

# FLAIR

beauty college



## CATALOG

**January 2016**

**18914 Soledad Canyon Road, Canyon Country, CA 91351**

**P: (661)251-3261 F: (661)251-6343 [www.flairbeautycollege.com](http://www.flairbeautycollege.com)**

## Table of Contents:

Letter from the Director .....	1
School Information .....	2
Approval to Operate Status .....	2
History of the School.....	2
Location .....	2
Student Rights and Responsibilities.....	2
Required Statements.....	3
Bankruptcy Status .....	4
Our Mission Statement .....	4
Our Educational Objectives .....	4
Approvals, Accreditations, and Memberships.....	4
Professional Judgment.....	5
Copyright Laws Policy: .....	5
Non- Recruitment .....	6
Drug Free School Policy.....	6
Substance Abuse .....	6
Drug and Alcohol Abuse Prevention.....	6
No Weapons Policy .....	7
Compliance and Regulatory Issues.....	8
Family Educational Rights and Privacy Act .....	8
Statement of Non-Discrimination .....	9
No Discrimination or Harassment Policy .....	10
Workplace Harassment Policy.....	10
Affirmative Action Statement.....	11
Students with Disabilities Policy .....	11
Immigration Law Compliance.....	11
Campus Facilities .....	12
Equipment .....	12

Equipment for Schools of Cosmetology .....	12
Text and Reference Books for Students.....	13
<b>Class Schedules .....</b>	<b>13</b>
Schedule .....	14
<b>School Rules and Regulations.....</b>	<b>14</b>
<b>Dress Code.....</b>	<b>15</b>
<b>Code of Conduct.....</b>	<b>15</b>
Immediate Suspension:.....	19
Immediate withdrawal:.....	20
<b>VIOLATION PROCEDURE .....</b>	<b>22</b>
General.....	22
<b>Contract Schedule Period.....</b>	<b>22</b>
<b>Programs Descriptions .....</b>	<b>23</b>
<b>Cosmetology: – 1600 Hours.....</b>	<b>23</b>
Educational Goals: Performance Objectives .....	23
Skills to Be Developed:.....	23
950.2. Curriculum for Cosmetology Course:.....	24
Job Titles in the Salon .....	26
<b>Cosmetology Instructor: 600 Hours.....</b>	<b>26</b>
Course Description .....	27
Educational Goals.....	27
Course Format .....	27
Subject .....	27
Required Hours .....	27
Required Classes .....	27
Act of Bureau Rules and Regulations.....	27
Instructional Techniques .....	27
Organization Techniques.....	27
Lesson Planning.....	27
Techniques of Evaluations .....	27
Conducting Technical of Evaluation.....	27

Supervising and Training of Students on the Clinic Floor .....	27
Additional Training Hours.....	27
Total Hours .....	28
25-1194 Vocational Education Teachers, Postsecondary .....	28
<b>Esthetician Course: 600 Hours.....</b>	<b>28</b>
Educational Goals: Performance Objectives .....	28
950.3. Curriculum for Skin Care Course: .....	28
Job Titles in the Salon .....	31
<b>Manicuring: 400 Hours .....</b>	<b>31</b>
Course Format: .....	31
Educational Goals: Performance Objectives .....	31
Skills to be developed: .....	31
950.4. Curriculum for Nail Care Course: .....	31
Job Titles in the Salon .....	33
<b>Licensing Requirements.....</b>	<b>33</b>
Request for Pre- Licensing Examination Application .....	33
Cost of Examination: .....	33
<b>Admissions .....</b>	<b>33</b>
Entrance Requirements .....	33
Enrollment Procedure: .....	36
Nullification of Application .....	39
Readmission /Withdrawal .....	39
Orientation Class .....	40
Transfer or Articulation Agreement .....	40
Experiential Learning Credits.....	41
Notice Concerning Transferability of Credits and Credentials Earned at our Institution .....	41
<b>Financial Information .....</b>	<b>41</b>
Scholarships .....	41
Loan Repayment .....	42

Cancellation and Refund Provisions.....	42
Student’s Right to Cancel the Enrollment Agreement & Cancellation Period .	43
Equipment: .....	45
School Closing / Course Cancellation:.....	45
Notice of the Refund to Student.....	45
Withdrawal .....	45
Determination Date / Withdrawal Date (Official / Unofficial Withdrawal): .....	46
School Equipment and Textbook Refund Policy:.....	46
Contract Graduation Period: .....	47
Termination/Drop-Out Policy.....	47
Refund of Title IV by California BPPE Policy.....	48
Introduction to Financial Aid (HEA, Programs) .....	49
Compliance Statement.....	49
Financial Aid Mechanism.....	49
Financial Aid Eligibility Requirements .....	50
Independent Student .....	50
Award Concept, Selection of Recipients and Packaging Criteria.....	50
Self-Help Concept/ Determining Eligibility:.....	51
Definitions, Academic Year, Credit Balance, Dependent Student.....	51
Creating the Financial Aid Award .....	52
The Award Letter .....	53
Payment Period & Change of Schedule.....	53
Cost of Attendance .....	53
Future Student’s Rights and Responsibilities for receiving FSA: .....	54
Applicant Responsibilities.....	54
Consequences of Failure to Provide Documentation within the Specified Time Period(s) .....	55
Time period for providing documentation:.....	56
Financial Aid Application Procedures .....	56
Step One .....	56
Step Two.....	56
Step Three .....	56

Step Four.....	56
Financial Aid- Consumer Information .....	57
Pell Grant (PELL).....	58
Stafford Loans- William D. Ford Federal Direct Loans.....	58
Federal Direct Subsidized Loan .....	58
Federal Direct Stafford Unsubsidized Loan.....	59
Federal Parent PLUS Loans.....	59
Verification.....	59
Conflicting Information, Verification Exclusions .....	61
<b>Financial Aid Office, Consequences, Correction.....</b>	<b>61</b>
<b>Return of Title IV Refunds Policy .....</b>	<b>63</b>
Title IV Refund Calculation/Definition .....	63
Return of Title IV Funds.....	63
Sample of Title IV Refund Calculation per Program .....	64
Hierarchy of Refunds: .....	64
<b>Refund Procedures for Non-Title IV Financial Assistance .....</b>	<b>64</b>
Sample Refund Calculation.....	65
Refund Time Limits.....	66
Hypothetical Tuition Refund Schedule:.....	66
Interruption of Educational Program.....	66
Discontinuation of an Educational Program.....	66
ROP Program Discontinuation .....	66
Third Party Payers .....	67
<b>State Financial Aid Programs.....</b>	<b>67</b>
<b>Academic Information.....</b>	<b>67</b>
Externship .....	67
Freshman & Credit Evaluation .....	67
Ethics of Clinic/Customer Service.....	68
<b>Academic Units of Credit .....</b>	<b>68</b>
<b>Student Records .....</b>	<b>69</b>
Definition of Education Records.....	70

Student Education Records Procedure.....	70
Review of Records by Student.....	72
Record of Access .....	73
The Law.....	73
Student Privacy Rights.....	76
Waiver of Privacy Right:.....	76
Conditions for Waiver:.....	76
Student Tuition Recovery Fund.....	77
<b>Academic Standards .....</b>	<b>78</b>
Language of Instruction .....	78
Graduation Requirements and Diploma/Certificates.....	78
Satisfactory Academic Progress Policy.....	78
Official Letter Grading Scale .....	79
Maximum Time Frame for Course Completion .....	79
Evaluation Period, Academic Difficulty.....	79
Warning, Academic Difficulty.....	80
Probation .....	80
Appeal Process .....	81
Re-Establishment of Status.....	81
Leave of Absence, Academic Missed Work Policy.....	81
<b>Attendance .....</b>	<b>82</b>
Attendance, Tardy and Make-Up Policies: .....	82
Student's Course Hourly Rate & Exceeding Contract Period & Addetional Charges.....	84
Class and Practice Hours .....	84
School's Clock in Policy.....	84
Lunch break or 15 minutes break .....	85
Early Sign Outs.....	85
<b>Student Information/Services .....</b>	<b>85</b>
Student Advisement.....	85
Housing.....	86

Ability-to-Benefit Student Counseling.....	86
Student Complaint and Grievance Procedure:.....	87
Complaint Policy .....	87
Career Advising/Earning Potential.....	89
Job Demand in Cosmetology/Related Fields.....	90
Job Placement.....	90
Placement Assistance .....	90
Physical and Health Requirements .....	91
Pregnancy (Or Other Health Issue).....	92
Vaccination Policy .....	93
Health and Safety / OSHA.....	93
Accessibility for Disabilities .....	93
Vocational Rehabilitation.....	93
Outside Classroom Work.....	93
Tutoring & Special Accommodations .....	93
Interruption of Educational Program.....	93
Student Housing.....	93
Learning Resources.....	94
REGISTER TO VOTE.....	94
Staff and Faculty .....	94
Holidays and Emergency Closure .....	94
Campus Security:.....	94
General Information.....	95
Security Policies.....	95
Course Tuition Cost, Cash Payment, Scholarship.....	96
State Law.....	96
Tuition and Fee Schedule .....	97
Cash Payment Plan: .....	98
School's Payment Plan:.....	98
Catalog Update.....	98
<b>Notice to Veterans.....</b>	<b>99</b>



## LETTER FROM THE DIRECTOR

Dear Student:

Welcome to Flair Beauty College. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

It is our goal to offer you the basic training of your chosen course so as to improve your opportunities to take and pass the licensure examination required by the California Board of Barbering and Cosmetology.

We emphasize on teaching you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a cosmetologist or as a manicurist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual and respectful toward your instructors, your fellow students and your patrons.

It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matter studied in the theory classes, shop management, business concepts, and the elements of personal success.

The training you will receive will allow you to obtain an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you are working within the beauty field.

It is a pleasure to have you join us at Flair Beauty College. The degree of your success will depend on the effort you are willing to apply during the entire course of your training. I believe the future of our industry is you. Our students are what the industry is all about!

Ownership: Flair Beauty College is owned by Flair Beauty Academy, Inc., dba Flair Beauty College (Nick Niknejad - 50% & Georgette Niknejad – 50%).

Again, welcome to Flair Beauty College. The entire staff wishes you a very successful career in the beauty business world.

Sincerely,

Georgette Niknejad

*Director/Owner*

# School Information

## APPROVAL TO OPERATE STATUS

Flair Beauty College is a private postsecondary educational institution as defined by §94858 of the California Private Postsecondary Education Act of 2009. . (Ed. Code §94909(a)(2))

As stated in a letter dated January 14, 2010 from the Bureau for Private Postsecondary Education which reads as follows: Based upon Section 94802(b)(1 ),(2) of the Act, the approval to operate for your school are valid until December 31, 2018. Please use this document as official notice of the expiration date of your approval to operate as of May31, 2018.

### **What you should know about our state re-approval.**

**Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our application for re-approval to operate has been reviewed by the Bureau for Private Postsecondary Education on Dec 5, 2013, the report can be found at BPPE website and we waiting for final unannounced inspection site visit. An approval to operate means compliance with state standards as set forth in the CEC. For more information Call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov).**

## HISTORY OF THE SCHOOL

Flair Beauty College opened its doors in 2005 and has been in business since then.

## LOCATION

Flair Beauty College is located at 18914 Soledad Canyon Road, Santa Clarita, CA 91351. Our telephone number is (866) 68-Flair. For more information you can email [flairbeautycollege@sbcglobal.net](mailto:flairbeautycollege@sbcglobal.net). This is the administrative office and the location where all classes are taught.

The school administrative offices are open to business Tuesday through Friday 10:00 a.m. to 4:00 p.m. For issues related to admissions, academics, financial matters, accounting and placement, please make an appointment or visit the office within the business hours. Customer Service Hours 10:00 am to 5:00 pm Saturdays 8:30 am to 5:00 pm, last appointment 2:30 p.m. The administrative office may be reached at (661)251-3261.

## STUDENT RIGHTS AND RESPONSIBILITIES

As a student you have the right to:

**Career Information** — Accurate facts about job availability and salary ranges if the institution makes claim to a prospective student regarding the starting salaries of its graduates.

**A Catalog** — A comprehensive listing of current and accurate information regarding programs, School policies, procedures, and a list of currently employed administrative staff and faculty, including their qualifications.

**Contract** — An enrollment agreement that states the program and the number of credits, clock hours or units required to complete the course and the length of the program covered by the enrollment agreement as well as the cancellation and refund policies.

**Cost Information** — Clear and honest disclosure of all tuition, fees and other charges related to the cost of receiving your education.

**Financial Aid Disclosure** — Full disclosure of all financial aid and loan information including rates, terms and any deferment or forbearance options.

**Accessibility for Handicapped** — Have special facilities and services available to you.

**Quality Faculty** — Instructors who are knowledgeable and current in the areas they are teaching.

**Quality Materials** — textbooks, teaching materials, and equipment that are current and in good condition.

**Refunds** — The ability and the right to withdraw from school at any time and receive a refund for tuition paid but not used.

**Retention/Placement Information** - Information about the number and percentage of students that start and complete programs and the number and percentage of graduates placed in jobs.

## **REQUIRED STATEMENTS**

(A) “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**

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address (as of November 20, 2010):

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone#: (916) 431-6959

Toll Free#: (888) 370-7589

Main Fax#: (916) 263-1897

Licensing Fax#: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

(B) “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.”

(C) “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 Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). ” §94909(a)(3)

## **BANKRUPTCY STATUS**

Flair Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.) §94909(a)(12)

## **OUR MISSION STATEMENT**

At Flair Beauty College, our mission and prime objective is to offer our students the training to assist them to acquire the knowledge and skills necessary to pass the California State Board of Barbering and Cosmetology Examination required for a state license. Our prime vocational objective is to train and produce knowledgeable graduates and enable them to seek and find entry - level employment in the beauty industry. Our successful students should be able to function effectively at an entry- level position in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Esthetician, and 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, and Cosmetology Teacher, School Supervisor/Director, or School Owner.

## **OUR EDUCATIONAL OBJECTIVES**

Flair Beauty College’s primary educational objective is to prepare students for entrance or advancement in one or more occupations requiring technical or career oriented competencies and skills.

- To provide top-notch, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experience.
- To provide knowledgeable and skilled massage therapy who will be an asset to any aspect of the Cosmetology industry that they wish to pursue.
- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the newest professional techniques.

## **APPROVALS, ACCREDITATIONS, AND MEMBERSHIPS**

Flair Beauty College is approved for courses and regulated to operate by state of California, Bureau for Private Postsecondary education, the Bureau is a part of Consumer Affairs located at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, P.O. Box 980818 W. Sacramento, CA 95798-0818, Phone #: (916) 574-772 Toll Free #: (888) 370-7589. An approval to operate means compliance with state standards as set forth in the CEC.

