supervisor/Director, or School Owner

Dress Code

All of the options listed below must result in professionally acceptable attire. Please use your judgment:

- Clean, dry, finished styled hair
- No hats, baseball caps, scarf's or bandanna's
- Hair Accessories are allowed – no sunglasses
- Solid black or white shoes
- **No exposed toes or heels – Only Closed toed shoes**
Cosmetology and Barbering students
- Black tops, black bottoms (no jean material, no shorts) if wearing an above the knee dress or skirt, leggings or nylons must be worn.
- Tops must meet bottoms
- You may accessorize with color (jewelry, belts, etc.) no bandanas or hats
- *Esthetician* Students must follow the same dress code, but in white or khaki.
- The name badge ID is required as part of your uniform and must be worn at all times- additional fee of \$10.00 if lost.
- **Level Jumpers** are allowed to add white and then grey as they achieve the accomplishment. Your appearance and the way that you conduct yourself determine your success in the beauty industry.

Courses of Study Language

All courses offered by Elite Cosmetology School are taught in English only. **The institution does not provide English as a second language course.** Elite Cosmetology School utilizes the English Version Milady text manuals as its main reference and instructional guides. The English language proficiency for the courses offered at Elite Cosmetology School is High School Graduate; this is documented by any of the following:

- ❖ High School Diploma (or Equivalent) or a GED; or
- ❖ Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Ability to Benefit- Students lacking a High School Diploma, its equivalency, GED or were homeschooled may still be enrolled only after it has been determined that the student has the ability to benefit from the course. The Accuplacer exam must be taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252. A passing set of scores must be achieved reading Comprehension (55) Sentence Skills (60) Arithmetic (34) prior to enrollment. .

Currently, ATB students at Elite Cosmetology School are not eligible for Title IV funding.

Statement of Non-Discrimination

Elite Cosmetology School does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, disability, religion, sexual orientation, gender identification, veterans, economic status, disability or national origin nor be subjected to discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation.

Student with Disabilities

Elite Cosmetology School prohibits unlawful discrimination against prospective and current students who require reasonable accommodation and/or academic modifications based on disability relative to the required practices of program curriculum with regards to becoming a licensed professional and able to perform employment requirements. Elite Cosmetology School promotes the acceptance of students with physical limitations or disabilities to comply with Section 504 of the Federal Rehabilitation Disabilities Act, and California Disability Laws that prohibit discrimination on the basis of disabilities. The school does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and functions. An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. Students (their parents or physician) will be fully informed with related beauty industry employment expectations.

Safety and Health Requirements

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

Health and Physical Demand Considerations of the Profession

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

Licensure Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Attendance Is the Main Factor for Success

In our opinion, a high rate of attendance is the single largest contributor to success in our school and the profession. Therefore, we utilize reasonable attendance standards that reflect employment expectations. Prospective students who apply for admission and meet our enrollment criteria, and are accepted for registration need only to complete the enrollment process. After enrollment, students earn continued enrollment by making satisfactory progress as established by school policy. Satisfactory progress is maintaining minimum academic and practical grades and meeting the attendance standards of the school. See the section, regarding Satisfactory Progress, for minimum standards. **Before enrolling in school, it is extremely important for each and every prospective student to understand and prepare for the expectations of progress they will face while enrolled in school.** These are a few questions you need to review, and seriously consider your answers **before enrolling in school.**

We ask you to go through this exercise, so you can address the main reasons students drop out of school. If you can manage these issues while enrolled, you will have a better chance of completing training and becoming successful in our profession.

- ❖ How will you meet your living expenses while enrolled in school?
- ❖ Do you have a budget? Can you stick to a budget?
- ❖ Who will be watching your children while enrolled in school? Family? Licensed day care? Do you have a backup? How about 2 or 3 backups?
- ❖ Are you planning to expand your family?
- ❖ Do you have any educational, skin, physical or emotional problems that would complicate your enrollment?
- ❖ Do you have the support of your family and friends about your training?

Admission Requirements

Prospective enrollees **are required** to visit the facilities of the school and to discuss personal, educational and occupational goals with school administrative personnel before enrolling, attending class or signing enrollment. The school is accepting applicants for admissions into any of our programs as regular students once the following criteria have been met:

- ❖ Applicants must be 17 years of age.
- ❖ Applicants must submit an enrollment application and an interview with school personnel.
- ❖ Applicant must complete a Financial Aid appointment, with the Financial Aid Specialist, to discuss eligibility of Title IV and /or Military funds, as well as additional methods of payment. A Financial Aid Shopping sheet is provided at the conclusion of the appointment. (subject to change based on verification and actual eligibility)
- ❖ All Active-Duty military applicants are directed to receive approval from their ESO, military counselor or Service.
- ❖ Applicants must provide a copy of High School Diploma (or Equivalent) or a GED; or
- ❖ Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or
- ❖ Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Ability to Benefit- Students lacking a High School Diploma, its equivalency, GED or were homeschooled may still be enrolled only after it has been determined that the student has the ability to benefit from the course. The Accuplacer exam must be taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252. A passing set of scores must be achieved reading Comprehension (55) Sentence Skills (60) Arithmetic (34) prior to enrollment. **Currently, ATB students at Elite Cosmetology School are not eligible for Title IV funding.**
- ❖ Admissions Exam must be taken and passed. All Students no matter their previous education must take the Admissions Exam at Elite Cosmetology School and must meet the Elite Cosmetology School required scores (70%). Placement Exams taken at Copper Mountain College located at 6162 Rotary Way, Joshua Tree, CA 92252 will be accepted in lieu of the Placement Exam given at Elite. Students must take and pass the test, with a passing score of 70% prior to signing the enrollment agreement and before being admitted to the first day of class and/or starting school.

Re-Entry Policy

All students who withdraw in good standing may re-enter, with a fee of \$250, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institutions before returning to Elite Cosmetology School those hours and operations earned at that institution would be reviewed and the student evaluated to determine the amount of hours eligible to be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Elite Cosmetology School reserves the right to reject students that had withdrawn from Elite Cosmetology School previously. * Students that withdrew due to Military service requirements are considered to have withdrawn in "good standing".

Credit Evaluation and Transfer Students

School officials may grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student's acceptances by the school will depend entirely on the credit evaluation bases on the California State Barbering and Cosmetology Board standards. Before enrolling in Elite Cosmetology School, it is the student's responsibility to obtain the state's evaluation from the prior school. **FRESHMAN CLASS:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teachers introduce the basics of those areas that the student will need to know to pass the Barbering and Cosmetology Board examination. From this initial introduction, the student will learn all the fundamental basics for his/her future career. The hours spent in the freshman class are not less than 10% as determined by the instructor's evaluation of each individual student of the cosmetology course,

barbering and esthetics course. Elite Cosmetology School considers the freshman classes to be the foundation for the students' learning process. Elite Cosmetology School only accepts transfer students into the Cosmetology and Barbering programs; Official proof of training from a Licensed Cosmetology School for prior training is required but not guaranteed it will be accepted. If accepted, credit would be added to the requirements needed for graduation. Previous education and training will be evaluated by the school's personnel and the respective program's advisor to determine how much credit may be awarded, if any. **This must be completed prior to enrollment.** The institution will maintain written record of previous education and training of veterans and eligible persons, and the record will clearly indicate that credit has been granted, if appropriate, and the training period shortened proportionally, and the student notified accordingly, per 21.4253 (d)(3) **No more than 50 percent of the total hours / curriculum may consist of transferred credits.**

Transferability of Credits and Credentials

The transferability of credits you earn at Elite Cosmetology School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in your enrolled program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Elite Cosmetology School to determine if your (credits or degree, diploma, or certificate) will transfer.

Scholarships

Our school does not have an institutional scholarship program.

Method of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available by Elite Cosmetology School on a case by case basis. **Federal student financial aid is available for those who qualify. We participate in the Federal Pell Grant, FESOG and the Direct Loan programs.** It is the policy of this institution to request from the student, to contribute toward their school charges by making monthly or weekly installments as agreed upon. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All school charges must be paid in full before graduation, including Additional Instruction Charges, which may be assessed and collected. Accepted methods of payment for monies owed to the Institution are as follow: cash, check, credit card, money order, outside scholarships, Title IV funds, MyCAA (Military Spouse) Grants, GI Bill®, Active Duty Military Tuition Assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books and supplies (if purchased from the Institution) may be assessed and posted in the student's tuition account within the first payment period.

Textbooks, Equipment and Supplies

The Milady Text and workbooks and a student kit, are available for purchase at time of enrollment and will be issued no later than 7 days following the first date of attendance. Students that opt out of purchasing the Institution kit **MUST** have the same (or comparable) items no later than 7 days following their first date of attendance. All needed (consumable) supplies and equipment during the freshman training will be available in the freshman classroom. At the end of the freshman training, each student will be expected to use their supplies in the clinic lab and throughout the remainder of their course. The Institution kit contains the equipment necessary for a successful completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost, or stolen. **Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.**

COSMETOLOGY KIT	BARBERING KIT	ESTHETICIAN KIT	BARBER CROSSOVER KIT
Milady Standard-Cosmetology	Milady-Standard Barbering	Milady-Standard Esthetics	Milady – Standard Barbering
ISBN: 978-1-2857-6941-7	ISBN: 978-1-305-10055-8	ISBN: 13-978-1-111-30691-5	ISBN: 978-1-305-10055-8
Enzo Milano student kit	Enzo Milano student kit	Esthetician Student kit	Enzo Milano student kit
Cosmetology Student kit	Barbering Student kit	OFRA makeup student kit	Barbering student kit
OFRA makeup student kit		*Institutional kit lists can be requested in the Administration Office	

Tuition and Fee Schedule:

All charges may be assessed and billed before starting of classes. (Subject to change without notice)

Cosmetology Course	\$18,400.00	Tuition (1600 hours @ \$11.50 per contracted clock hour)
Military Course Code C1600	1345.10	Books & Kit (non-returnable/non-refundable once opened)
	117.70	Sales Tax (8.75% -non-refundable)
	100.00	Registration Fee (non-refundable)
	0.00	(STRF if applicable)
Total	\$19,962.80	

Barbering Course	\$17,250.00	Tuition (1500 hours @ \$11.50 per contracted clock hour)
Military Course Code B1500	877.56	Books & Kit (non-returnable/refundable once opened)
	76.79	Sales tax (8.75% - non-refundable)
	100.00	Registration Fee (non-refundable)
	0.00	(STRF if applicable)
Total	\$18,304.35	

Barber Cross-over	\$3,622.50	Tuition (315 hours @ \$11.50 per contracted clock hour)
Military Course Code BC315	877.56	Books & Kit (non-returnable/non-refundable once opened)
	76.79	Sales tax (8.75% - non-refundable)
	100.00	Registration Fee (non-refundable)
	0.00	(STRF if applicable)
Total	\$4,676.85	

Esthetician Course	\$7,950.00	Tuition (600 hours @ \$13.25 per contracted clock hour)
Military Course Code E600	605.72	Books & Kit (non-refundable once opened)
	53.00	Sales Tax (8.75% -non-refundable once kit is opened)
	100.00	Registration Fee (non-refundable)
	0.00	(STRF if applicable)
Total	\$8,708.72	

(Prices are subject to change without notice)* **STRF Assessment– Only applies to California Residents**

The total cost of each program and the estimated schedule of total charges for each program is the same amount.

NOTE: Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

Contracted hours / Excessive hours Instruction Charges

- ❖ **Esthetician:** The State of California requires the **Esthetician** student to complete 600 clocked hours. The Esthetician course for students attending 35 hours per week is 17 weeks. However, any student not completing the course by their contracted graduation date will be charged \$11.50 per hour for the additional education hours needed to complete the 600 required clocked hours and/or course requirements.
- ❖ **Cosmetology:** The State of California requires the **Cosmetology** student to complete 1600 clocked hours. The Cosmetology course for students attending 35 hours per week is 11.5 months. However, any student not completing the course by their contracted graduation date will be charged \$11.50 per hour for the additional education hours needed to complete the 1600 required clocked hours and/or course requirements.
- ❖ **Barbering:** The State of California requires the **Barbering** student to complete 1500 clocked hours. The Barbering course for students attending 35 hours per week is 11 months. However, any student not completing the course by their contracted graduation date will be charged \$11.50 per hour for the additional education hours needed to complete the 1500 required clocked hours and/or course requirements.
- ❖ **Barbering Cross-Over:** The State of California requires the **Barbering Cross-Over** student to complete 315 clocked hours. The Barbering course for students attending 35 hours per week is 9 weeks. However, any student not completing the course by their contracted graduation date will be charged \$11.50 per hour for the additional education hours needed to complete the 315 required clocked hours and/or course requirements.

Please note any absences (including UN-scheduled School holidays) utilized by the student may extend their original contract date by a like number of hours. Extra Instruction hours may be assessed and charges for students who attend beyond their contract end-date and charges must be paid prior to graduation.

Information for Financial Aid Applicants

Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

*You can view the complete list of student eligibility requirements on the Department of Education's website

www.studentaid.ed.gov

- ❖ Show financial need
- ❖ Enroll in an eligible program
- ❖ Be a U.S. citizen or eligible non-citizen
- ❖ Have a valid social security number
- ❖ Maintain Satisfactory Academic Progress
- ❖ Comply with requirements of the Anti-Drug Abuse Act
- ❖ Not be in default on a Federal Perkins Loan, Federal Direct Student Loan, Federal Stafford Loan or Federal PLUS Loan
- ❖ Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- ❖ Agree to use any Federal student aid received solely for educational purposes
- ❖ Sign a Statement of Educational Purpose/Certification on refunds and default
- ❖ Sign a Statement of Registration Status if required to register with the Selective Service
- ❖ Be enrolled at least half-time (for most programs)
- ❖ Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
 - ❖ Have a High School Diploma or general Education Development (GED) Certificate.
 - ❖ Meet other standards the state establishes that the US Dept. Education has approved.
 - ❖ Complete a high school education in a home school setting approved under state law.