Flair Beauty College is licensed and regulated by state of California, Bureau of Barbering and cosmetology which it is a part Consumer Affairs, regulating schools and student to complete the procedure & training requirement of being eligible for the licensing examination by Bureau. The mailing address is 2420 Del Paso Road, CA 95834. Phone #: 1-(800) 952-5210 or (916) 574-7570 Fax#: (916) 575-7280.

Flair Beauty College accredited by the National Accrediting Commission of Careers Arts & Sciences. The address is 4401 Ford Ave., Suite 1300 Alexandria, VA 22302-1432 Phone #: (703) 600-7600, Fax #: (703) 379-2200

Flair Beauty College is approved for participation in Federal Student Financial Aid Programs; U.S. Department of Education 830 First Street, NE Washington, DC 20202-5402 Phone#: (877) 801-7168 ifap.ed.gov

## **PROFESSIONAL JUDGMENT**

Section 47A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis. Professional judgment is a discretionary action on the part of the financial aid office to address unusual circumstances that affect a student's/parent's ability to pay for educational expenses. Using professional judgment, the aid administrator may adjust the expected family contribution (EFC) and thereby make education more affordable. The following are examples of conditions/reasons for which a student may request an adjustment to their EFC.

1. Death of a parent or the independent student's spouse.
2. Loss of employment by student/spouse/parent (for at least 3 months).
3. Loss of earnings due to disability.
4. Loss of untaxed income and benefits.
5. One time income (ex. back year social security payments).

Other extenuating circumstances will be considered on a case-by-case basis. If a student/parent would like to apply for professional judgment consideration, it is necessary to write a letter requesting a review of the current financial situation. This letter should explain in detail the current financial situation and why an adjustment to the EFC is warranted. The financial aid administrator will review all letters of request on a case-by-case basis. If the financial aid administrator decides that changes to any data elements on the FAFSA are warranted, the financial aid administrator will make changes to the FAFSA electronically and send it to the Federal Processor. Once the correction is made by the U. S. Department of Education, the Division of Student Financial Assistance will notify you by mail of the change in your expected family contribution and new award amount(s). You will also be notified if there is no change to your EFC or financial aid awards.

Any future professional or governmental official who has a complaint concerning Flair Beauty College's management of Title IV, HEA programs may seek resolution by contacting Armand Pacheco, Institute Leader. The institute leader will receive the complaint and assist the future professional in resolving the complaint.

## **COPYRIGHT LAWS 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 Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov). HEA section 485(a).

## **NON- RECRUITMENT**

The school does not recruit students that are already attending or have been admitted to another school offering similar programs of study.

## **DRUG FREE SCHOOL POLICY**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. All students and employees of the School are required to comply with the requirements of the School’s Drug and Alcohol Abuse policy.

Under no circumstances will alcoholic beverages, controlled substances/illicit drugs, or persons under the influence of alcohol or controlled substances/illicit drugs be permitted on school premises. Drug and alcohol abuse counseling is available from the following agency: Public Health Department: 1-(323) 890 - 7801 Alcohol & Drug Abuse Hotline: 1- (800)-237-6237

Compliance with the requirements of this policy is mandatory.

## **SUBSTANCE ABUSE**

### **Drug and Alcohol Abuse Prevention**

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 ), an 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, such as: low birth weight, birth defects, 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.

In the event to my enrollment and/ or employment all students or employees in this institution must comply with all rules and regulations of this school. You understand that this institution reserve the right to require you as a student or employee to submit to a test for the present of Drug or Alcohol in your system at any time during school while you are attending this school and/or as an employee prior to your employment or during your work, to the extent permitted by law.

A student's locker or other storage area may be subject to a search by a school administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle search by Law Enforcement. However, any personal property brought on school grounds may be inspected for drugs, or other prohibited substances. Personal property that may be inspected includes, but is not limited to: lockers and cars parked on school parking lot. Reasonable suspicion of improper conduct is not required to use drug-sniffing to inspect personal property.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students or employees for violating these standards for conduct. These actions may include: suspension, expulsion, and termination of school or employment. Referral for prosecution and/ or required completion of a drug or alcohol rehabilitation or similar program would be required. 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 a written notice to this institution of their conviction for a criminal drug offense occurring in the workplace within 5 days after that conviction. In addition, students receiving Pell Grants who are convicted 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:

DIRECTOR OF GRANTS AND SERVICES UNITED STATES DEPARTMENT OF EDUCATION  
400 Maryland Ave. S.W. Room 3124, GSA Regional Office Bldg. # 3 Washington, DC 20202-4571  
Public Health Department: 1-(323) 890 - 7801 Alcohol & Drug Abuse Hotline: 1- (800)-237-6237

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, imprisonments, 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 the institution through: Alcohol & Drug Abuse Hotline: 800-237-6237

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 the illicit use, possession or distribution of drugs and alcohol.

Flair Beauty College is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, Flair Beauty College shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

## **NO WEAPONS POLICY**

Under no circumstances will it be permissible for a student, faculty or staff to have a weapon of any type on the campus whether or not the person is licensed to carry the weapon or not.

Compliance with the requirements of this policy is mandatory.



Any violation of this policy will result in the violator's expulsion from school. Law enforcement officials will be called for possible prosecution by appropriate federal, state, or local law enforcement agencies. State law mandates that no weapons of any kind can be brought on to the school premises. Anyone who brings a weapon to school or to a school event is subject to expulsion from school.

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This law applies at all times and in all facilities of the institution. No weapons are to be stored in lockers, styling stations or book bags at any time. Projectile devices, including but not limited to bb guns, pellet (hard and soft) guns, and paintball guns are not allowed. Electric weapons or devices including, but not limited to stun guns and teaser guns or Flare guns are likewise prohibited.

**AT NO TIME** is it lawful for any student to possess or bring a weapon of any kind on to a school. Federal and state laws require all schools to notify legal agencies, through the code of student conduct. Any student determined to have brought a weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paint ball guns, any electrical weapon or device, any stun gun, any teaser guns, or Flare guns or any weapon of any kind to school or to any school function, or on any school-sponsored transportation will be recommended for expulsion, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. Possession of any weapon, any type of firearm, any explosive, any fireworks, any projectile devices, any bb guns, any pellet gun (hard and soft), any guns, any paint ball guns, any electrical weapon or device, any stun gun, any teaser guns, or Flare guns or any weapon of any kind shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing these types of weapons or devices on school property, school-sponsored transportation, or to a school-sponsored activity on campus.

## COMPLIANCE AND REGULATORY ISSUES

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) entitle students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar, Director or other appropriate school official, written requests (Release Form) that identifies the record(s) they wish to inspect. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.
2. The right to request the amendment of their education records that the student believes is inaccurate or misleading. A student may request that the school amend his or her education records on the student's rights or privacy. The request should be submitted in writing to the school official responsible for the record, clearly identifying the part of the record that should be changed specifying why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment.



Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent. Conditions which permit disclosure without prior consent are:
  - Disclosure to school official with legitimate educational interests. A school official is a person employed by the educational institution in an administrative, supervisory, academic or support staff position;
  - Disclosure to a person or company with whom the school has contracted (such as attorney, auditor or collection agency);
  - Disclosure in connection with financial aid for which the student has applied or received;
  - Disclosure to organizations conducting studies for or on behalf of, educational agencies or institutions;
  - Disclosure to accrediting organizations to carry out their accrediting functions;
  - Disclosure to comply with a judicial order or lawfully issued subpoena. In such cases, students will be notified when their records have been subpoenaed; or
  - Disclosure in connection with a health or safety emergency.

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 responsibility.

Upon request, Flair Beauty College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1. We do not disclose "directory information" such as: student's name, attendance, address, phone number of students, birth dates, place of birth, reference /honors/ awards and dates of attendance/enrollment over the phone. No students should receive or use the school's address as their personal address, the director has a right to open any mail addressed to a student/staff member that has been posted to school's name. No Client should send any mail to the school directly or indirectly for any students or Staff members.
2. A student has the right to file a complaint with the U.S. Department of Education if you believe your rights under FERPA have been violated and efforts to resolve the situation through Flair Beauty College appeal channels have proven unsatisfactory. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Statement of Non-Discrimination**

Flair Beauty College does not discriminate in its employment, admission, instruction, or graduation policies on the basis of race, age, sexual gender, sexual preference, creed, religion, color, citizenship, national or ethnic origin or financial status. It also extends to employment by the school and the administration of students to programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as a part of school policies.

Flair Beauty College does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures ,notes, written words, symbols for any religious beliefs, clubs groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students or employees or postings around school campus or student styling stations Family Policy Compliance Office.

U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

### **No Discrimination or Harassment Policy**

As a learning institution, Flair must continuously address issues of diversity and multiculturalism. Every member of Flair community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our Flair Beauty College. In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, Flair prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

### **Workplace Harassment Policy**

Flair Beauty College does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual harassment and discriminatory harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on or related to an individual's sex and/or membership in a protected classification, and:

1. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
3. The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

1. Kidding or joking about sex;
2. Hugs, pats and similar physical contact;
3. Assault, impeding or blocking movement, or any physical interference with normal work or movement;
4. Cartoons, posters and other materials referring to sex;
5. Threats intended to induce sexual favors;

6. Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
7. Degrading words or offensive terms of a sexual nature;
8. Prolonged staring or leering at a person;

Examples of what may constitute prohibited discriminatory harassment include the similar conduct referenced in this section directed at an individual on the basis of race, color, national origin, ancestry, sex, sexual orientation, age (over 40), physical or mental disability, medical condition, citizenship status, military service status, or other basis protected by law, including disability, it is a violation of both federal (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972).

All employees that are aware of or in good faith believe that an employee of Flair Beauty College has been subjected to harassment or discrimination prohibited by this section or any other policy or procedure of Flair Beauty College, is obligated to immediately report the same to that employee's supervisor or the Director.

Flair Beauty College insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Flair Beauty College's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Flair Beauty College's principles and standards.

### **Affirmative Action Statement**

Flair Beauty College is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition, except where a medical condition constitutes an occupational limitation.

As a learning institution, Flair Beauty College must continuously address issues of diversity and multiculturalism. Every member of Flair Beauty College community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our Flair Beauty College.

### **Students with Disabilities Policy**

It is the policy of Flair Beauty College to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Flair Beauty College will not discriminate against any qualified students or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Flair Beauty College does not offer a Comprehensive Transition Postsecondary Program.

### **Immigration Law Compliance**

In accordance with the *Immigration Reform and Control Act of 1986*, Flair employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment (as distinguished from the "hire" date). Individuals to whom an offer has been made will be required to complete, and sign under oath, U.S. Citizenship and Immigration Services Form I-9. This form requires that employees attest that they

are authorized to work in the job for which they have been hired and that the documents submitted to establish this right are genuine.

In addition to requiring all off-campus applicants hired for employment to comply with this law, it will also apply to on-campus applicants who are offered and accept employment in which there is a status change, i.e., temporary part-time to permanent part-time or to permanent full-time. Employees authorized to work in the U.S. for a limited period of time must maintain their legal status and will be required to update their I-9 form with appropriate documentation before the expiration of the authorized employment period. The execution and maintenance of the I-9 form are the responsibility of the contracting officers. Regardless of one's visa status. Flair Beauty College does not offer and visa services nor does Flair Beauty College vouch for student status or any associated charges.

## **CAMPUS FACILITIES**

Flair Beauty College is in a spacious (5339 sq. ft.) air-conditioned facility with many benefits for our staff and students with three clinic areas (Cosmetology-Esthetician-Manicuring) and classroom, reception area, admission and director offices women and men's restroom & handicapped restroom, laundry and storage room. Our school simulated salon conditions are to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. There is a lounge that is to be used for eating or resting. Each student uses a locker for his/her private articles to be kept.

## **EQUIPMENT**

If the school has given any returnable equipment, including books or other materials to student, then the student shall return it to the school within that 30 days after the notice of cancellation/withdrawal is received, If student fails to return this equipment, including books or other materials, in good condition and in sealable packaging(good condition does not include equipment that a seal is broken, or is marked or damaged in any way), within that 30-day period after receive of cancellation notice/withdrawal, the School may deduct its retail costs (the amount charged for each item of equipment shall not exceed the fair market value of the equipment) for the equipment from any refund that may be owed to student. Once students pay for the equipment, it is theirs to keep without further obligation. As stated in the front page of the enrollment agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once student has received any beauty equipment, the retail cost is charged to student's account. Condition evaluations are made through the Office of Admissions.

### **Equipment for Schools of Cosmetology**

The minimum equipment for a school of cosmetology shall be as follows: – California Code of Regulations (CCR) section 940 Sufficient electrical equipment and dermal lights – for giving instruction in skin care and electrical facials (at least one red, blue and white light)

Sufficient electrical equipment and dermal lights – for giving instruction in skin care and electrical facials (at least one red, blue and white light) - CCR 940(a)

10 Mannequins (with full head of hair) - CCR 940(b)

1 Time clock - CCR 940(c)

5 Shampoo bowls – (when the average daily attendance exceeds 50 students, additional shampoo bowls shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(d)

12 Dryers – (when the average daily attendance exceeds 50 students, additional dryers shall be added at the ratio of one for each 10 students in average daily attendance in excess of 50) – CCR 940(e)

4 Facial chairs or facial couches – (when the average daily attendance exceeds 50 students, additional facial chairs or facial couches shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(f)

6 Manicure stations – (when the average daily attendance exceeds 50 students, additional manicure tables shall be added at the ratio of one for each 10 students in average daily attendance in excess of 50) – CCR 940(g)

1 Electrical cap – (when the average daily attendance exceeds 50 students, additional electrical caps shall be added at the ratio of one for each 25 students in average daily attendance in excess of 50) – CCR 940(h)

Thermal Hair Straighteners – CCR section 940(i)

1 Electric comb – CCR 940(i)(1)

3 Non-electric combs – CCR 940(i)(2)

1 Stove (for non-electric combs) – CCR 940(i)(3)

1 Electric curling iron – CCR 940(i)(4)

3 Non-electric curling irons (at least two sizes) – CCR 940(i)(5)

1 Stove (for non-electric curling irons) – CCR 940(i)(6)

### **Text and Reference Books for Students**

Each student shall possess the following: – CCR 961(b)

At least one (1) of the textbooks approved by the board. – CCR 961(b)(1)

The Barbering and Cosmetology Act and the Rules and Regulations. – CCR 961(b)(3)

There shall be available for the use of students in the school: – CCR 961(c)

A list of the text and reference books approved by the board. – CCR 961(c)(1)

Any two approved texts other than the one text possessed by the student. – CCR 961(c)(2)

## **CLASS SCHEDULES**

Enrollment should be completed the week prior to the desired start date. Students who enroll and complete necessary paper work (Financial Aid Application, Student Loan & First release Fund from student or FSA) early will receive priority for enrollment in the event their desired class is filled to a maximum of 75 students. Classes start the 1st and 3rd Tuesday of each month. The enrollment hours are 8:30 a.m. to 5:00 p.m. Tuesday through Friday. (In order to start a new class session or evening classes depend on amount of students enrolls at each course). Manicuring and Cosmetology Instructor classes start upon availability.

**Schedule: Exact break times are subject to change.**

<b>SCHEDULES</b>	<b>START</b>	<b>END</b>	<b>BREAK 1</b>	<b>LUNCH</b>	<b>BREAK 2</b>
20HRS/WK	8:30AM	12:30PM	9:30AM-9:45AM	N/A	N/A
25HRS/WK	8:30AM	1:30PM	9:30AM-9:45AM	N/A	11:30-11:45AM
30HRS/WK	8:30AM	2:30PM	9:30AM-9:45AM	N/A	12PM-12:15PM
35HRS/WK	8:30AM	3:30PM	9:30AM-9:45AM	N/A	12:15PM-12:30PM
40HRS/WK	8:30AM	5:00PM	9:30AM-9:45AM	12-12:30PM	2:30PM-2:45PM

**SCHOOL RULES AND REGULATIONS**

(A violation or Suspension will be issue to student who disobey these Rules & Regulations).

School hours are Tuesday through Saturday- 8.30am to 5:00pm or 8:30 am to 2:30pm, 5:30pm to 9.30pm for evening classes Tuesday to Friday on Saturday 1:00pm to 5:00pm (Starting a new evening class base on amount of student’s enrollments).Time cards and signatures must be clearly legible. Students must clock in and enter their own times of attendance.

Students must realize that all time spent in the school must be productive. If there is no scheduled class activity being conducted, personal or independent study and/ or practice and review should be done. Sleeping, listening to the radio, or reading magazine or gossiping talking on cell phone or other non-cosmetology/electrology related activities will not be accepted as applied effort. Amount of Theory Hours & Practical Operation on student’s time card is minimum requirement of State Board of Cosmetology for an Extra Full time schedule 5 operations – for A Full time schedule 4 operations -for A Part time Schedule 3 operations). No credit for theory hours will be issued to students on Saturdays. Students who do not practice the minimum school’s Theory Hrs/Practical operations credits requirements will be clocked out for the day.

A student **MUST** clock "IN" when entering and "OUT" when leaving for lunch or at the end of the day. Students that fail to do so will only receive hours noted on school’s computer recording time card management system (if the computer recording time card is out of order then we record the hours on time card by time clock). Students are required to clock "OUT" and "IN" on your time card when you take your breaks. **NO** student is allowed to clock in or out for another student. Students may **NOT** clock out and leave the building during their hours without an instructor's permission. All Time cards must stay at school all the time even if students leave the buildings premises for breaks.

In case of illness or emergency; the student must call in before 8:30 a.m. to report his/her absentees. For absence of being sick, Injuries, pregnancies or Health issue Doctor's note are required.

Students are required to be in class for roll call at 8:30 am in clean prescribed uniform.

## DRESS CODE

Students must wear clean and neat uniform with black pants (No Sport Pants/Leggings) with no type of printed messages or Art work. Closed Rubber Soles shoes are to be worn at all times (No High Heels) Students should ensure their footwear will not impede their safety. None of the following are allowed; short pants above the knee skirts or shorts, halter tops, sleeveless blouses, tank tops, tube tops ,no torn clothing, sandals, no high heels, hats, Head coverings, Scarves around neck, Bandana, sunglass or dangling jewelry . Revealing clothing or clothing that exposes the torso is not allowed (black shirt & black pants only). Examples include, but are not limited to, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tops or dresses with spaghetti straps with or without over black standard smock (long shirts), jackets, or shirts or blouses tied at the midriff, and bare midriff outfits. Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. All clothing must be hemmed; pajamas, boxer shorts, bloomers, and bustier. Clothing, jewelry, buttons, haircuts, or other items or markings which are, \*suggestive, \*revealing, or\*indecent, associated with gangs or cults, encourage the use of drugs, alcohol, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or for any other reason are prohibited.

## CODE OF CONDUCT

- 1- No gum chewing or smoking outside of designated areas
- 2- Receiving personal services without instructor's permission.
- 3- No food is allowed on the clinic floor, no student is allowed to loiter around the clinic floor area.
- 4- Failing to clock in or out properly or failure to take a lunch break at a proper time. Failing to punch; it is not replaceable.
- 5- Showing discourtesy to anyone in the school.
- 6- Leave of absence (LOA) may be granted for up to 60 days, student should not request a LOA unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. Unexcused absence should not to exceed 15% of course clock hour.
- 7- No student is allowed to be absent or ask for any days off or requests a leave of absence before or after for any holydays, for every absentee's day the student will be suspended for one day. The School's Catalog lists any/all school holiday's closure dates. Any absences other than these pre-determined school closure dates will be subject to disciplinary action. Pre-meditation of absence around holidays will not be tolerated.



The school is not responsible for any damages or injuries due to another student's negligence and /or who has engaged in a fight in or outside the school, involving students will be terminated immediately.

8- Students must understand that when any personal problem happens outside of school between 2 or more students , the school is not liable for any kind of injures although it may disturbing the peace at school and other students. All personal issues must be kept confidential and are not to be discussed with other students. This kind of issues must be solved between students ASAP. Otherwise the school has no other choice but to terminate all students who are involved in problems and/or physical altercations. Gossiping around or to interfering into other students problem is against school policy.

9- For security and safety of students no visitors are permitted in the school training area, classroom, clinic, break room or gathering inside or outside of school area.

10- Students MUST clean-up their work stations, station's drawers, roll-about and student's classroom desk, every day and all implements must be sanitized at all the times.

11- Student's Lab Tech assignments should be done responsibly by checking the list (on a rotation basis).

12- All students serving the public MUST be courteous, pleasant and shows up at appointments (call to school if you are not showing up), students MUST notify for an instructor to check clients before and after performing any beauty services or/and if a difficulty of performing service arise. Students must perform service to all assigned clients and appointments; refusing service to a patron is grounds for suspension.

13- No student reserves the right to refuse any client, a notice of violation and clock out or a suspension will be issue

14- No student may leave a patron while doing a chemical service, except in an emergency or he/she is excused by an instructor.

15- Students are not allowed to give services or materials other than what is called for on the service ticket, students who are violating this rule will be disciplined accordingly or suspension.

16- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron or mannequin. All appointments must be made by receptionist and no changes are to be made by students.

17- No visitor is allowed in all training area, classroom, break room and visitors shall not gather in or around the school or the school's parking lot.



18- Students have to follow up State Board Sanitary Rules, Regulation and Customer Release Form.

19-The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs (student will be expelled).

20- Student must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards 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 by an instructor or credit will not be given. Recording of hours and operations on the time record card must be clear and readable (copies are not acceptable). School is not responsible for the lost of student's time cards.

21- All students will be expected to maintain individually grade of practical test, theory tests and cumulative theory and practical academic an average GPA grade of "C" (70%). Probationary status will result in case of failure to do so.

22-Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.

23- Students are NOT allowed to receive or make cell phone calls in the school.

24- Due to absences all assignments, tests and homework must be made up, any deviation in this policy will be posted and signed by the, director or staff.

25- Notify the administrative office immediately of any name, address or telephone change.

26- Any student absent more than (3 days) three consecutive days or more without notification a violation notice will be issued. Any student absent for (14) consecutive calendar days without notifying the college will be terminated.

27- Attending Saturday is mandatory at Flair Beauty College; students who do not come in or complete their hours on Saturday will not be allowed to clock in on Tuesday of the coming week. For 5 Saturdays absentee one violation will be issue to student.

28- If the student arrives any time after 8:37:00 a.m., then he or she is NOT permitted to clock in, but they may sit at clinic to study. He or she should have to wait until after theory hours conclude, in this case they clock in at 10.00 am. (Only for students who are arriving at school between 8:37:00 am & 8:38:00am). The director will review excessive tardiness or absences with the student to determine possible corrective action. Extra Full time students have two 15 minutes and 1/2 hour lunch break, Full time students two 15 and Part time one 15 minutes breaks, (1/2 hour break records in SMART School Management System) with two 15 minutes

(fifteen minutes breaks records on student's timecard) students cannot combine fifteen minute breaks. The students that do not follow these Rules will be clocked out.

29- Student who has legitimate requests will be allowed to leave the building during school hours or breaks. The "leave" institution is not reliable for any kind of injuries that occur outside of the school area at any time.

30-The supplies, equipment and books that are given in student kit are for uses at school, students must have everything available for their needs. School is not liable for anything missing student's equipment, valuable item or student kit at any time.

31- Unsatisfactory progress in academics, Clinic ethics and communication or attendance can and may result in enrollment termination.

32- Gossiping or cussing discord in school. No student should discourage other students by the way of using profanity on school's campus.

33- Ethic of clinic and communication grade will be issue to every student at the end of performing beauty services on clients on student's clinic worksheet, Theory and practical Ethics credits will be issue once a week on student's time card (Ethic of clinic and Communication average grade 80%).

34- Flair Beauty College does not tolerate any erasable pen to use on time card or in this school; this is considered a discrepancy of academic progress report. Student who disobeys this rule will be suspended immediately.

35- Students have the privilege at all times to consult the management on personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or any causes discord.

36- Flair Beauty College does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for any religious beliefs, clubs groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students or employees. This policy has been mentioned in school policy, employee's handbook and school's catalog, employees who do not comply with this policy will be suspended.

37- Entering offices without permission.

38- Failure to clean up work area or perform assigned clean up duties.

39- Failure to take a lunch break at an appropriate time.

40- Students are not allow to do any type of advertising by a way of making Flyers, Business Card under their name nor does any beauty or other services on school's clients or any other person outside of school. Also, students are not allow acting or working as a professional license Cosmetologist outside of school while attending at school or using school's name for their work place or using school address for their personal mailing address (Breaking Business Profession Code) and contacting school's clients for any type of services. Students who break business profession code might lose their eligibility of receiving a State Board of Cosmetology license. A violation will be issue to student.

41-This guideline may be revised or/and updated at any time. They will then be posted on the bulletin board. These guidelines are not inclusive, as there are other student violations that may require action of the school. The student's enrollment may be terminated at the election of the School director, if the student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

42-Students understand that school has the Right to update the Catalog, Policies, Rules and Regulation without Notice. Students Should Review the Catalog frequently.

43-Unauthorized Recording/Eavesdropping: California Code -Section 632: The school strictly prohibits any person to record or eavesdrop by means of any machine, instrument, or contrivance, or in any other manner, intentionally tapping, or making unauthorized connection, whether physically, electrically, or otherwise, with any instrument, on any person, school communication, or any other subject holding private information. California PEN Code 632 states any person not in compliance with this law is punishable by a fine not exceeding two thousand five hundred dollars (\$2,500) or by imprisonment in the county jail not exceeding one year.

### **Immediate Suspension:**

1. Tardy leaving school, not returning on time or not returning at all from a break without school's official's permission is grounds for suspension with a notice of violation.
2. The use of profanity, gossiping, or slurs of any kind (Ethnic, Racial, Sexual).
3. Tardy wearing incomplete, stained or soiled uniforms.
4. Refusing service to a patron or leaving client while doing a chemical service is grounds for suspension and the student will be clocked out with a notice of violation.
5. Tardy performing service to client for more than what the service ticket charge is.
6. Receiving or making cell phone calls in school or during class time.

7. No student is allowed to be absent for any days or request for leave of absence before or after any days closed to holidays, a violation and suspension will be issue to student.
8. Students will be clocked out for not practicing the minimum requirement of school's Theory Hours /Practical operations.
9. Tardy if students visitor are in the school training area, classroom, clinic, break room or gathering inside or outside of school area. It is grounds for suspension and the students will be clocked out with a notice of violation.
10. Receiving personal service without instructor's permission.
11. Modifying customer service without consulting instructor.
12. Flair Beauty College does not tolerate any form of discussion and comments by way of: advertising, harassing, posting posters, hanging pictures, notes, written words, symbols for any religious beliefs, clubs groups, graffiti, nude pictures, inappropriate pictures or photos, and political beliefs between instructors, students or employees. This policy has been mentioned in school policy, employee's handbook and school's catalog, employees who does not comply with this policy will be suspended

**Immediate withdrawal:**

1. Theft,
2. Vandalism and/or malicious mischief
3. Physical abuse of another person.
4. Cussing and Gossiping extreme and willful disruption in the school.
5. Failure to vacate premises as requested due to suspension.
6. Failure to follow contracted hours (i.e. attending school at time other than designated in contract or change of status) or returning the date promised on LOA form.
7. No student may clock in or out for another student.
8. Extreme use of ethnic, racial or sexual slurs foul and physical or verbal abusive language toward any client, staff member or fellow student.
9. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage or in toxic.
10. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and sold, delivered , or otherwise furnished to any person another

liquid, substance, or material in lieu of the controlled substance, alcoholic beverage or intoxicant.

11. Committed or attempted to commit robbery or extortion.
12. Caused or attempted to cause damage to school or private property.
13. Stolen or has attempted to steal school or private property.
14. Any student absent for (14) consecutive calendar days without notifying the college will be terminated.
15. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
16. Knowingly received stolen school or private property.
17. Unsatisfactory progress in academics, Clinic Ethics and Communication or Attendance can and may result in enrollment termination.
18. Altering or forging time cards.
19. Committing an obscene act or engaging in vulgarity or profanity.
20. Willfully not following school rules or guidelines.
21. Caused, attempted to cause, or threatened to cause physical injury to another person.
22. Possess an imitation firearm.
23. Committed or attempted to commit a sexual assault or committed a sexual battery.
24. Harassed, threatened or intimidated a person who is a complaining witness or otherwise involved in a school disciplinary proceeding.
25. Aided or abetted the infliction or attempted infliction of physical injury to another person.
26. Committed sexual harassment.
27. Participated in, caused, attempted to cause or threatened to cause an act of hate violence.
28. Engaged in harassment, threats or intimidation of school or persons.
29. Any other misconduct the school recognizes as deserving of immediate termination.
30. Cyber Harassment/Treating/Cussing/Bully

These rules are strictly enforced.

## VIOLATION PROCEDURE

3 violations = 1 week suspension & 30 day probation

6 violations = 2 week suspension & 30 day probation

9 violations = withdrawal from program & termination from school

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.

### General

- A third suspension constitutes termination from the school.
- These guidelines are not all-inclusive, as there are other student violations that may require action of the school.
- These guidelines may be revised at any time and will be posted on the student bulletin board.