*You can view the complete list of student eligibility requirements on the Department of Education's website

www.studentaid.ed.gov

Title IV Application Procedure

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov The Federal School Code for Elite Cosmetology School is 041754.

Additionally, the student (or parent if applicable) may need to complete any one or all of the following:

- ❖ Loan entrance counseling
- ❖ Authorization form
- ❖ Promissory note
- ❖ Verification worksheet

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the Institution will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentloans.gov

Veterans Administration Education Benefits

Elite Cosmetology School is committed to helping service members, veterans, spouses and other family members have the information they need to make informed decisions concerning their well-earned Federal military and veteran's education benefits. To comply with Public Law 115-407 Sections 103 and 104, our policy permits any covered individual to attend or participate in the course of education for which the individual provides notification of eligibility. Elite Cosmetology School will not impose any penalty due to the delayed disbursement funding from VA under Chapters 31 or 33.

Veterans receiving education benefits while attending Elite Cosmetology School are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

For more information, please contact the Department of Veterans Affairs at 1-888-442-4551 or www.va.gov. If you need more information, please contact Elite Cosmetology School Financial Aid Office at 760-365-8222 ext. 11.

Military Tuition Assistance Program

The Military Tuition Assistance program is available to active duty, National Guard and Reserve Component service members. Your service branch pays your tuition directly to the school. Service members need to first check with an education counselor for the specifics involving TA by visiting their local installation education office or by going online to a virtual education center. To be eligible for TA, an enlisted service member must have enough time remaining in service to complete the course for which he or she has applied. After the completion of a course, a Service member using TA must fulfill a service obligation that runs parallel with - not in addition to - any existing service obligation. Each military branch has its own TA application form and procedures. To find out how to get started, visit your local installation education center, go online to a virtual education center. Prior to your course enrollment, you may be required to develop an education plan or complete TA orientation. Your service's education center must approve your military tuition assistance before you enroll in a course.

Cancellation and Refund Policy

Students 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 classes**), or the 7th day after enrollment, whichever is later. **The notice of cancellation** shall be in writing and submitted directly to the school, a withdrawal maybe initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Cancellation

If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, **Elite Cosmetology School** shall provide a full refund of all money paid; less registration fee. **School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, Elite Cosmetology School shall provide a full refund of all money paid.

Institutional Refund Policy

California has a state mandated refund policy. Elite Cosmetology School complies with this policy as indicated below. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A refund of 100 percent of the amount paid for institutional charges, less the registration fee (\$100), will be processed if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the cancellation period, **Elite Cosmetology School** will provide a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (**including absences**); there will be no refund to the student. ** For students utilizing Military TA funds, the Institution complies with the following DOD imposed refund requirements:

- (a) Elite will return any TA program funds directly to the Military service, not to the Service member
- (b) Up to the start date, return all (100 percent) TA funds to the appropriate Military Service when the Service member does not:
 - (i) Begin attendance at the institution; or
 - (ii) Start a course, regardless of whether the student starts other courses.
- (c) Return any TA funds paid for a course that is cancelled by the institution.
- (d) **Elite Cosmetology School** will provide a pro rata refund of **TA** funds paid for tuition charges to service members who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (**including absences**); there will be no refund to the student. In instances when a Service member stops attending due to a military service obligation, the institution will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

Hypothetical Refund Example; in Accordance to the Institutional Policy

Assume that a student, upon enrollment in a 1,600-hour course, pays \$14,773.50 for tuition, \$100.00 for registration, and \$2,260.13, for equipment (and taxes) \$180.81 as specified in the enrollment agreement and withdraws at 600 scheduled hours without returning (due to sanitary reasons) the equipment he/she obtained. The refund to the student would be \$8,372.00

based on the calculation stated below. If the student returns the-equipment (if it was returnable) in un-open condition at the time of his/her withdrawal, the school would refund the charge for the equipment returned.

Example of Refund Calculations

Students Scheduled hours: Less than 60% of scheduled course hours = 600 hours (multiplied by) Tuition cost per hour: \$9.233 = \$5,539.80 of tuition utilized by the student - See paragraph above

Amount paid by the student upon enrollment: \$17,314.44

(\$14,773.5.00 Tuition, \$2,260.13 Kit/books, Registration Fee \$100.00, \$180.81 tax on Kit/books)

Total amount earned by the school would be: \$7,289.50

(\$5,539.80 Tuition, \$2,260.13 kit/books, \$100.00 Registration fee.)

Student refund would be: \$9,233.70

Withdrawal from Course

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 of the agreement, (which is after the first class session (**first day of classes**), or the 7th day after enrollment, whichever is later) the school will remit a refund less the non-refundable registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. If you obtain equipment as specified in the agreement as a separate charge and return it in unopened condition within 20 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good (unopened) condition within the 20-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see page 8 of your enrollment agreement. If the amount that you have paid is more than the amount that you owe for the time that you were scheduled to attend, then a refund will be made within 30 days of the date it was determined that you withdrew. If the amount that you owe is more than the amount that you paid then you will be required to arrange to pay the balance. Mitigating circumstances, which can be documented; may be considered on a case-by-case bases.

Determination of Withdrawal from School

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

- ❖ The date you notify the School/Financial Aid Director of your intent to withdraw. Only the School/Financial Aid Director would be authorized to accept a notification of your intent to withdraw.
- ❖ The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- ❖ Unofficial withdrawals will be determined by the institution based on the date you fail to attend classes consecutively for a 14-calendar day period and fail to inform the school that you are not withdrawing.
- ❖ The date you informed the school that you would not be returning from an approved leave of absence. The determination date would be the earlier of the scheduled date of the return of leave of absence or the date the student notifies the school that the student will not be returning.

School Closure or Course Cancellation Policy

- ❖ In the case whereas the school closes for any reason, a school closure plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program(s) or similar program at an institution or institutions which offer similar educational programs. Included in said plan a list of all students will be provided to NACCAS who are enrolled at the time which will indicate the arrangements made for each student to complete his or her education.
- ❖ In such a case, a teach-out will be performed by this school, in the same geographic area as this school's location. The teach-out would not cost you more than the original fees entitled to by this school under your enrollment contract for any remaining balance the student would still owe and had not paid.
- ❖ This school would provide individual notice to all students if a teach-out is necessary and diligently advertise such availability.
- ❖ If this school could not develop a teach-out plan, students shall receive a refund in accordance to a pro-rata refund of tuition.

Return of Title IV Policy and Treatment of Title IV Aid When a Student Withdraws

The law specifies how Elite Cosmetology 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 received 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 Title IV program funds as soon as possible but no later than 45 days after the date the school determined the student withdrew, 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
- ❖ FSEOG for which a return of Title IV funds is required

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 your Title IV program funds, please contact the Elite Cosmetology School Financial Aid office at 760-365-9700 extension 11.

Student Account Collection Policy

Students who leave the school owing a balance must contact the business office within 7 business days of their departure to make payment arrangements for the debt owed to the school. The school has no responsibility for any personal property (including but not limited to; kit, and/or books) left on school premises for longer than 30 days following a withdrawal. After 30 days any unclaimed personal property will be disposed of, the school will not accept responsibility for these items. The Business Office will send a monthly invoice to the student for the balance owed. The Business Office will work with the student to arrange a monthly payment arrangement plan in order to resolve an account balance. It is important for anyone owing a balance to keep the Business Office informed of any change in address, telephone number, etc. If there is no response from the former student, the school may find it necessary to send the unpaid fees to a collection agency for collection. If an account is assigned to an outside collection agency, the student loses the opportunity to deal with the school directly. The student will be responsible to pay any reasonable collection fees and/or legal fees associated with said collection of the amount owed to Elite Cosmetology School. Also, once assigned to an outside collection agency, the account will be reported to a national credit bureau as a past due debt. Once an account has been assigned to a collection agency, the former student must deal directly with that agency. Elite Cosmetology School uses the following collection agency: **Vocational Recovery Solutions**.

Student Tuition Recovery Fund Statement (STRF)

"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 an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Satisfactory Academic Progress (SAP) Policy

All students receive the Satisfactory Academic Progress (SAP) Policy, which is located in the school catalog to ensure that all students receive a copy prior to enrollment. All students of this institution, regardless of the course enrolled in will be evaluated using the criteria of the SAP to receive an academic (**Qualitative**) and attendance (**Quantitative**) evaluation based on their course hours, schedule of attendance, along with theory and practical requirements per the Board of Barbering and Cosmetology. This policy is established and maintained for all Title IV and private pay students attending this school. *Students who receive funds from the Federal Title IV Financial Aid program must maintain SAP in order to continue eligibility for funding. 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.

This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1.) Maintain a cumulative academic average of "C" (70%) or better at the end of each evaluation period on all tests, work projects (operations) and other required course work. Test grades, along with practical assessments will be combined to obtain a combined GPA for the qualitative element of the SAP policy.

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 a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic progress status. The grading system detailed below is the system utilized in the school. If applicable, practical operations from another institution that are accepted for transfer will be applied toward the course at Elite Cosmetology School, and are counted as completed for the course work requirements. These practical operations do not affect the students GPA or satisfactory academic progress status.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100 % = Satisfactory

0- 60 % =Unsatisfactory

2.) Maintain a cumulative average attendance level of at least 67% of the scheduled hours in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total actual 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 with the maximum time frame (150% of the course length) allowed. If it is determined that it is not possible for the student to graduate within the maximum time frame (150% of the course length) allowed, the student will be deemed ineligible to receive Title IV funds. Students who exceed the maximum time frame (150% of the course length) will be deemed ineligible to receive Title IV funds. Transfer hours from another institution that are accepted and applied toward the course at Elite Cosmetology School are counted as completed for the purpose of determining maximum time frame.

<u>Course</u>		<u>*Maximum Time Frame to Complete Course (150%)</u>
Cosmetology	(1600 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.)	2400 Hours
Barbering	(1500 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.)	2250 Hours
Barbering Crossover	(315 Hours/ FT 35 Hrs. wk. /PT 16 Hrs. wk.)	472.5 Hours
Esthetics	(600 Hours/ FT 35 Hrs. wk.)	900 Hours

*The Maximum Time Frame as it applies to Title IV students is based on weeks and is determined by using the following calculation: Weeks scheduled to attend (multiplied by) 150% = Maximum Time frame.

Example calculation based on F/T Cosmetology Student scheduled to attend 35 hours per week: 46 weeks x 150% = Maximum Time frame of 69 Weeks. Quantitative measure (tied to maximum time frame) 46 weeks / 69 weeks = 66.6% (rounded to 67%)

Must complete 67% of clock hours and weeks each evaluation period to complete program in maximum time frame.

Determination of Progress Evaluations

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 Progress Report and Satisfactory Academic Progress Determination at the time of each of the evaluations, and will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

<u>Course</u>		<u>Evaluation Points: (Completed when student reaches the following actual hours)</u>
Cosmetology	1600 Hours	450/900/1250
Barbering	1500 Hours	450/900/1200
Barber Crossover	315 Hours	157.5
Esthetics	600 Hours	300

*For transfer or re-enrolled students, the evaluation period will be the midpoint of the contracted hours or the established evaluations periods, whichever comes first.

Satisfactory

Students with a minimum required grade average of 70% in theory and practical and clinic performance, and minimum 67% attendance at each evaluation point of scheduled attendance, will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Unsatisfactory

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on Warning until the next scheduled evaluation. At the end of the Warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, they will be determined to be making satisfactory academic progress. If the student has failed to achieve minimum requirements for satisfactory academic progress standards at the end of the Warning period, they will be deemed ineligible to receive Title IV funds.

❖ Warning

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

Re-Establishing Eligibility

The student whose financial aid has been terminated for unsatisfactory progress and remains in school as a cash paying student can re-establish financial aid eligibility by completing the hours previously paid for and must have a 70% grade point average and be able to complete the program within the maximum time frame.

Interruptions and 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. 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.

Course Incompleteness, Repetitions and Non-credit Remedial Course

Course incompleteness, repetitions and non-credit remedial course (or course repetitions) are not applicable to this institution's courses of instruction. Therefore, these items have no effect upon the school's satisfactory academic progress standards. This institution has not entered into an articulation or transfer agreement with any other college or university.

Attendance, Tardy and Make-Up Policies

To help students prepare for the workplace, the school uses policies and rules common to the salon industry. The attendance Policy of the salon is the most important policy to be able to comply with. Late arrivals, absences, leaving early and other interruptions in the salon are unacceptable and the most common reason for termination from employment. Likewise, in training, these events have a significant impact on scholastic and practical achievement. All students are expected to be in attendance as specified in the enrollment agreement.