## CONTRACT SCHEDULE PERIOD

We are approved by the Bureau for Private Postsecondary Education to offer the following courses (The school has the right to change student's contract period yearly):

### Cosmetology Course:

1600 hours/Contract period	46 weeks (extra full-time)	40 Hours per Week
	62 weeks (full-time)	30 Hours per Week
	52 weeks (full-time)	35 Hours per Week

77 weeks (part-time 24 Hours per weeks) 92 weeks (less than 24 Hours) per Week

### Cosmetology Instructor Course:

600 hours/Contract period	16 weeks (extra full time)	40 Hours per Week
	22 weeks (full-time)	30 Hours per Week

### Esthetician Course:

600 hours/Contract period	18 weeks (extra full time)	40 Hours per Week
	23 weeks (full-time)	30 Hours per Week
	20 weeks (full-time)	35 Hours per Week

29 weeks (part-time 24 Hours per weeks) 35 weeks (less than 24 Hours) per Week

### Manicuring Course:

400 hours/Contract period

12 weeks (extra full-time)	40 Hours per Week
16 weeks (full-time)	30 Hours per Week
14 weeks (part-time)	35 Hours per Week
20 weeks (part-time 24 Hours per weeks)	23 weeks (less than 24 Hours) per Week

## Programs Descriptions

### COSMETOLOGY: – 1600 HOURS

The Cosmetology course of study consist of 1600 clock 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 Board 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.

#### Educational Goals: Performance Objectives

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

#### Skills to Be Developed:

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

**950.2. Curriculum for Cosmetology Course:**

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
The Barbering and Cosmetology Act and Board's Rules and Regulations (includes licensing requirements)	<b>20</b>	
Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations, elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	<b>10</b>	
The subject of Health and Safety Shall include, but is not limited to the following techniques & procedures: cosmetology chemistry including the chemical composition & proposal of cosmetic, nail, hair & skin care preparations. Elementary chemical makeup, chemical skin peels and chemical & physical changes of matter. Hazardous substance including training in chemicals & health in establishments, protection from hazardous chemical & preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, and communicable diseases, including HIV/AIDS & Hepatitis B, and Staph & Material Safety Data Sheets	<b>35</b>	
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.)	<b>5</b>	
Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and shall be performed before use of all	<b>20</b>	<b>10</b>



instruments and equipment.)		
The Subjects of Bacteriology, Anatomy, and Physiology shall include, but is not limited to the following issues: human anatomy, human physiology,	<b>15</b>	
Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.) Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	<b>30</b>	<b>200</b>
Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.) Thermal Styling Press and Curl	<b>35</b>	<b>40</b>
Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	<b>20</b>	<b>80</b>
Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	<b>20</b>	<b>25</b>
Haircutting (Shall include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	<b>20</b>	<b>80</b>
The Subject of Hair coloring and Bleaching Shall include but is not limited to, the following techniques & procedures( also including, the use of semi-permanent, demi-permanent & temporally colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, tinting, bleaching, high & low lights, and the use of dye removers.	<b>60</b>	<b>50</b>
Manual Facial: (Shall include cleansing, scientific manipulations, packs, and masks.)	<b>15</b>	<b>10</b>
Electrical Facial: (Shall include the use of 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.)	<b>10</b>	<b>15</b>
Chemicals Facial: (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 operations shall be performed in accordance with Section 992 regarding skin peeling.)	<b>10</b>	<b>15</b>
Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	<b>20</b>	<b>20</b>
Makeup (Shall include skin analysis, complete and corrective	<b>15</b>	<b>10</b>

makeup, lash and brow tinting, and the application of false eyelashes.)		
Pedicuring: Complete pedicure, including nail analysis, and foot and ankle massage.	<b>5</b>	<b>10</b>
Water and oil manicure, including nail analysis, and hand and arm massage.	<b>5</b>	<b>15</b>
Nail Tips	<b>10</b>	<b>50</b>
Nail wraps and repairs	<b>5</b>	<b>20</b>
Acrylic: Liquid and powder brush-on	<b>10</b>	<b>50</b>
Product Knowledge & Sales	<b>10</b>	<b>30</b>
Additional Training: (ETHICS) (this training shall include Salon management, Professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a résumé, payroll deductions modeling, reception desk, care and styling of wigs and other.	<b>15</b>	<b>30</b>
	<b>420 Theory Hours</b>	<b>760 Practical Hours</b> <b>Student must complete all practical operations during the remaining 1185 hours</b>
<b>Total Hours</b>		<b>1600 Hours</b>

### Job Titles in the Salon

SALON OWNER, SALON MANAGER, HAIR DRESSER, HAIR STYLIST, HAIR COLORIST, HAIR SHAMPOOER, ASSISTANT, MAKE-UP ARTIST, MANICURE & PEDICURE SPECIALIST, PERM SPECIALIST, FACIAL TECHNICIAN, SCALP & HAIR SPECIALIST, AND WAX & EYE BROW SPECIALIST.

## COSMETOLOGY INSTRUCTOR: - 600 HOURS

### Course Description

You must hold a California Cosmetology license and a high school diploma & equivalent and three years of field experience to obtain a teaching certificate. As a qualified instructor, you can work in a cosmetology school teaching all aspects in the field, hair, esthetics and manicuring. You will not only be required to instruct on practical applications, but classroom instruction as well. Major beauty manufacturers are known to hire instructors to train their sales and technical staff. If you are looking to be in the limelight, work as a lead platform artist instructing stylist!

## Educational Goals

Performance Objective The objective of the course is to develop in the licensed cosmetologist, the teaching skill, theoretical knowledge and professional attitude necessary for success in the profession of cosmetology education and to qualify and equip the student to pass the State of California Bureau of Barbering and Cosmetology licensing examination (although this license has been suspended for the time being by the CA Board of Barbering and Cosmetology)

## Course Format

The instructor students will learn by using lecture, visual aids, games, guest speakers, competitions, etc., in presenting the course materials. This course is designed to prepare the student to successfully pass the state board.

Note: BPPE Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Section 94885, Education Code; and Section 480, Business and Professions Code. As a qualified instructor, you can work in a cosmetology school teaching all aspects in the field, hair, esthetics and manicuring. You will not only be required to instruct on practical applications, but classroom instruction as well

<b>Subject</b>	<b>Required Hours</b>	<b>Required Classes</b>
Act of Bureau Rules and Regulations	<b>10</b>	
Instructional Techniques	<b>40</b>	
Organization Techniques	<b>30</b>	<b>50</b>
Lesson Planning	<b>60</b>	<b>50</b>
Techniques of Evaluations	<b>10</b>	
Conducting Technical of Evaluation	<b>140</b>	
Supervising and Training of Students on the Clinic Floor	<b>100</b>	
Additional Training Hours		
	<b>390 Hours</b>	<b>100 Practical Requirements Student must complete all practical operations during the remaining 210 hours</b>
<b>Total Hours</b>		<b>600 hours</b>

## **25-1194 Vocational Education Teachers, Postsecondary**

Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

## **ESTHETICIAN: -600 HOURS**

Training inquires on application for California State Board of Cosmetology Licensing Examination. Students are developing of a professional skills and attitudes relative to an esthetic career. Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Such technical instruction and practical operations shall include:

### **Educational Goals: Performance Objectives**

- Acquire knowledge of laws and ruled regulating California Cosmological establishment practices.
  - Understand sterilization procedures.
  - Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
  - Acquire business management techniques common to Esthetician.
- Skills to be acquired:
- Use of proper implements relative to cosmetician.
  - Develop the knowledge to recognize the various skin conditions and disorders.
  - Develop the knowledge relating to products used by Esthetician and determined individual customer use.
  - Develop the knowledge of safety precautions in Esthetician practice

### **950.3. Curriculum for Esthetician Course:**

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
The Barbering and Cosmetology Act and Board's Rules and Regulations (includes licensing requirements)	<b>10</b>	
Chemistry pertaining to the practices of an esthetician (Shall include the chemical composition and purpose of cosmetic and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	<b>10</b>	
The Subject of Health and Safety Shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases, including HIV/AIDS and Hepatitis B. Chemical Compositions & purpose of cosmetics & skin care preparation. Elementary chemical makeup. Chemical skin peels, physical & chemical changes of matter. Electrical current, principal of operating, electrical devices, and the various safety precautions used when operating electrical equipments.	<b>25</b>	
Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	<b>5</b>	
Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	<b>10</b>	<b>10</b>
Anatomy and physiology, skin analysis and conditions. Bacteriology	<b>15</b>	
Manual Facial: (Shall include cleansing, scientific manipulations, packs, and masks.)	<b>20</b>	<b>40</b>
Electrical Facial: (Shall include the use of electrical modalities, including dermal lights and electrical apparatus,	<b>30</b>	<b>50</b>

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.)		
Chemicals Facial: (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 operations shall be performed in accordance with Section 992 regarding skin peeling.)	<b>20</b>	<b>50</b>
The Subject of Preparation shall include, but not be limited to the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, Pre and post operative care, CPR/AED/Salon & Spa Skills.	<b>15</b>	
Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	<b>10</b>	<b>35</b>
Tweezers Wax and Depilatories Depilatories	<b>15</b>	<b>15</b>
Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.) Corrective Make-Up/App False Eyelashes	<b>20</b>	<b>40</b>
Additional Training (ETHICS) May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily reports, modeling, desk and reception. May also include not more than 8 hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on student's daily record.)	<b>10</b>	<b>20</b>
<b>Totals</b>	<b>215 Hours</b>	<b>270 Practical requirements</b> <b>Student must complete all practical operations during the remaining 365 hours</b>
<b>Total Hours</b>	<b>600 Hours</b>	

## **Job Titles in the Salon**

FACIAL TECHNICIAN, WAXING TECHNICIAN, EYEBROW ARCHING SPECIALIST, MAKE-UP ARTIST

## **MANICURING: - 400 HOURS**

Course Description: The nail care course of study consist of 400 clock hours covering all phases of manicuring and pedicure mandated by the California State of Barbering and Cosmetology bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Board licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

### **Course Format:**

The curriculum for students enrolled in a nail care course shall consist of 400 clock hours, of technical instruction and practical operations as mandated by the State Barbering and Cosmetology Board. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

### **Educational Goals: Performance Objectives**

- Acquire knowledge of laws and rules regulating California Cosmetology establishment practices,
- Understand sterilization procedures.
- Acquire the knowledge of general theory relative to manicuring, including anatomy, chemistry, and theory relative to practical procedures performed.
- Acquire business management techniques common to manicurist.

### **Skills to be developed:**

- Use of proper implements relative to all manicuring, pedicure, and artificial nails.
- Develop the knowledge to recognize the various skin condition and disorders.
- Acquire practical knowledge in manicuring and pedicure.
- Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

### **950.4. Curriculum for Manicuring Course:**

(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Hours of Practical Operations</b>
The Barbering and Cosmetology Act and Board's Rules and Regulations (includes licensing requirements)	<b>10</b>	
Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations,	<b>10</b>	
Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) Material Safety Data Sheet	<b>25</b>	
Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations shall 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 use of all instruments and equipment.)	<b>20</b>	<b>10</b>
Theory of Electricity	<b>5</b>	
Bacteriology, Anatomy and Physiology.	<b>10</b>	
Water and oil manicures, including hand and arm massage.	<b>20</b>	<b>35</b>
Pedicure & Spa including foot and ankle massage.	<b>15</b>	<b>25</b>
Acrylic: Liquid and powder brush-on	<b>15</b>	<b>80</b>
Nail tips	<b>10</b>	<b>60</b>
Nail wraps and repairs	<b>5</b>	<b>40</b>
Product Knowledge & Sales	<b>5</b>	<b>5</b>
Additional Training, Ethics & Communication (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming decorum, record keeping, client service, seeking employment, preparing a résumé, payroll deductions, modeling, reception desk and matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under 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)	<b>5</b>	<b>10</b>
<b>Totals</b>	<b>155 Hours</b>	<b>265 Practical requirements Student must complete all practical operation during the remaining 250 hours</b>
<b>Total Hours</b>	<b>400 Hours</b>	



## Job Titles in the Salon

MANICURIST, PEDICURE SPECIALIST, PRODUCTIVE REPRESENTATIVE

## LICENSING REQUIREMENTS -

The State of California requires that any person desiring to contact business as cosmetologist, esthetician or manicurist must first complete the state required curriculum at certified school and pass the state licensing exam. Flair Beauty College programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the student's capability to pass the exam, while at the same time prepare the student to actually work in the industry. The California Board of Barbering and cosmetology may 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}. Effective immediately the Board of Barbering and Cosmetology will accept applications from applicants who wish to have their criminal history/conviction for reviewed prior to beginning school. Applicants will need to submit the Application for Examination and Initial License Fee with the corresponding \$75.00 Application /Exam fee. In addition they will also need to attach a Disclosure Statement Regarding Criminal Plea/Conviction form. The \$75.00 application/exam fee is a non-refundable fee and will be held on file one (1) year from the time received, otherwise the fee is considered abandoned. If you have questions regarding this process please call 1-800-952-5210 or you may Email any questions to [www.barbercosmo@dca.ca.gov](mailto:www.barbercosmo@dca.ca.gov). Students must pass a **Criminal Background Check**.

### Request for Pre- Licensing Examination Application

It is the student's responsibility to notify the school administration office when completing 75% of required clock hours (Cosmetology 1200 Hours, Esthetics 450 hours Manicuring 300) to request for Pre- Application Licensing Examination to take the State Board of Barbering & Cosmetology Licensing Test.

### Cost of Examination:

Each exam cost varies. Check with the school office for current costs. Passing a Cosmetology or related examination entitles the student graduate issuance of a license. Students must furnish a student kit or rent/buy student kit and pay their own traveling expenses, & State Board Licensing Fees. Cosmetology state examinations are conducted in Los Angeles and Fairfield.

## Admissions

### ENTRANCE REQUIREMENTS

§94902

(a) "A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution."

§94906.

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the

*enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.*

*(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.*

1. You must be 18 years of age or older, past the age of compulsory education. There is an exemption for ROP students which must be 16 years of age or older
2. Students must have a valid High School Transcript, G.E.D., Passed the High School Proficiency Examination or currently.
3. You must submit \$25.00 non-refundable registration fee.
4. A Non –refundable \$30.00 Admission Test fee.
5. If you have graduated from a regionally accredited high school, you will be eligible for admission to Flair Beauty College. Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma. Flair Beauty College may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a transcript from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive.

The school makes every reasonable effort to verify the validity of questionable high school transcripts.

The exception is students enrolled in a ROP program in their high school (must take ATB Test).