- Make-up hours will be permitted to be made up during the designated make-up schedule with approval from educational staff. Students are informed of their class schedule as per their enrollment agreement (contract) and it is their responsibility to follow these guidelines. Any time missed due to suspension is not eligible to be made up, and will result in the student graduating past their scheduled contract end date. This will result in over-contract charges as listed in the school catalog and Enrollment Agreement.
- The student must complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Excused/Unexcused Absences

Absences caused by non-routine medical, legal or military necessity will be excused if acceptable documentation, i.e. date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is promptly provided to the education staff. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc.; are **not excusable and should be scheduled for non-school days.**

- ❖ **Unusual Circumstances;** may cause a student to be late, absent or require them to leave early. For incidents of absence to be determined "Unusual", they must be fully explained in writing and presented to the school's administrative staff for consideration to be EXCUSED. To be accepted for Excusal, the documentation must describe conditions that the average salon employer would be willing to accept, i.e.; accidents, flu, hospitalization, auto breakdown, going to court, military obligations etc.... Once a condition has been accepted as "Unusual", the employer, and therefore the school, accepts and expects this condition will not occur again during the student's enrollment, because the student has taken adequate steps to manage such conditions away. Excessive incidents of absence are an indicator that the lifestyle management of the student and the expectations of a salon employer are not compatible. Excessive absences – *no matter the reason*- would lead to the average salon employee being terminated from work and could lead to an administrative withdrawal from school.
- ❖ **Special Occasions;** such as weddings, family trips or family reunions may be excused at the discretion of the School's Director, and must be presented in writing BEFORE the special occasion is to take place, providing the student is making satisfactory academic progress at the time of the requested absences.
Please note; any absences (whether excused or unexcused; including UN-scheduled School holidays) utilized by the individual student will extend their original contract date by a like number of hours.
- ❖ Students are required to make-up for the lessons and exams, if missed, Students are to see their Instructor for makeup tests, exams and work assignments. Any operational and exam made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for five (5) consecutive scheduled days without contacting the school, the school may withdraw him/her.
- ❖ The Director will review excessive tardiness or absences (defined as more than one absence or tardy per week) with the student to determine possible corrective action to the issue on hand. Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
- ❖ Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest one fourth hour.

Attendance Status

Full-time students are required to be enrolled to attend a minimum of 24+ clock hours per week; weekly full time scheduled is 35 clock hours. Part-time enrollment is defined as more than 12+ clock hours per week. A 24 clock hour per week is defined as a half-time enrollment status.

Schedule Changes

Students are able to change their attendance schedule twice during their enrollment. A schedule change request form must be submitted to the Administration office prior to the requested effective date. All schedule change requests are subject to approval by the School Director and may be based on the current class size into which the student is requesting to transfer. Schedule Changes may change any remaining scheduled midpoint dates, by a like number of hours and may impact your Final Financial Aid Package.

Leave of Absence (L.O.A)

Occasionally, students may experience extended personal, military obligations, medical, or other situations, which make it difficult to attend classes. The request for Leave of Absence must be submitted in advance, unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend. The LOA request must include the starting and ending date of the leave of absence and must include the reason for the student's request, and include the student's signature. Leaves of Absence may be granted for up to 180 days in a 12-Month period. Do not request a Leave of Absence unless you absolutely need to be off school. No charges will be assessed as the result of a Leave of Absence. All credit for clock hours and work projects completed will remain as they did prior to the LOA and the student will return to the academic progress status they held. There must be a reasonable expectation that the student will return from the Leave of Absence. A student granted a LOA that meets these criteria is not considered to have withdrawn; and no refund calculation is required at that time. Student's returning from a Leave of Absence will have their contract period and maximum time frame extended by the number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance; and the withdrawal date for the purpose of calculating a refund is always the students last day of attendance. Students are not permitted on Campus for any reason, while on a Leave of Absence, without written permission from the Office Manager or School Director.

Attendance Procedures

Students record their attendance by clocking IN at the start of the day, OUT/IN for the morning and afternoon breaks, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to clock-in and receive credit for the remainder of the full quarter (1/4) hour. **The student is considered late after 8:00 am or after 5:00 pm.** Students will receive credit for operations completed after each operation or project verified by an instructor, at which time the student will be graded. The daily hours and operations earned are recorded on a Biometric Time Clock/ or computerized SMART system. The student and the instructor must initial the weekly evaluation record daily. At the end of the week, a new weekly record card is prepared from the last week's record card. **Record cards must remain in the school at all times.**

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of **70% or better** and has paid in full all tuition and fees, he/she receives a Diploma certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Pre-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

Career Counseling/Academic Advising

The school counsels the students individually as often as necessary. A list is available for a variety of counseling services that may be necessary for personal situations, housing and drug and alcohol abuse. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists and educators 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 and administration. Students requesting Academic Counseling are encouraged to make an appointment with the School Director.

Placement Assistance

Elite Cosmetology School does not guarantee 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 electronically as an Alumni profile in the SMART recordkeeping system for the follow-up process. Results from the California State Barbering and Cosmetology Board license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Elite Cosmetology School for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary and other pertinent information. Students who request Placement Assistance are referred to the Salons seeking employees and the employment information is recorded in the Alumni Profile. Enrolled students as well as graduates are encouraged to request assistance with resume writing/ updates as well as portfolio assembly. Students interested in job search assistance or the above mentioned placement services should contact the Registrar in the Administration office to schedule an appointment. The school may show prospective students the information format as listed in the SMART recordkeeping system.

Orientation Class

Orientation classes are held the first day of class. Prior to enrollment the student would have physically visited the school facilities, and reviewed and answered any questions regarding their student rights, their disclosure statements and have signed an enrollment contract for the course of study with the institution.

2020 Course Start Dates (Additional start dates may be added at the discretion of the School Director)

January 21, 2020	April 13, 2020	July 6, 2020	September 28, 2020
February 18, 2020	May 11, 2020	August 3, 2020	October 26, 2020
March 16, 2020	June 8, 2020	August 26, 2019	November 23, 2020
December 21, 2020			

Class Schedule (Example) for 2020

Example of Day Schedule:

8:00-9:00am: Theory or (a Tues, Weds or Thurs 8:00-11:30) / 9:00-9:15am: Break

9:15-11:30am: Theory | 11:30-12:00pm: Lunch

12:00-1:00pm: Demonstration & Practice / 1:00-1:30pm: Sterilization/Sanitation

1:30-2:30pm: Hair Color Application / 2:30-2:45pm: Break

2:45-3:30pm: Health & Safety / 3:30-4:00pm: Salon Management

*Class schedules depend on the student's capability to attend school. Day class is scheduled Tuesdays through Saturdays from 8:00 am until 4:00 pm / Evening Class is scheduled Monday through Thursday from 5:00 pm to 9:00 pm.

*** All classes are held on the Elite Cosmetology School Campus located at 56300 Twentynine Palms Hwy; Suite 113, Yucca Valley, CA 92284**

Calendar/Holidays 2020

The School is closed on New Year's Day • Martin Luther King Day • President's Day • Memorial Day • Fourth of July • Labor Day • Veterans Day • Closed for Thanksgiving break November 26th-29th, 2020, Students are expected to return to classes Monday/Tuesday, November 30th/December 1st. The 2020 Winter Holiday break begins December 24th, 2020- January 3, 2021. Students are expected to return to their scheduled classes Monday/Tuesday, January 4th & 5th 2021.