6. You will be asked if you have a high school transcript. If you do, then provide a copy of the official transcript. If you do not have a copy of your official transcript, you will need to fill out the **REQUEST FOR TRANSCRIPT** form. It is your responsibility to mail or deliver the **REQUEST FOR TRANSCRIPT** form to the school you graduated from and have the high school send the copy to the Admissions office. You may not begin a program of study until a copy of the diploma or official transcript is received by Flair Beauty College. **For Cosmetology Instructor, you must also submit proof of CA state Cosmetology or Esthetician or Manicuring licensure.**
7. If you have passed admission test at 70% score or more & the Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores, you will be eligible for admission to Flair Beauty College.
8. If you have earned The California High School Equivalency Certificate (G.E.D.) from a credit

school, you will be eligible for admission to Flair Beauty College. GED Classes & Testing are available through to College Of Canyon for more info:

<http://www.canyons.edu/Offices/ContinuingEducation/Pages/GED-and-Success-Skills.aspx>

9. If you have an academic postsecondary degree from a national or regional accredited institution, you will eligible for enrollment.
10. **For ROP Program:** If you do not have a high school diploma or equivalent, you must take the **Wonderlic Basic Skills Test™**. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **Wonderlic Basic Skills Test™** are received. A graduate of a non-accredited high school, who is at least 18 years of age, or a transfer from a non-accredited collegiate institution, may be admitted if the Administrator or designee determines the student is capable of profiting from the instruction offered at Flair Beauty College and they successfully pass the **Wonderlic Basic Skills Test™**. A **minimum Verbal score of 200** and a **minimum Math score of 210** are required. "Wonderlic" furnishes the results of the test to Flair Beauty College within two weeks of the students test date. If the prospective student fails the "Wonderlic Test" she/he may take the test V-S 2 at any time. If the prospective student fails the second test V-S 2, then she/he may take the test again with a sixty-day waiting period from the date the first/second test was taken in order to take V-S 1 or V-S 2 test again. If the prospective student fails the third test, she/he may take the V-S 1 / V-S 2 test within 12 months period.
11. If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at Flair Beauty College. Upon completion of 50 hours of work at Flair Beauty College with a minimum grade-point average of 70%, full status will be granted.
12. Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results in person, by mail, email, or by telephone.
13. You must take an entrance examination. It takes about 20 minutes, to determine if you are ready to enroll in the program you have chosen. You will pay a Non-refundable \$30.00 Admission Test fee.
14. School requires a personal, on-campus interview with you prior to acceptance into any program. The school encourages parents and spouses to attend the interview. This gives you and your family the opportunity to see the campus equipment and facilities and to ask specific questions relating to the campus, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet you and evaluate your qualifications and aptitude.
15. You must meet the physical requirements of the program in which you wish to enroll. (if required by your program of study)
16. Students applying outside the United States must have Official transcripts from all secondary or postsecondary institutions attended, certifying a grade point average of at least 2.0 (4.0 scale). Foreign transcripts, not in English, must be submitted together with certified English translations & Evaluator Company.

**Students applying from outside the United States**, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores

from the Test of English as a Foreign Language (TOEFL; <http://www.ets.org/toefl>) for international/students whose native language is not English (Not having USA Diploma/GED), and who studied in a language, other than English at the high school level. Students must have a minimum total score of 500 paper-based, 173 Computer-based 61-internet based that means Paper-based TOEFL – All part scores at least 57: Computer-based TOEFL – at least 23, Essay at least 4.0.

Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.

17. You must have the proper student visa or the right to work in the United States. (If required by your program of study)

### **ENROLLMENT PROCEDURE:**

The proper sequence for enrollment is as follows:

1. Determine your primary language. If not English, then **THE ENROLLMENT AGREEMENT** must be presented in the primary language of the student. Students whose primary is not English must take the TOEFL exam. Those applicants that do not meet the minimum scores will not be enrolled. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT***
2. Present the student with a copy of the **1 BPPE APPROVAL STATUS** form and explain the current status of the school. Have the student sign the form. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
3. You will complete the **2 APPLICATION FORM** about your personal, education, and employment history, as well as your area of occupational interest.
4. The Admissions Representative will conduct an interview using the **3 ADMISSION INTERVIEW** form to determine your goals and expectations. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
5. **4 REQUEST FOR TRANSCRIPT form** (if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
6. You will be given a tour of the school. The Admissions Representative will fill out the **5 TOUR OF SCHOOL** form. You and the buying committee, if applicable, will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the **5 TOUR OF SCHOOL** form. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
7. You will take the Entrance Examination. After the test is evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend

the general and specific courses needed to achieve your educational goals.

8. The Admissions Representative will email/give you a hard copy of the **CATALOG** and go through the catalog with you. The Admissions Representative will fill out the **6 CATALOG RECEIPT** form. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
9. You will receive a copy of the **7 SCHOOL PERFORMANCE FACT SHEET** for the program in which you wish to enroll. The Admissions Representative will explain each item on the **7 SCHOOL PERFORMANCE FACT SHEET**. You must initial each item after it has been discussed. When the **7 SCHOOL PERFORMANCE FACT SHEET** has been completed with all of the required initials, you must sign the document. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
10. The Admissions Representative will explain that units earned at Flair Beauty College most likely will not be transferable to another institution. After this has been explained, you sign the **8 TRANSFERABILITY OF UNITS FORM**. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
11. The Admissions Representative will explain and have you sign the **9 FOLLOW UP AGREEMENT**. The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required information. You must sign the **9 FOLLOW UP AGREEMENT**. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
12. For those programs that require an externship/clinical/preceptorship, the Admissions Representative will discuss the requirements you must meet to complete your externship/clinical/preceptorship, disclose the number of requests for externship/clinical/preceptorship received by the institution during the immediately preceding calendar year, and the number of actual placements during that year. You will be asked to sign the **10 EXTERNSHIP REQUIREMENTS** form if required. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
13. **None High School Diploma/ROP Program:** If you do not have a high school transcript or equivalent, the Admissions Representative will make arrangements for you to take the **Wonderlic Basic Skills Test™**. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the **Wonderlic Basic Skills Test™** are received. You will be given the **11 ABILITY TO BENEFIT TEST** form to read and sign. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*
14. For those programs that require certification, licensure, or registration, the Admissions Representative will discuss with you the requirements for your chosen field and give you a copy of the certification, licensing, or registration requirements from the appropriate agency. If you would not be eligible to obtain certification, licensure, or registration in the occupation, trade, or career field at the time of your graduation, the Admissions Representative will discuss possible options you might need to follow to be qualified for certification, licensure, or

registration. If the minimum course requirements of the school exceed the minimum requirements for certification, licensure, or registration, then the Admissions Representative will disclose this information to you, including a list of those courses that are not required for certification, licensure, or registration. You will be asked to sign the **I2 STATE LICENSURE REQUIREMENTS** form if required. You will be asked to sign the **I3 CERTIFICATION REQUIREMENTS** form if required. The institution shall not execute an **ENROLLMENT AGREEMENT** with you if you are ineligible for certification, licensure, or registration unless your stated objective is other than certification, licensure, or registration. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.*

15. You will be given a **I4 PHYSICAL REQUIREMENTS** form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling. *This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.* (Only if the program of study requires certain physical requirements.)
16. The Admission Representative will present the **I5 ENROLLMENT AGREEMENTS** to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.
17. The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.
18. The Admissions Representative will explain the STRF protection.
19. The Admissions Representative will explain the attendance policy including tardiness.
20. The Admissions Representative will explain the grading systems and how often you will receive grade reports.
21. The Admissions Representative will ask “How do you wish to pay for this, cash or check? The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay the balance due. This is not optional. It is the law. At the your option, you may pay in full for tuition and fees, including any funds received through institutional loans, after you have been accepted and enrolled and the date of the first class session is disclosed on the **I5 ENROLLMENT AGREEMENT**.
22. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the Admissions Representative make an appointment with the Director to discuss what type of payment plan is available. The Admissions Representative will explain the **INSTALLMENT NOTE DISCLOSURE STATEMENT** and your responsibilities to pay the agreed to payments on time.
23. After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the **I5 ENROLLMENT AGREEMENTS**.



24. The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the **15 ENROLLMENT AGREEMENTS** is signed. You will be asked if you are ready to sign the **15 ENROLLMENT AGREEMENTS**. If so, sign and initial the **15 ENROLLMENT AGREEMENTS** and pay the non-refundable registration fee.

You will be provided with copies of all of the forms listed above.

The Admissions Representative will inform you that the application will be reviewed by the Administrator and that you will be notified of your acceptance or rejection.

## NULLIFICATION OF APPLICATION

An applicant's file remains open for six (6) months. If an application is not complete within six (6) months of submission of the **APPLICATION FORM**, the application will be nullified. To be reconsidered, the applicant must then reapply for admission, pay the registration fee in effect at the time of the reapplication,

## READMISSION /WITHDRAWAL

1. By definition, a restart is any student who has previously attended this school.
2. Any student who has dropped out or been terminated by the school for attendance or academic probation.
3. Any student who has dropped or has been terminated by the school shall be eligible to restart.
4. All restarts must have written permission from the Administrator. The Administrator will also complete the Education portion of the **RESTART APPLICATION**.
5. A new **ENROLLMENT AGREEMENT** cannot be signed or submitted until the following:
  - a. The Admissions Director has submitted a **APPROVAL/RESTART AUTHORIZATION FORM**;
  - b. All termination paperwork has been completed and the student has completed the three-week waiting period;
  - c. The \$25.00 registration fee has been paid to cover the processing of the student's new paperwork.
  - d. The Administrator has signed the **APPROVAL/RESTART AUTHORIZATION FORM**.
6. Restarts are to be treated as new students but shall receive credit for all hours successfully completed and shall be charged only for hours yet to be completed. In the event that the student has paid for the course in full, the student will only be charged at the standard rate for any hours over the regularly scheduled hours, as indicated in the **ENROLLMENT AGREEMENT**.

**The maximum number of times a student may restart at the school is two.** The school understands that unforeseen circumstances can prohibit the student from completing studies but feels that the student should be able to successfully complete the schooling within three attempts. If a student wishes to be exempted from this policy, he or she must submit their request in writing to the Administrator, detailing the reasons for the exemption. The decision to exempt the student must be approved by the Administrator.

## ORIENTATION CLASS

Orientation classes are held on the first day of classes. Each student is required to physically visit and review the school facilities. Each student is required to have signed and enrollment agreement for the

course of study with the institution prior to this visit and review of this facility. Students will receive the School's Policy and Sexual Harassment Policy and Student Kit after orientation day

## **TRANSFER OR ARTICULATION AGREEMENT**

This institution has not entered into any transfer or articulation agreements with any other college or university; we do not accept any students who have had prior training outside the state of California, students must furnish proof of the number of hours of training through the State Board of Barbering and Cosmetology and to the school. The State Board of Cosmetology will evaluate the training and assign the number of hours of credit to be granted, and then will notify the student. Students with prior training in the state of California must furnish proof of that training to the school they wish to re-enroll in. Transfer students from another school will be given a State Board Mock test to ensure that their knowledge is to the level of hours that is expected for the hours completed at the previous school. If a student arrives with kits and books that meet our standards, then students may use those, otherwise a kit and book fee will apply. If a student wants to transfer out of Flair Beauty College to another school, the student must have met all financial obligations to Flair Beauty College before we will release the student's transcript. All persons who are currently licensed by the State Board of Barbering and Cosmetology who wish to enroll in courses must have their valid license as per the State Board of Barbering & Cosmetology Rules & Regulations.

- a. A release form is required for transferring students to obtain records from previous a school.
- b. A student may not exceed 800 Cosmetology hours, 200 Esthetician hours or 100 Manicuring hours (or to complete 50 percent of course clock hours at FBC, then student's transcript will be reviewed on an individual basis. A State Board Mock test may be required to ensure that their knowledge is to the level of hours that is expected) from a previous Beauty School. All students' transcript must be signed by school's director with original stamps.

All applicants must complete an application for enrollment and:

1. Tuition based on the current hourly rate for the amount of hours required
2. Tuition will be based on the current hourly rate X multiply by the amount of hours needed to complete the course.
3. Pay the schools non-refundable application fee of \$50.00.
4. Pay the school \$25.00 registration Fee.
5. Equipment: students must have all equipment as listed in school's current kit list or purchase the kit from the school.
6. Provide proof of secondary education (or age if an ATB/SLE student).
7. Pass the Ability-to-Benefit Test (if applicable)

If the student is applying for any type of Financial Aid, the school must receive Financial Aid Transcripts by the student for each prior school attendance, **NOT LIMITED TO COSMETOLOGY SCHOOL**, prior to the disbursement of any Financial Aid. A student who attended a postsecondary institution prior to enrollment at Flair Beauty College and who is required to provide a financial aid history from each of the institutions attended within the last six months.

The school Director, prior to enrollment, must determine that all remaining required technical hours of instruction and operations will be able to be completed by student in the time frame allotted. A transfer student may be required to complete additional hours at schools discretion.



## **EXPERIENTIAL LEARNING CREDITS**

Flair Beauty accepts experiential learning credits from students that have a Cosmetology, Esthetician, or Manicuring license issued from the California Board of Barbering and Cosmetology. i.e. if a student has a Esthetician License and wishes to train for Cosmetology, then Flair Beauty College issues credits for the prior Esthetician study and experience up to the numbers of credit hours Flair Beauty College offers.

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

*The transferability of credits you earn at Flair Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Esthetics, Manicuring, or Instructor Training is also at the complete discretion of the institution to which you may seek to transfer. If the diploma) that you earn at this institution 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 Flair Beauty College to determine if your diploma will transfer.” §94909(a)(15)*

## **Financial Information**

### **SCHOLARSHIPS**

Flair Beauty College does not have an institutional scholarship program.

Students enrolling at Flair Beauty College will be performing in an environment that mirrors professional salons and spas. It is the student salon that truly presents the opportunities and challenges that exist in the “real world”. The student’s success will be dependent not only on their technical skill level; but predominantly on the customer service/business skill and ethics & Communication that the student has developed. This means that students are expected to bring guests into the student salon on which to perform services, product knowledge/sales and to create the customer experience that ensures a loyal client following. This is defined as being in APPLIED EFFORT. Students are evaluated to the same criteria as a professional in the “real world” professional image, attendance/punctuality, attitude, the ability to attract and retain customers; increase service productivity (added chemical services); and home care sales (retails products). Flair Beauty College provides the opportunity to not only learn these skills set, but how to “self-promote” to success. “Applied Effort” is designed to prepare the student for their first job in the beauty industry. With each level, students will be working on models, clients or practical assignments on mannequin heads. As vocational training school, Flair Beauty College obligation is to ensure that the student is provided the opportunity for Hands-on experience in their educational process. Flair Beauty College Policies Support the Salon/Spa Atmosphere and an active class environment.

### **LOAN REPAYMENT**

If you obtain a loan, you will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, and

that, if you have received federal student financial aid funds, you are entitled to a refund of the monies not paid from federal student financial aid program funds.

## **CANCELLATION AND REFUND PROVISIONS**

The Law: §94919.

- (a) *An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965*
- (b) *The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance*
- (c) *The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance*
- (d) *Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later*

§94920. *An institution that does not participate in the federal student financial aid programs shall do all of the following:*

- (a) *The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance*
- (b) *Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later*
- (c) *The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education*
- (d) *The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund*
- (e) *The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal*

§94921. *An institution offering an educational program for which the refund calculations set forth in this article cannot be utilized because of the unique way in which the educational program is structured, may petition the bureau for an alternative method of calculating tuition refunds*

§94922. *A student may not waive any provision of this article*

Students may withdraw from the program. Withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a students' signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. Flair Beauty College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the

first class session, or the seventh day after enrollment, whichever is later. §94920(b) Cancellation shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

Flair Beauty College has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d)

If Flair Beauty College has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. §71750(d) CCR

**Calculation on collecting funds for your STRF account is for example; \$.50 per \$1,000.00 of institutional charges (your tuition rounded to the nearest 1,000)**  
**\$6,000.00 = 6 X \$.50 = \$3.00 STRF amount or**  
**\$6,000.00 X 0.00050 = \$3.00 STRF amount**  
**THIS IS A NON-REFUNDABLE FEE**

### **STUDENT'S RIGHT TO CANCEL THE ENROLLMENT AGREEMENT & CANCELLATION PERIOD**

- a. All funds paid will be returned if the student is rejected for enrollment on or before starting class within 3 days after the notice of cancellation is received or 30 days after first class scheduled if student does not showing up for 14 constitutive calendar days from first day of class.
- b. You may cancel your contract for school, without any penalty or obligation by the first class session, or the **seventh business** day after enrollment, whichever is later. Business day means a day on which students were scheduled to attend class) as described in the notice of cancellation form. No tuition will be charged if student cancels by the fifth day the \$50 Application fee will not be refunded.
- c. Also you have the right to stop coming to school at any time, and you have the right to receive a refund for the part of the course hours that you have not taken (No Refund for test fee, registration fee).
- d. Cancellation period may occur if student has given a written notice of cancellation at the institution's address. Student should do this by mail, or hand deliver. If a written notice of cancellation is sent by mail; the effective date is the date that has been deposited in the mail, properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that student no longer wishes to be bound by the enrollment agreement.

- e. If a student wishes to return equipment, she/he must return in good condition and in its sealed package (must be in good condition does not include equipment that has a broken seal, or is marked or damaged in any way) except for reasonable wear and tear within 30-day cancelation/Withdrawal received. The school may offset against the refund, the documented retail cost to the school of that equipment (the amount charged for each item of equipment shall not exceed the fair market value of the equipment), for list of these charges, see the front of enrollment's agreement. Condition & evaluations of equipments are made through the Office of Admissions. Once students pay for the equipment, it is theirs to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. \*Your refund rights are described in the contract/catalog. Ask the school for a description of the refund policy. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. A notice of cancellation form must be in the student's file & signed by the student.
- f. **REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or by not coming to class. To cancel the contract for school, send a signed and dated copy of the cancellation notice, either by certified mail or hand delivered, to the school.

**Note:** If the Enrollment Agreement is cancelled during the cancellation period, the school will refund the student any money he/she paid, less the application fee or administration fee not to exceed \$50, and less any deduction for equipment not returned in good condition and in sealable packaging condition(good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way), within 30 days after the notice of cancellation is received following first class session.

### **Equipment:**

If the school has given any returnable equipment, including books or other materials to student, then the student shall return it to the school within that 30 days after the notice of cancellation/withdrawal is received, If student fails to return this equipment, including books or other materials, in good condition and in sealable packaging(good condition does not include equipment that a seal is broken, or is marked or damaged in any way), within that 30-day period after receive of cancellation notice/withdrawal, the School may deduct its retail costs (the amount charged for each item of equipment shall not exceed the fair market value of the equipment) for the equipment from any refund that may be owed to student. Once students pay for the equipment, it is theirs to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once student has received any beauty equipment, the retail cost is charged to student's account. Condition evaluations are made through the Office of Admissions.

### **School Closing / Course Cancellation:**

If a school is permanently closed and no longer offering instruction after the student enrolled, non-title IV students shall be entitled to a pro-rata refund of tuition. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws. An effort will also be made to encourage an approved school with no business connection with the original institution and in close proximity to provide the remaining instructional hours to the student at a cost not to exceed the balance of their existing contact obligations. If the course is cancelled

subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes.

**Notice of the Refund to Student:** Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and the address of the entity to which the refund was sent. In the event a student receives a refund check and subsequently misplaces the refund check or otherwise requires the school to reissue a refund check, the school will reissue the refund check, less a \$50.00 reissue fee to cover the cost of processing a new check and cancelling the initial check.

## WITHDRAWAL

You have the right to withdraw from the School at any time. If you withdraw from the course of instruction after the cancellation period outlined in paragraph 1, the School will remit a refund with application/registration fees not exceeding \$250 within 45 days following your withdrawal. You are obligated to only pay for educational services rendered until you have completed 60% of the course or enrollment period. **If any student withdraws at 60% or more of Program completion** based on scheduled hours, there is no refund and the student will be charge for entire program tuition including cumulated schedule hours exceeding required program hours/graduation date, But if the student re-enrolls within 180 days of determination date /drop date since **the student remains on the same status, that means she/he will still be charged for entire program tuition** but not be charged for cumulated scheduled hours of exceeding the required program hours/schedule graduation date. **Once the student** withdraws at 60% or more of scheduled program completion, the student will be charged for entire program tuition including cumulated schedule hours exceeding required program hours/graduation date, that means the students are liable for tuition amount, if any, by which the department of education will not cover (the pro rata or documented cost) and for equipment that exceeds the refund amount, (all refund calculations after withdrawal/termination are based on scheduled hours versus actual hours. See Refund Calculation on page 45.

**All students' completion of academic work (theory hours & Practical operation)/program required clock hours/completion date and/or attendance rate are based on Scheduled Hours (the number of hours a student is projected to complete by a specific time frame) Versus Actual Hours (the number of hours a student reaches in a specified time frame).**

### **For example:**

\*Full time is 40 hours a week;

\*A student will have 120 scheduled hours after 3 weeks.

\* A student who clocks 30 hours a week instead of 40 hours for 3 weeks, then the student will have 90 actual hours

**WITHDRAW:** Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw

**Determination Date / Withdrawal Date (Official / Unofficial Withdrawal):**

The actual last date of attendance would be the last day the student was physically attended school. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 consecutive calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

**For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:**

- a. You notify the School of your withdrawal or the actual date of withdrawal (For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance).
- b. The School terminates your enrollment.
- c. You fail to attend classes for a 14 consecutive calendar day. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. The date a student fails to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance the date of the determination of withdrawal will be the scheduled date of return from LOA.
- e. The date the school terminates the student's enrollment due to academic failure or for violations of any school rules and policies.

If any agency is responsible for student's tuition; all balance of tuition should be paid off by the agency or the student, otherwise the school will not release any proof of training or transcript to student.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

### **School Equipment and Textbook Refund Policy:**

If the School has given you any equipment (including books, kits, or other materials), you shall return it to the School within 30 days following the date of your notice of cancellation. If returned, the School will refund the total amount collected for the re-saleable materials; once used, equipment is not returnable. **NOTE:** Once used, kits are not returnable or refundable due to sanitary considerations. If you fail to return this equipment in good condition within the 30-day period, School shall return that portion of payment paid by you and deduct the cost from any refund that may be due to you. Condition & evaluations of equipment are made through the Office of Admissions, once you pay for the equipment; it is yours to keep without further obligation.

**Outside Agency:** In case if an outside agency is paying or has paid for the student's kit, and the student subsequently cancels the program, the kit becomes the property of said agency. Also if an outside agency not paying student's tuition in full; the student is responsible for paying the remaining unpaid tuition balance due.



### **Contract Graduation Period:**

**CONTRACT GRADUATION PERIOD:** The contract period is allowing 1.15% of required course published clock hours for missing days; it means the difference between students actual & schedule hours should not exceed 240 hours for Cosmo, 90 hours for Esthetics, 46 hours for Manicuring and Instructor Training 90 hour . Freshman students are required to have a 100% attendance rate during freshman class. However, the ratio of 67% attendance is the standard rate that must be maintained at all times and it does not reflect the contract period (**Your contract period is based on actual HR VS to schedule HR which is a rate of 85% attendance**). The 67% attendance standard rate must be maintained even if students are exceeding their graduation date and/or required course clock hours and accumulation of missed days. Leave of Absence (LOA) may be granted for up to 60 days. Students should not request a LOA unless they absolutely need to be off school for a period of more than 20 days but less than 60 days (Pregnancy Issues up to 180 days). LOA does not reflect 67% standard attendance rate. Attending Saturday is mandatory at Flair Beauty College; **students who do not complete their scheduled hours on Saturday will not be allowed to clock in on Tuesday of the coming week.** If a student switches to full/part time or takes a LOA, the graduation date will be changed to a new scheduled graduation date (the amount of missed hours for unexcused absentees will remain the same as your original start date). (A \$75.00 additional fee will be charged for changing schedule). If any agency is responsible for student's tuition; all balances of tuition/over contract charges must be paid off at 75% of the completed scheduled program hours, otherwise the school will not release any proof of training or transcript to student or the State Board of Cosmetology. *Flair Beauty college does not offer any vacation period during the entire course of study.*

### **Termination/Drop-Out Policy**

The student's enrollment may be terminated at the election of the School director, due to the student's academic progress, not fulfilling financial obligation to the school, failure to comply with the Tardy/Attendance policy, insubordination, after 10 consecutive school days (14 calendar days) without written communicating with the School Director/designee, in the case of leave of absence on the document date of return if the student does not return, behavior, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog and Guidelines for Success); in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

### **Refund of Title IV by California BPPE Policy**

**Hypothetical School's Refund Calculation Example:** In accordance to the state pro-rata policy, assume that a cosmetology student, upon enrollment in an 1600-hour course, pays \$12,000.00 for tuition, \$75.00 for registration, \$30 (STRF) BPPE; Student Tuition Recovery Fund Fee and \$1,210.00 for equipment as specified in the enrollment agreement and has 80 hours but attempted scheduled hours is 200 = to 5% of student scheduled hours then at the time of withdraws after completing 0.01 to 5% percentage of course scheduled hours without returning the equipment (due to seal is broken, log-on occurred, or is marked or damaged) he/she obtained. The pro-rated refund to the student would be \$11,400.00.

Other example if a student has 120 hours but attempted scheduled hours is 200 = to 60% of student scheduled hours without returning the equipment (due to seal is broken, log-on occurred, or is marked or damaged) he/she obtained. The pro-rated refund to the student would be \$10,500.00 based on the calculation stated below. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

Calculation Formula: **(SAMPLE)**

<b>Total Student Paid</b>	\$13,315.00	Cosmetology Tuition Cost	<b>Sample One</b> \$12,000.00	<b>Sample Two</b> \$12,000.00
<b>Less BPPE (STRF)</b>	\$30.00	Cosmetology Course Hr	1600 Hours	1600 Hours
<b>Less Registration Fee</b>	\$75.00	Cosmetology Tuition Cost per Hour	\$12,000 = \$7.50 per hr 1600 hr	\$12,000 = \$7.50 per hr 1600 hr
Less cost of un-Returnable Equipment	\$1,210.00	80 hr/120 hr but Scheduled Attempted 200Hr = Attendance Percentage Rate	$\frac{80hr}{200 \text{ Scheduled hr}} = 5\%$	$\frac{120hr}{200 \text{ Scheduled hr}} = 60\%$
Equals Amount Paid for Tuition	\$12,000.00	Amount of Tuition Charge to Assessed Student	\$80hr X \$7.50 = \$600	\$200 X \$7.50 = \$1500
		<b>Student Refund</b>	\$12,000 - \$600 = \$11400	\$12,000 - \$10,500 = \$10,500

**REFUND CALCULATION:** All funds paid will be returned if the student is rejected for enrollment on or before starting class within 3 days after the notice of cancellation is received or 30days after first class scheduled. The Student’s start date through the last date of attendance will determine the percentage of program completion, and the applicable percentage will be applied to the formula used in the refund calculation as stated below. The percentage of program completion is calculated by dividing the number of weeks comprising the period of enrollment in which the Student has been charged into the number of weeks completed in that period as of the last recorded day of attendance by the Student.

If any student withdraws after 60% Course completion (Based on Schedule hours only), there is no refund (student will be charge for entire course tuition). Students are liable for tuition amount, if any, by which the department of education will not cover (the pro rata or documented cost) and for equipment that exceeds the refund amount, (all refund calculations after withdrawal/termination are based on schedule hours verse to actual hours) See Refund Calculation. Once the Student begins classes, the registration fee is non-refundable, and the following refund policy applies:

During the first 10% of the period of financial obligation, the School shall refund at least 90% of tuition.

- a) After 10%, but within 20%, of the period of financial obligation, the School shall refund at least 80% of tuition.
- b) After 20%, but within 30%, of the period of financial obligation, the School shall refund at least 70% of tuition.
- c) After 30%, but within 40%, of the period of financial obligation, the School shall refund at least 60% of tuition.
- d) After 40%, but within 50%, of the period of financial obligation, the School shall refund at least 50% of tuition.



- e) After 50%, but within 60%, of the period of financial obligation, the School shall refund at least 40% of tuition.
- f) After 60% of the period of financial obligation, the School shall retain 100% of tuition.

**Examples of pro-rated refunds are shown below:**

Course	0% Tuition	10% of course completed	25% of course completed	50% of course completed	Over 60% of course completed
Cosmetology	\$12,000.00	\$10,800.00	\$9,000.00	\$6,000.00	No Refund

**INTRODUCTION TO FINANCIAL AID (HEA, PROGRAMS)**

Flair Beauty College offers financial aid in the form of Federal Pell Grants, Federal Direct Stafford Loans and Federal Direct PLUS Loans. The student’s program and citizenship may affect the awards for which he/she is eligible. The information in this catalog pertains to future students who are eligible for federal aid – US citizens and eligible non-citizens – but the information is available to all future students including those who are not eligible for Title IV federal funding.

Flair Beauty College financial aid administrator distributes the Financial Aid Handbook to all eligible future students when they receive their financial aid award letters. Additional information regarding the financial assistance programs may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S Department of Education. Additional information may be obtained by calling the Federal Student Aid Information center between 9:00 am and 5:00pm (Eastern Time) Monday through Friday at 1-800-433-3243.

Questions about financial aid may be directed to Ms. Francesca Amorosino the financial aid Officer at (661) 251-3261 Ex 4 or by email at [f.amorosino@flairbeautycollege.com](mailto:f.amorosino@flairbeautycollege.com)

**Compliance Statement**

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

**Financial Aid Mechanism**

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of postsecondary education attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and a student must repay them in accordance to the individual loan program terms. Most of the loans can be arranged to require payment upon graduation after a grace period of several months upon the student’s termination from school, or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that a family is expected to contribute to meet student costs and the cost of education at the school.

## **Financial Aid Eligibility Requirements**

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds\*. Students must:

- ✓ Provide documentation of either a high school transcript, Certificate of Proficiency, or a General Education Development (GED) certificate. In absence of a transcript Certificate of Proficiency, or GED certificate; a student or a student with no high school diploma may opt to take the Ability to Benefit (ATB) exam and receive a passing grade.
- ✓ Be at least 18 years of age.
- ✓ Be enrolled in an eligible program.
- ✓ Have a valid Social Security number.
- ✓ Register with Selective Service if required.(if male born on or after January 1, 1960)
- ✓ Be either a U.S. citizen or a permanent resident.
- ✓ Not be in default or owe a refund on with any federal student education loans or grants.
- ✓ Be working toward a degree or certificate.
- ✓ Be making Satisfactory academic progress (SAP)
- ✓ Timely Submitted all required Financial Aid Documents.
- ✓ Be making satisfactory progress (as defined by the school's policy) in the course of study.