A "special" holiday may be declared for emergencies or special reasons. Unscheduled Holidays will cause your contracted completion date to change. Excused absences for observance of all religious holidays are respected and allowed.

Access to Files and Retention of Student Records

Adult students and/or parents of dependent minor students have the right to inspect, review, and challenge information contained in the institution's student records. ELITE COSMETOLOGY SCHOOL would require written consent from the student and / or parents before educational records may be disclosed to any third party with the exception of accrediting commissions or governmental agencies so authorized by law. Before publishing directory information such as name, address, phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school and allow the student or guardian to deny authority to publish one or more of these items. 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 and are maintained by the institution.

ELITE COSMETOLOGY SCHOOL will keep these records for five (5) years from the last day of attendance. After this period, all records may be destroyed in accordance with state law. The students are not entitled to inspect the financial records of their parents.

Request for such an inquiry are to be address to:

**Owner or Director, Elite Cosmetology School
56300 Twentynine Palms Hwy. Suite 113, Yucca Valley, CA 92284.**

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. These rights include:

- ❖ The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- ❖ The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- ❖ A student who wishes to ask the Institute to amend a record should write the Institute official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- ❖ If the Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- ❖ The right to provide written consent before the Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ❖ The Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institute.
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office- U.S. Department of Education- 400 Maryland Avenue, SW - Washington, DC 20202-5901

Course Descriptions and Outlines

Cosmetology Course: (1,600 Clock Hours)

The cosmetology course of study consists of 1600 clocked hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Performance Objective

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

Skills to Be Developed

1. Learn the proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
5. Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
6. Learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

Course Contents

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

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
The Barbering and Cosmetology Act and the Department's Rules & Regulations;	20	
Cosmetology Chemistry: (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. It shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter);	20	
Health and Safety/Hazardous Substances: (shall include training in chemical and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries health and safety laws	20	

and agencies, ergonomics and communicable diseases;		
Theory of Electricity in Cosmetology: (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment);	5	
Disinfections and sanitation. (It shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment);	20	10
Bacteriology, anatomy, and physiology;	15	
Wet Hair Styling: (shall include hair analysis, shampooing, finger-waving, pin curling, and comb-outs);	25	200
Thermal Hair Styling: (shall include hair analysis, straightening waving, curling with hot combs and hot-curling irons, and blower styling). a. Thermal styling b. Press and curl	20 20	40
Permanent Waving: (shall include hair analysis, chemical and heat permanent waving);	20	80
Chemical Straightening: (shall include hair analysis, and the use of sodium hydroxide and other base solutions);	20	25
Haircutting: (shall include hair analysis, and the use of the razor, scissors electric clippers, and thinning shears, for wet and dry cutting);	20	80
Hair coloring and bleaching: (It shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). a. Hair coloring; b. Bleaching;	40 20	50
Scalp and Hair Treatments: (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments);	5	20
Facials: a. Manual: (shall include cleansing, scientific manipulations, packs, and masks); b. Electrical: (shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face; c. Chemicals: (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operation must be performed in accordance with Section 992 regarding skin peeling);	5 10 10	10 15 15
Eyebrow Arching and Hair Removal: (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair);	10	20
Make-up: (shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes);	15	10
Manicuring and Pedicuring: d. Water and Oil Manicure, including nail analysis, and hand and arm massage; e. Complete Pedicure, including nail analysis, and foot and ankle massage; f. Artificial Nails; i. Acrylic Liquid and Powder Brush-on ii. Artificial Nail Tips	5 5 10	15 10 50 nails

iii. Nail Wraps and Repairs	10 5	50 nails 20 nails
Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, care and styling of wigs and other matters related to the cosmetology field. It may also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets or windows.	100	

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

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 a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory

0- 60% =Unsatisfactory

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 70% or better and has paid in full all tuition and fees, he/she receives a Diploma and proof of training document certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Pre-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Barbering Course: (1,500 Clock Hours)

The Barbering course of study consist of 1500 clocked hours covering all phases of Barbering as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Barber License. The license is a requirement to operate as a barber in the state of California.

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Performance Objective

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

Skills to Be Developed

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure of manicuring to include water and oil manicure.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Course Contents

The curriculum for the Barber course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
Hair Dressing – 1100 Hours		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	65	240
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Shaving – 200 Hours		
Preparation and Performance Includes, but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the	100	40

client's face, rolling cream massages.		
Health and Safety – 200 Hours		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	20	
Health and Safety Considerations: Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B	45	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	15	
Additional Instruction and Training Incorporated throughout the program: Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers Review, practice and testing.		

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

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 a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent
80% - 89% B.....Good
70% - 79% C.....Satisfactory
0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory
0- 60% =Unsatisfactory

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 70% or better and has paid in full all tuition and fees, he/she receives a Diploma and proof of training document certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Pre-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Barbering Cross-Over Course: (315 Clock Hours)

The Barbering Cross-Over course of study consists of 315 clocked hours covering all phases of Barbering as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The Board of Barbering and Cosmetology, require only 200 hours as a requisite to test for the Barbering License. Elite Cosmetology requires an additional 115 hours in coursework and State Board preparation to ensure the student is prepared to take the barbering exam. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Barber License. The license is a requirement to operate as a barber in the state of California.

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Performance Objective

1. Acquire knowledge of laws and rules' regulating the established California's barbering practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of barbering.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

Skills to Be Developed

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure of manicuring to include water and oil manicure.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Course Contents

The curriculum for the Barber Cross-Over course consists of 315 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

Subject:	Minimum Hours of Technical Instruction	Minimum Practical Operations
Hair Dressing – 70 Hours		
Hairstyling: Includes, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling	14	51
Permanent Waving and Chemical Straightening: Includes, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	9	23
Hair Coloring and Bleaching: Includes, but is not limited to: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	13	11
Hair Cutting: Includes, but is not limited to: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	5	17
Shaving –200		
Preparation and Performance Includes, but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving	100	40

techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.		
Health and Safety – 45 Hours		
Laws and Regulations: Includes Barbering & Cosmetology Act/Rules & Regulations	5	
Health and Safety Considerations: Includes, but is not limited to: hazardous substances including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B	10	
Disinfection and Sanitation: Includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	5	
Anatomy and Physiology: Includes, but is not limited to: Human anatomy, human physiology.	4	
Additional Instruction and Training – 21 Hours Incorporated throughout the program: Business and communications skills, including professional ethics, salesmanship, decorum, client record keeping, basic tax information relating to booth renters, independent contractors, employees, and employers Review, practice and testing.		