\*Some students may not be eligible based on drug related offenses.

## **Independent Student**

An individual who meets one of the following criteria:

- Born before January 1, 1990
- A graduate or professional student
- Married (separated but not divorced)
- An individual with legal dependents other than a spouse (As defined above)
- An orphan or ward of the court after the age of 18
- A veteran of the armed forces of the United States.

Parent(s) for the purposes of the financial aid programs “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian of the student Foster parents are not considered “parents” for the purpose of financial aid.

## **Award Concept, Selection of Recipients and Packaging Criteria**

Flair Beauty College does not receive enough campus-based funds to satisfy all student financial needs. Therefore, the school emphasizes the Self-Help Concept of student financial assistance. The Self-Help Concept uses first-come, first-served basis when awarding financial assistance to eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

## **Self-Help Concept/ Determining Eligibility:**

The self-help concept priorities types of financial assistance in the following order.

- 1 Family contribution
- 2 Other resources
- 3 Federal Pell Grant

- 4 Self-Help (Stafford and/or, PLUS loans) The school awards from the supplemental educational opportunity grants in accordance with the following policy: the institutional participation in the Federal Educational Opportunity Grants limited to the amount of funds given to the institution by the U.S. DOE for an entire award year ( July1 to June 30). Due to the limited amount of funds available to the institution. It is not possible to award FSEOG to all students applying for aid. Therefore the institutional policy is to select FSEOG recipients as follows:

Flair Beauty College has a continuing enrollment process in which students may start every other Tuesday of each week, or Wednesday when Tuesday is an observed holiday. When the future student receives his/her SAR, Flair Beauty College financial aid administrator will also receive the future professional's Institutional Student Information Record (ISIR). The family's Expected Family Contribution (EFC) is found on this document. The financial aid administrator uses this document to verify that the future Student's citizenship status, social security number, and other factors that determine eligibility for Title IV funding are legitimate.

In order to ensure a fair distribution of funds throughout the entire award year, the institution will determine how to distribute FSEOG awards based on data from the year proceeding the current year, including student enrollment. EFC and Pell Grant data: as of July 1,2006 the first selection of SEOG recipients will be made from students with "exceptional need" are defined by this institution as students that have excepted family contribution (EFC) that makes them eligible for the FPELL Grant program during the same award year. If enrollment figures change, and/or additional funds become available to the institution a second selection will be made from those students ineligible for the FPELL Grant Program and with the lowest EFC that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students whose file is complete, with no issues pending regarding the students eligibility for Federal Aid. Incomplete files will not be considered in the selection process due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

## Definitions

The following definitions correspond to some common terms used within financial aid terminology:

**Academic Year:** Academic year is defined as a period of not less than 26 instructional weeks, in which students are required to complete a minimum of 900 clock hours. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, will have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year. However, it may vary depending on contracted weekly schedule of hours.

**Clock Hour:** A 50 or 60 minute period of supervised instruction

**Credit Balance:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 consecutive calendar days from the day the credit balance was generated. Students must be responsible to budget their own funds and ensure that the funds are used for education related expenses.

**IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT DEBTOR (STUDENT) COULD ASSERT AGAINST SELLER (SCHOOL) SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE DEBTOR (STUDENT) SHALL NOT EXCEED THE AMOUNT PAID BY THE DEBTOR (STUDENT) HEREUNDER.**

**STUDENT TUITION FOR THE AMOUNT OF TRAINING HOURS MUST BE PAID FIRST WITHIN EACH PAYMENT PERIOD.**

**STUDENTS CREDIT BALANCES WILL BE ISSUED TO STUDENTS AFTER COMPLETING THEIR FIRST ACTUAL CLOCK HOURS OF TRAINING FOR COSMO (451 HR) & (1251 HR) ESTHETICS (301 HR).**

**STUDENT KIT & REGISTRATION MUST BE PAID IN FULL WITHIN THE FIRST PAYMENT PERIOD, ALTHOUGH THE STUDENT KIT WILL BE ISSUED TO STUDENTS AFTER COMPLETING THEIR 451 HOURS FOR COSMETOLOGY COURSE AND 301 HOURS FOR ESTHETICIAN COURSE.**

**IF ANY STUDENT DOES PAY IN CASH FOR KIT THEN THE KIT WILL BE ISSUE TO STUDENT IN FRIST DAY OF STARTING CLASS.**

**STUDENT ACADEMIC YEAR: For Cosmetology student First Academic Year is 0 to 900 clock Hours & Second Academic Year is 901 to 1600 clock Hours. Students Credit Balances for cosmetology course will be issued to student by upon completion of 451 Hours & 1251 Hours (based actual hours), for Esthetician course will be at 301 Hours (based on actual hours).**

**Dependent Student:** An individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parent's income and asset data.

**Dependent:** An individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual's personal expense) by the student and/or spouse. If that individual is and will continue to be supported by the student's parent(s), that individual would be a dependent of the parent(s) and NOT a dependent of the student.

### **Creating the Financial Aid Award**

When all required documents are verified, the financial aid administrator creates a financial aid package for the future students. The Office of Financial Aid determines the future student's financial need upon review of his/her financial aid application. Financial need is determined by subtracting the EFC from Flair Beauty College cost of attendance.

\*Cost of Attendance (COA) – Expected Family Contribution (EFC) = Financial Need (The calculated amount that a family is expected to contribute to offset the student cost of attendance.

Once the financial aid administrator has determined the level of financial need, the financial aid administrator creates a financial aid package. The package is created in this order:

- Pell Grant (if eligible)
- Subsidized Stafford Loan (if eligible)
- Unsubsidized Stafford Loan
- PLUS Loan

## **The Award Letter**

Each future professional will receive a financial aid award letter prior to disbursement indicating the type and amount of Title IV funding in the award package for the award year. The award letter will contain specific information about how and when funds will be disbursed.

Upon receipt of the award letter, the future professional should:

- Read the letter using this catalog as a guide to make sure he/she understands the terms of the awards offered.
- Notify the financial aid administrator of any outside scholarships
- If the future student is satisfied with the award and would like to keep all of the funding, he/she must return a signed copy of the award letter to the financial aid administrator within 14 business days.
- If the future professional's award package contains Direct Loan Funds in the form of Stafford

Subsidized, Stafford Unsubsidized, or PLUS loans, the future student has the right to cancel all or a portion of the loans. Future professionals who wish to decline a portion of their aid should modify and initial their signed award letter before returning it to the financial aid administrator. All changed award letters must be signed and returned to the financial aid administrator within 14 business days. If the award letter is not returned within 14 business consecutive days, there may be a delay in fund disbursements and/or student's enrollment.

## **Change of Schedule:**

Since one of the main factor for students financial aid eligibility is based on the scheduled hours that a student chooses; a change of schedule may reflect student's Financial Aid Funds. All Students must stick to their schedule hours per week; any change of schedule hour must be done in official form with Financial Aid officer/administrator permeation. Additional \$75.00 cost applies for change of schedule, some students might be advised to change their schedule; for these students the schedule changes are done on a case by case basis and outcomes can vary based on many other factors including EFC, program length, SAP, budget calculation, attendance rate and so on.

## **Payment Period**

The payment period is at 450 hours and 13 weeks for courses of 900 hours or more (300 hours and 9 weeks for course of 600 or more). The midpoint of the program for these courses is less than 900 hours and 26 weeks. In order for student to get qualify for **full** financial aid, the student must complete at least 900 academic clock hours in one award year

The school makes first Pell Grand payments shortly after the student's enrollment. This occurs on the theory the student will satisfactorily complete specified academic requirements during the first payment period. The school makes the second payment on successful completion of academic requirements during the payment period. Disbursement of SEOG funds follows the same procedures. Satisfactory progress is necessary in order to remain eligible for Federal Financial Assistance. The school credits the student's tuition account and then gives any remaining funds to the student. The disbursements are made by check. If the student fail to attend their agreed upon schedule, they may lose eligibility for financial assistance. The student should carefully review the

enrollment agreement. If the student does not attend school for 14 calendar days, the student will be withdrawn from the course and the Refund Policy will be applied.

**Cost of Attendance**

Flair Beauty College uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION.

- Actual cost elements included in the budget:
- Tuition
- Registration Fee
- Books and supplies

Cost of living allowances to attend at Flair Beauty College (based on monthly)

The following are standard allowance use in assessing the “need” of financial aid applicants and are in accordance with the budgets published annually by the California Student Aid commission. Note the figures listed are estimates only.

Description .....Off the Campus with the Family .....Off Campus without the Family

In Santa Clarita Valley area a cost of room for rent estimated \$800.00 per a month.

Program Cost.....	Actual tuition supplies, and fee charges	
Room/Board .....	\$00.00 .....	\$800.00
Transportation .....	\$80.00 .....	\$80.00
Personal/Misc. ....	\$165.00 .....	\$165.00

(The cost of required uniforms is included in the personal allowance)

**FUTURE STUDENT’S RIGHTS AND RESPONSIBILITIES FOR RECEIVING FSA:**

- Privacy. All information submitted with your financial aid application will be treated as confidential.
- An explanation of the financial aid process. If you do not understand how your financial aid award was determined, please contact the Financial Aid Office.
- Appeal. Please contact the Financial Aid Office if you believe that your application for financial aid was not fairly evaluated.
- Know the effect of withdrawal/ceased attendance of class from the institute and the impact it will have on your financial aid.
- Know where to go for advice regarding other financial alternatives.

**Applicant Responsibilities**

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

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions Change in dependency status.

- Federal Pell Grant applicants, whose dependency status changes during the award year, must file a corrected application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants, whose dependency status changes during the award year, must have their EFC recalculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any award, or over award, discovered during verification for which he/she was not eligible
- Submit honest and accurate information on all forms.
- Promptly respond to requests and inquiries from the financial aid office.
- Use financial assistance solely for expenses related to education at Flair Beauty College.
- Report any financial assistance received from sources outside of Flair Beauty College promptly upon notification of the award. The future professional is responsible for reporting changes in his/her finances. The future professional must notify the Financial Aid Office of the receipt of scholarships, loans or grants from any source outside of Flair Beauty College so that the financial aid administrator may adjust the financial aid award. The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.
- Maintain Satisfactory Academic Progress (SAP) as defined in Flair Beauty College policy.
- Report any changes in name, local and/or permanent address, and marital status to the Financial Aid and Career Services offices promptly.
- If selected for Verification, the future professional (and his/her spouse/parents, if applicable) will be required to submit additional materials to document information submitted on the financial aid application.
- The future professional is responsible for repaying his/her loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the future professional's credit rating and prohibit him/her from receiving federal financial aid in the future. Student borrowers are required to attend an Entrance Interview before receiving any loan funds. Borrowers are also required to attend an Exit Interview before leaving school. During the Exit Interview we will explain the various repayment options and types of deferments available.
- Report changes in your student status. If there is an address change, drop below full-time status, or withdrawal from school the future professional must notify the Financial Aid Office as soon as possible.
- The future professional must keep copies of all documents and records submitted to Flair Beauty College financial aid office.

### **Consequences of Failure to Provide Documentation within the Specified Time Period(s)**

If the student cannot provide all required documentation, the school will not be able to complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The applicant then has the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof and verification is complete



- The applicant must repay any award or over award discovered during verification for which he/she was not eligible.

Interim Disbursements: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

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

### **Time period for providing documentation:**

Applicants must provide the required documentation within 60 days from the last day of attendance or within 60 days of beginning of the new award year which is July 1.

## **FINANCIAL AID APPLICATION PROCEDURES**

### **Step One**

Call the Flair Beauty College admissions leader at 661-251-3261 Ex 3 to schedule a career planning session. During this meeting, indicate that you intend to apply for financial aid on Flair Beauty College “General Information Form.”

### **Step Two**

Create and maintain your own personal financial aid file. In this file, store copies of all forms, information, and communication with the Flair Beauty College and other agencies. If something is lost or misplaced, you will have the information available to resubmit easily. When you fill out an application, you should have certain records on hand. Students must supply student, spouse, and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the verification worksheet. There are two different worksheets one of the dependent students and one for independent students. Make sure you list Flair Beauty College and its Federal School Code: CODE: **(041589)**

- Your tax returns.
- Your parent’s tax return (if you applying as a dependent student) and your spouse’s tax return (if you are married and your spouse filed a separate tax return)
- W-2 forms and other records of income received.
- Records of benefits received from the Social Security Administration, Veteran’s Administration, and other agencies.
- You should save all records and all other materials use to prepare your application.
- You must return all application and other documents to the Financial Aid Office for further processing.

### **Step Three**

Future professionals and parents should apply for an individual Personal Identification Number (PIN) (<http://www.pin.ed.gov/PINWebApp/pinindex.jsp>) before beginning the Free Application for Federal Student Aid (FAFSA) on the Web.

### **Step Four**

Complete the FAFSA by applying online at FAFSA on the Web (<http://www.fafsa.ed.gov/>). This is the fastest and easiest way to apply. Future professionals and parents can sign the application electronically with U.S. Department of Education Personal Identification Numbers (PINs).



The FAFSA is a required document used to determine a future Student's eligibility for federal aid, such as Pell grants and Direct Stafford Subsidized, Unsubsidized, and PLUS loans. Students should complete the FAFSA carefully according to the instructions provided. Students should pay particular attention to the difference between dependent and independent students. Also, be aware of providing the income information.

Students must apply no later a later than June 30, 2016 for the 2015-2016 award years. Most students will complete the FAFSA only once; however, in certain cases, you can file a correction application. Generally, if student's family financial situation has recently changed for the worse of a death, separation, or divorce, loss of nontaxable income or benefits such as Social Security, child support, Aid to Families with Dependent Children (AFC), welfare, unemployment benefits, etc., an adjustment to your FAFSA application can be progressed.

The Correction Application gives specific details about the circumstances that allow students to file this form. These circumstances differ slightly depending on whether the student is dependent or an independent. Students may obtain this form from Financial Aid Office of this school. When you fill out an application, you should have certain records on hand. All future professionals must complete the FAFSA unless the parent PLUS loan is the only aid requested. Actual federal tax return figures should be used with the FAFSA. If you must file with estimated tax figures, you are required to make changes later. Return to the FAFSA web site (<http://www.fafsa.ed.gov/>), make changes, and submit those changes. If you submit actual tax forms to Flair Beauty College financial aid administrator, he can guide you through the process of making changes on the FAFSA. Complete and file only one FAFSA, although the results may be sent to several schools. Make sure you list Flair Beauty College and its Federal School Code: CODE: **041589**

The future professional should receive an email within 1-3 weeks after submission of the FAFSA telling him/her how to go online and access the Student Aid Report (SAR). If the future students did not provide a valid email address on the FAFSA, the SAR will arrive in the mail. Check the SAR to make sure there are no errors. If you listed Flair Beauty College on the FAFSA, we will receive the results electronically. Retain the correct SAR for your records. The SAR contains all information you gave on your application and important number which shows your eligibility for a Pell Grant. You must sign and date the SAR immediately. Without your signature on the SAR the school cannot disburse funds. Should we need a copy, we will request it. If the SAR has not been received within four weeks, call 800-4FEDAID (800-433-3243).