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

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 a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent

80% - 89% B.....Good

70% - 79% C.....Satisfactory

0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory

0- 60% =Unsatisfactory

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for his/her course of study with a minimum GPA (Grade Point Average) of 70% or better and has paid in full all tuition and fees, he/she receives a Diploma and proof of training document certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Pre-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Esthetician Course: (600 Clock Hours)

The Esthetician course of study consists of 600 clocked hours covering all phases of Esthetics as required by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain an Esthetician License. The license is a requirement to operate as an Esthetician in the state of California.

Course format

Instructional methods used to teach the program include, but are not limited to: demonstration, Lecture, the use of videos, online tools, guest educators, classroom participation, and through examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Esthetician Performance Objectives

1. Acquire knowledge of laws and rules regulating California Esthetician establishment practices.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to Esthetician

Skills to be acquired

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

Attitudes and appreciation to be developed

1. be able to appreciate good workmanship common to Esthetics.
2. Possess a positive attitude towards public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues

Subject	Minimum Hours Instruction	Minimum Practical Operations
The Cosmetology Act and the Board's Rules and Regulations	10	
Chemistry pertaining to practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes of matter.)	10	
Health & Safety / Hazardous Substance	40	
Electricity. (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	
Disinfection & Sanitation	10	10
Bacteriology, anatomy, physiology,	15	
Facials		
A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs and masks.)	20	40
B. Electrical (Shall include the use of all-electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes.)	30	60
C. Chemical (Shall include analysis, cleansing, Epidermal skin peels, packs, masks and scrubs)	20	40

Eyebrow Arching / Tweezers	5	10
Depilatories	20	40
Makeup	20	40
Corrective Makeup / App. False Eyelashes	20	40
Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. May also include not more than 8 hours credit for field trips under the direct supervision of a licensed instructor. Date, time and description of field trip shall be recorded on record. Preparation: The Subject of Preparation shall include, but not limited to the following issues: Client Consultation, intake procedures, contraindications, professionalism, client recordkeeping, pre and post-operative care, CPR/AED, salon and spa skills.	30 15	

Remaining hours for this class will be credited with practical work concerning actual hands-on work.

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 a point grade. The evaluation form reflects the overall attendance and academic progress of the Student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory (tests) Grading Scale:

90% - 100% A.....Excellent
80% - 89% B.....Good
70% - 79% C.....Satisfactory
0% - 69% F....Fail

Practical Work Grading Scale:

70-100% = Satisfactory
0- 60% =Unsatisfactory

Graduation Requirements and Diploma

When a student has completed the required clocked hours, theory hours and practical operations for the Esthetician Course with a minimum GPA (Grade Point Average) of 70% or better and has paid in full all tuition and fees, they will receive a Diploma and proof of training document certifying their graduation of the Esthetician Course. The school assists the students in completing the necessary documents to file for the appropriate California State Board of Barbering and Cosmetology Examination. Elite Cosmetology School may submit a Pre-Application to the California State Board of Barbering and Cosmetology of qualifying students as determined by an instructor.

Licensures Requirements

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ❖ Has completed the required hours (based on program) and the state required curriculum
- ❖ Be at least 17 years of age
- ❖ Has completed the 10th grade in a public school or its equivalency
- ❖ Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

**The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division] This is expected to be done prior to enrollment.*

Conduct and Termination Policy

All students are to conduct their behavior and language with professionalism at all times. Students are to adhere to the federal, state and school rules and regulations at all times. Elite Cosmetology School has a student violation and counsel policy in place, excessive negative violations, counsels, probations and or suspensions may show just cause for permanent termination from school at the discretion of the Director.

School Rules and Regulations

HOURS OF ATTENDANCE- Tuesday through Saturday for full time students and Monday through Thursday for part-time.

● Full time Students 8:00 am to 4:00 pm ● Part-time Students 5:00 pm to 9:00 pm. A student is considered late after 8:00 am for days or 5:00 pm for nights. Clocking in after 7 minutes will alter your attendance time to the next quarter hour.

1. Cell phones are NOT permitted for use within the classrooms or clinic floor without permission.
2. Lunch period is limited to thirty (30) minutes, clocking out and in for lunch on the time clock is mandatory.
3. Students MUST use the timeclock for attendance.
4. A student MUST use the time clock to clock "IN" when entering and "OUT" when leaving for lunch and breaks or at the end of the day. Students that fail to do so will only receive hours noted in the system. You may NOT clock out and leave the building during your hours in school without the Directors permission. **Time cards/Operations performed sheets are to ALWAYS stay in the school when you leave the buildings premises.**
5. In case of illness or emergency, the student must call in to the attendance office before their scheduled start time to report their absence the day when the absence occurs.
6. Any student that fails to call in their absence prior to the scheduled time of attendance will be documented as a no call no show and shall be considered cause for suspension. Any student absent for 14 consecutive calendar days without requesting a Leave of Absence will be administratively withdrawn from the school.
7. Any time missed due to suspension is not eligible to be made up, and will result in the student graduating beyond their scheduled contract end date. This will result in over-contract charges as listed in the school catalog and Enrollment Agreement.
8. **Excessive Absenteeism:** Students that are excessively absent and/or fall below 40% attendance may be administratively withdrawn at the discretion of the School Director / School Owners.
9. Students are required to be in class for roll call at the start of the scheduled class in clean, prescribed attire, hair and make-up done. Students MAY NOT sit at Instructors or Front desk (unless requested to do so).
10. No disruptions, bullying or harassment, bad attitudes, unprofessional behavior, foul language or gossip will be permitted.
11. Gum chewing, smoking or vaping is not allowed in the school at any time. Smoking/Vaping must be at least 20 ft. from any door.
12. No food or drinks are permitted on the clinic floor. Students are not permitted to loiter around the clinic floor or front desk area.
13. No visitors are permitted in the classrooms, student lounge or clinic floor areas. Visitors are ONLY allowed in the reception area for as brief as time as needed. Students are not permitted on Campus for any reason, while on a Leave of Absence, without an appointment or permission from the Office Manager or School Director.
14. Student clean-up assignments are done on a rotation basis and posted in the facility.
15. Students MUST keep their work station in class and on the clinic floor clean and sanitary at all times.
16. All students serving the public MUST be courteous and pleasant. If difficulties arise, please call for an Instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while completing a chemical service, except in an emergency and, the student must be excused by an instructor.
18. Service tickets and/or client record cards are required for every service performed; it is the student's responsibility to ensure that these documents are completed correctly and on hand for each service rendered by the student. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students must return any and all equipment borrowed or used to its proper location prior to leaving school for the day. Your student kit and supplies should remain on the school property during the course of your studies, if you take supplies home you will be sent home to retrieve it.

20. Students must NOT gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All assignments are made by the receptionist and NO changes are to be made by students.
21. Students have the privilege at all times to consult the management on personal problems.
22. Students will not engage in physical or verbal threats, intimidation or acts of violence towards another student or staff member. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, causes discord, physically or verbally threatens, harasses, bullies, intimidates or is physically or verbally violent towards another student or staff member. ***Students expelled due to the above are not eligible for re-enrollment.**
23. Weapons, including but not limited to, firearms, explosives, fireworks and knives are not permitted on any property owned or leased by Elite Cosmetology School. Violators are subject to disciplinary action and criminal charges. The school also reserves the right to remove from the possession of anyone on campus any item, which may be deemed a threat to the safety and wellbeing of others on campus. Such items include but are not limited to knives, guns, pellet guns, and other objects, which in and of themselves may not be illegal to possess.
24. The school will not tolerate the use of alcohol or drugs on campus at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. The student may be required to assist in the investigation if thought to be under the influence of alcohol or drugs on school property.
25. Theft of any type will not be tolerated. Theft of personal or School property is grounds for immediate expulsion. ***Students expelled due to the above are not eligible for re-enrollment.**
26. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time will be audited by the school administrators, credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology the student is enrolled. All work must be checked and graded by an instructor or credit will not be given. Recording of hours and operations on the time card sheet must be clear and readable.
27. All students will be expected to maintain an average of 75% in theory and in all practical subjects and attendance. Warning status will result in case of failure to do so.
28. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated. Students may be suspended or expelled as a direct cause of insubordination.
29. Student may work on one another as personal service only with Instructors permission; all services MUST be paid for IN ADVANCE. Students are NOT allowed to work on themselves, (makeup, tweezing, lashes, etc.) Students are NOT allowed to instruct one another.
30. Due to absences, all assignments, tests and homework must be made up; any deviation in this policy will be posted and signed by the owner, director or staff.
31. Notify the administrative office immediately of any name, address or telephone number change.
32. The school assumes NO responsibility for lost, stolen or damaged personal property belonging to the students.
33. Any personal property (including kit and/or books) left on school premises for longer than 30 days following a withdrawal will be disposed of.

These rules are designed to form excellent work habits and attendance similar to that demanded in the beauty field. Failure to observe the above rules and regulations may subject the student to termination from school.

Student Rights and Responsibilities

The student has the right to ask the school

- 1 The name of its accrediting and licensing organizations.
- 2 About its programs; laboratory, and other physical facilities; and its faculty.
- 3 What the cost of attending is and the policy on refunds to students who drop out.
- 4 What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- 5 What the procedures and deadlines are for submitting application for each available financial aid program.
- 6 How it selects financial aid recipients.
- 7 How it determines financial need.
- 8 How much of your financial need, as determined by the school, has been met.
- 9 To explain each type and amount of assistance in your financial aid package.
- 10 To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- 11 How the school determines whether you are making satisfactory progress and what happens if you are not.
- 12 What special facilities and services are available to the handicapped?

It is the student's responsibility to:

- 1** Review and consider all the information about the school program before enrolling.
- 2** Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. **Errors can delay or prevent your receiving aid.** Know and comply with all deadlines for applying and reapplying for aid.
- 3** Provide all documentation, corrections, and/or new information requested by the Financial Aid Office.
- 4** Notify the school of any information that has changed since you applied.
- 5** Read, understand, and keep copies of all forms you are asked to sign.
- 6** Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school.
- 7** Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- 8** Understand your school's refund policy.
- 9** Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- 10** Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

Drug and Alcohol Abuse Policy Statement

In accordance with the Drug-Free Workplace Act of 1988 (P.L.100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment are required to provide written notice to this institution of their convictions for criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

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

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

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

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

Betty Ford Center@ Eisenhower
3900 Bob Hope Drive
Rancho Mirage, CA
(760) 773-4100

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

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

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Voter Registration

In October 2002, the Congress passed, and the President signed the Help America Vote Act of 2002 (“HAVA”). For a downloadable form or more information, students may visit the Voter Registration – Elections & Voter Information – California Secretary of State at www.sos.ca.gov or call toll-free number 800-345-8683.

Vaccination Policy

Elite Cosmetology School does not require any information regarding vaccinations from potential students to enroll. For more information on vaccinations visit: <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

Medical Marijuana Policy

Questions about this policy may be directed to the School Directors Office

Medical marijuana which is prescribed for healing purposes is prohibited at Elite Cosmetology School even though there may be state laws which permit its use. Background: Elite Cosmetology School receives federal funding through Title IV in the form of student financial aid (grants, and loans). As a condition of accepting this money, Elite Cosmetology School is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Elite Cosmetology School must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

Loss of Student Eligibility for Federal Aid Due to Drug Conviction

Questions about this policy may be directed to the Office of Financial Aid

The Higher Education Amendments of 1998 include a student eligibility provision related to drug offenses. A student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned. Section 484, Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows:

Suspension of Eligibility for Drug-Related Offenses

In general - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table: **If convicted of an offense involving:**

The possession of a controlled substance:

Ineligibility period is:	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance:

Ineligibility period is:	First offense	2 years
	Second offense	Indefinite

Emergency/Fire Evacuation Plan

Elite Cosmetology School performs emergency evacuation drills quarterly. Please take note of posted evacuation routes posted in each room. In the event of an emergency please follow your instructor to the designated safety zone.

The Campus Security Act

(Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

The Annual Security Report is published and distributed annually by October 1st. The report contains data for the last three calendar years.

Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

- ❖ This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911"
- ❖ All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
- ❖ Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
- ❖ Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect the floor to see that it is empty and then set the alarm and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Current policies concerning campus law enforcement are as follows:

- ❖ Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- ❖ Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
- ❖ The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- ❖ Do not leave personal property in classrooms.
- ❖ Report any suspicious persons to your institutional official.
- ❖ Always try to walk in groups outside the school premises.
- ❖ If you are waiting for a ride, wait within sight of other people.
- ❖ Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- ❖ The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
- ❖ The school has no formal program, other than orientation, that disseminates this information. All information is available on request.

Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

- ❖ The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
- ❖ All incidents shall be recorded in Elite Cosmetology School “Daily Incident Log” at Yucca Valley, CA. at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
- ❖ This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- ❖ The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- ❖ Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
- ❖ Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.
- ❖ Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s Administration office, but rather should contact the appropriate agency by calling (911).

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus Save Act), which amended the Clery Act. The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on

the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior.

Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Definitions:

- ❖ Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- ❖ Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors: Length of relationship - Type of relationship - Frequency of interactions between the persons involved in the relationship
- ❖ Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- ❖ Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- ❖ Consent-Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent.

Reporting a Crime

Elite Cosmetology School strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Elite Cosmetology School strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Victims of sexual misconduct may file a report with the local police department. An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911.

National Crisis and Counseling Resources:

National Sexual Assault Hotline - 800-656-4673

National Domestic Violence Hotline - 800-799-7233

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person at the school.