### **Financial Aid- Consumer Information**

Flair Beauty College administers Federal Aid programs of student assistance including:

Based on a combination of approvals authorization, and accreditation our students are eligible to apply for and receive tuition aid and financial while attending school. A list of these assistance programs includes:

- Federal Pell Grant: Does not Require repayment (FPELL)
- Federal Direct Stafford Loans-Subsidize: MUST BE REPAID
- Federal Direct Stafford Loan-unsubsidized MUST BE REPAID
- Federal Direct Plus Loans: MUST BE REPAID

## **Pell Grant (PELL)**

Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance. Applicants who meet all requirements will receive a Federal Pell Grant. Applicants must qualify financially and be enrolled in an eligible program at an eligible school or college, and must not have already obtain a bachelor degree. Pell grant eligibility is determined by a federal methodology. A need analysis service determines an applicant's eligibility according to that formula the smaller the index number the larger the grant. For the 2015-2016 award years, Federal Pell Grant awards for full-time students range from \$400.00-\$5,776.00.

Those who qualify for a Pell Grant are usually eligible for other financial aid and should apply for it. Those not eligible for a Pell Grant still may be eligible for a student or parent loan. Students do not have to pay back a Pell Grant. The deadline for Federal Pell Grants funds are received by June 30 in the year on which the application is intended for. Student Aid Report or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested, or your last day of enrollment in the award year, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected. Students receive payment by submitting student Aid Report (SAP) or an Electronic Student Aid Report (ESAR, which the school receives) Personal and Financial information is reported and verified. Monies received from student grant are credited to school's account. Renewal Process: A FPELL Grant award received for one award year (July 1 to June 30 of the following year) is not automatically renewed for the next year. Students must re-apply for the FPELL Grant and submit a copy of new SAR or ISIR to the financial aid officer at the school. Failure to submit the appropriate paperwork could result in the loss of federal funds. Disbursement: FPELL Grants are disbursed on a per payment period basis, via a check payable to the student or via a direct credit to the student's tuition account. Deadlines: Applications need to be submitted at least 30 days prior to the end of the loan period for which the loan has been requested.

## **Stafford Loans- William D. Ford Federal Direct Loans**

The Stafford Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are insured by guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's Financial Aid Department.

## **Federal Direct Subsidized Loan**

Federal Direct Subsidized Loans are made directly to students from the U.S DOE. Subsidized loans are need based. Students may borrow up to the amount of the students cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal government pays interest subsidies while the student is enrolled or during periods of deferment. The student pays a combined origination/guaranty fee of 3% rebated directly to the U.S DOE. Students may receive both subsidized and unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and student's eligibility for a subsidized Federal

Stafford Loan is determined prior to determining eligibility for the unsubsidized loan. Borrowers may apply for both subsidized and unsubsidized loans using a single application and such borrowers must be given a single repayment schedule.

### **Federal Direct Stafford Unsubsidized Loan**

These loans expand the ability of the U.S DOE to make “unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- 1 Unsubsidized loans are not need based students may borrow up to the amount of the students cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- 2 The Federal government does not pay interest subsidies to the lender while the deferment. Interest must be paid or capitalized, (i.e. Added to the principal).

### **Federal Parent PLUS Loans**

The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child’s educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student’s cost of education. Because PLUS loans are unsubsidized, the borrower will be charged interest during periods of deferment (while the 2013 – 2014 - student is in school and through the six month grace period after leaving school) and if you choose not to pay interest as it accrues, it will be capitalized (added to your outstanding principal balance). If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. To qualify for the PLUS loan, future students must file a FAFSA. The PLUS loan master promissory note (MPN) serves as the loan application and includes information for the parent credit check. There is no annual limit, but the PLUS loan amount may not exceed Cost of Attendance (COA) – Estimated Financial Assistance (EFA). The financial aid administrator may replace the future student’s expected family contribution (EFC) with the PLUS loan. PLUS loan funds are drawn down and disbursed twice per academic year. See the Definition of Academic Year policy for each program’s payment periods. The Definition of Academic Year policy states the specific number of hours and weeks a future professional must complete in order to move to the second payment period in the academic year and receive the second disbursement of PLUS loan funds.

**Verification:** Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 executing legislation 20 U.S.C 1094 governing the Title IV programs require schools to verify certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

Verification is a procedure colleges use to review reported information from the FAFSA Application. Colleges request the submission of documentation to verify the validity of the information the student and/or parent supplied on the FAFSA. Flair Beauty College policy is to verify all students that the Department of Education selects as well as any student that the financial aid administrator chooses. To follow these regulations and achieve consistency governing this

process, the following verifications policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applicants, until completion of the verification process

- 1 When a student is selected for verification, the financial aid administrator will notify the student and send him/her a verification worksheet. The student/parent must complete and return this verification worksheet before any financial aid disbursements will be made. The law requires the school to complete verification before we make a disbursement of any financial aid to students. The time period: When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
- 2 If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- 3 The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances. The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Exception may be made at the discretion of the Financial Aid Officer. If information does not match that which was reported on FAFSA application, a correction required. The corrections must be sent to the processor by July 30<sup>th</sup> of the award year and the institution must receive correct SAR within 30 days before the last day of enrollment.

Who must be verified? Those students selected by the need analysis (ISIR) system for verification.

Required Verification items: Please examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs sought.

Data items include:

- Total number of persons in the household
- The number of persons enrolled at least half-time in post secondary educational institutions.
- Adjusting gross income (AGI) or adjusted gross family income (AGFI) for the base year from the applicants U.S income tax return.
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year including:
  - Social security benefits
  - Child support
  - Untaxed payments to the IRS or Keogh
  - Foreign income
  - Earned income credit
  - Interest from tax free bonds

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

**Transfer Student:** A student who attended a postsecondary institution prior to enrollment at Flair Beauty College and who is required to provide a financial aid history from each of the institutions attended within the last six months.

### **Conflicting Information**

Flair Beauty College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

### **Verification Exclusions:**

Factors which exclude applicants from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed
- Certain Immigration status- Applicant arrived in the U.S. during the two most recent calendar years.
- Certain spouse/parent status- if the spouse or parent is deceased, physically incapacitate, resides in a country other than the United States and cannot be contacted by normal means, or cannot be located because their address is unknown and cannot be obtained by applicant.
- Completed verification- Applicants completed the verification at another institution prior to transferring to this school assuming all the following documents are provided by that school:
  - A letter stating that the verification process was completed
  - A copy of the application data that was verified, and if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
  - A completed Financial Aid transcript.
- Pacific Island residency status- Applicant is a legal resident of the Trust Territory of the Pacific Islands, Guam, Samoa, or the commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories.
- All Applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by a change in the student's marital status.
- All applicants selected by the Department of Education or a school for verification of household size or number in college must updated those numbers to be correct as of the date of verification, unless the update is due to change in the student's marital status.

### **FINANCIAL AID OFFICE**

The Financial Aid Office is located at the Administrative Office Questions about financial aid may be directed to Christopher Elias the financial aid administrator at (661) 251-3261 Ex 4 or by email at [e.miller@flairbeautycollege.com](mailto:e.miller@flairbeautycollege.com)

**Consequences:** If student fails to provide the required documentation within the specified time could result in:

- Loss of financial aid for part or all of the year.

- Future applications for financial aid may not be processed.
- Your financial aid application material may be forward to the U.S Department of Education for review.

**Correction information:** If students are required to correct information on their application then they will be given a correction application to fill out and return to the school immediately, if during verification it is determined that a student has received funds which they were not eligible to receive; the student must repay this amount. If a repayment is not made the overpayment will be referred to the U.S. Department of Education or our office will process no further application for financial aid.

Summary: the selection of an application for verification review does not mean that we believe the student's information is incorrect. Some applications are selected for review on a random sample basis. Some are selected based upon set common edits, which check data against the Social Security Administration and Veterans Administration to ensure that these benefits are being reported correctly. Finally data is also checked against prior applications, which have been submitted by the applicant. No funds will be disbursed during the verification process. This verification process is required by federal regulation. We are required to adhere to their procedures.

If the financial aid administrator suspects that an applicant for Title IV may have engaged in fraud or other criminal conduct while completing the FAFSA, Verification worksheets, or other financial aid documents, the financial aid administrator will refer the future professional to the Office of the Inspector General of the Department of Education. From this referral, an investigation for any credible information indicating that fraud has occurred will ensue.

Additionally, if there is a possibility that any employee, third-party servicer, or other agent of the school has engaged in fraud, misrepresentation, conversion, breach of fiduciary responsibility, or other illegal conduct while administering or receiving funds for Title IV, HEA programs, institute administration will refer the case to the Office of the Inspector General of the Department of Education.

## **RETURN OF TITLE IV REFUNDS POLICY**

Effective October 7, 2000, U.S. DOE regulations now specify, for students who are Title IV aid recipients, how schools must determine the amount of Federal Student Financial Aid assistance that you earn if you withdraw. Our institution will calculate the amount of Title IV aid that you have earned based on a payment period. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

The new law requires that when a student withdraws during a payment period, the amount of Title IV aid that a student has earned up to that point is determined by a specific formula. If a student has received less assistance than the amount that a student earned for the payment period, that student will be able to receive those additional funds scheduled for the current payment period. If you have received more assistance than you have earned, the excess funds must be returned.

The amount of assistance that you have earned is determined on a pro-rated basis. That is, if you completed 30 percent of the payment period, you earn 30 percent of the aid you were originally scheduled to receive for the payment period. Once you have completed more than 60 percent of the payment period, you earn all of your assistance.



If you receive excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of the excess funds.

If your school is not required to return all of the excess funds, you must return the [remaining amount] even if all of the funds were applied to your school account. If you are responsible for returning grant funds, you do not have to return the full amount. The federal law provided that you are not required to return 50 percent of the grant assistance that you receive which is your responsibility to repay. Any amount that you have to return is a grant overpayment and you must pay the school that amount, in full, within 45 days or you must make arrangements with the U.S. Department of education to return funds. (All Refund, withdraw & over contract charges are based on student's scheduled hours).

Upon request, refund examples and return of Title IV funds formula examples for the above refund policies are available from the schools registrar. See below for the distribution order regarding returns of Title IV funds.

### **Title IV Refund Calculation/Definition**

**For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:**

- a. The date a student notifies the Financial Aid office that she/he intent to withdraw. Only the Financial Aid office would be authorized to accept a notification of your intent to withdraw.
- b. The date the school terminates the student's enrollment due to academic failure (SAP) stated in catalog.
- c. All funds paid will be returned if the student is rejected for enrolment either because
- d. A student fails to abide by the rules and regulations of the institution stated in catalog.
- e. A student fails to meet financial obligations to the school.
- f. The date a student has failed to attend class for a period (14) consecutive calendar days and fail to inform the school that she/he is not withdrawing after 30 days classes already started. The student will be deemed a withdrawal even though you have indicated that you were not withdrawing.

You may cancel your contract for school, without any penalty or obligation by the fifth business day; business day means a day on which students were scheduled to attend class as described in the notice of cancellation form. No tuition will be charge if student cancels by the first day. \$50 application fee will not be refunded.

The date a student fails to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance the date of the determination of withdrawal will be the scheduled date of return from LOA. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed to be the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of (14) consecutive calendar days.

## Return of Title IV Funds

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student's liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Refund Due: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date.

## Sample of Title IV Refund Calculation per Program

Assuming that the tuition has been that the tuition has been paid in full, the following is a sample of the refund amount based on a student withdrawing after completion of the specified percentage without returning the equipment, registration and STRF received.

\*Total Student paid - Registration Fees - unsealed Student Kit = Course Tuition Cost

\*Number of attempted Scheduled Hours = Percentage % of course clock hours attendance.

Calculation: Percentage of course attended (up to 60%) X (multiply by) Total Tuition Cost of Program per Enrollment Agreement = Tuition Charges to be Assessed to Student – deducted from Course Tuition Cost = Student Refund. (All Refund and over contract charges are based on student's scheduled hours).

The school earns 100% of program cost indicated on enrollment agreement if the percentage of scheduled time completed exceeds 60%. Any Refund is due no later than 45 days from determination of withdrawal date.

Number of attempted Scheduled Hours= Percentage %of course clock hours Attendance=Student Refund

Course	0% Tuition	10% of course completed	25% of course completed	50% of course completed	Over 60% of course completed
Cosmetology	\$12,000.00	\$10,800.00	\$9,000.00	\$6,000.00	No Refund
Esthetician	\$6,900.00	\$6,210	\$5,175.00	\$3,450.00	No Refund

## Hierarchy of Refunds:

If the student has received financial aid funding the refund amount due will be made in the following order:

- 1- Unsubsidized Stafford Loans.
- 2- Subsidized Stafford Loans.
- 3- Plus Loans



- 4- Pell Grants
- 5- SEOG
- 6- Other Title IV Assistance
- 7- Other Federal, State, Private or Institutional Financial Aid Assistance

**REFUND PROCEDURES FOR NON-TITLE IV FINANCIAL ASSISTANCE**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the School in writing of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You have failed to attend classes for a (14) consecutive calendar days period. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.
- d. The date a student fails to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance the date of the determination of withdrawal will be the scheduled date of return from LOA.

If the amount that you have paid is more than the amount that is owed for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount that you owed is more than the amount that you have already paid, they will have to make arrangements to pay it.

Assume a student enrolls in a 400-hour program, and pays \$5,700.00 for tuition, \$250.00 for registration fee, then withdraws after completing 125 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,918.75 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

**Sample Refund Calculation**

Assume a student enrolls in a 400-hour program, and pays \$5,700.00 for tuition, \$250.00 for registration fee, then withdraws after completing 125 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,918.75 based on the calculation stated below. Based on the preceding example, the refund calculation would be made in the following way:

Amount Paid (Total):	5,950.00	
Less Equipment Costs:	0.00	
Less Non Refundable Registration Fee:	250.00	
<b>Total Amount Paid for Instruction (Tuition):</b>		<b>5,700.00</b>
Total Hours of Instruction Paid For:	400	
Hours of Instruction Completed:	125	
Hours of Instruction Paid For But Not Received:	275	

Tuition divided by Total Hours=Cost Per Hour	14.25	
Total Cost of Instruction Paid For	5,700.00	
Less Tuition for Hours Received and Paid For (125 x \$14.25)		1,781.25
Equipment Costs Charged as Part of Instruction: Used Equipment: <b>Plus Unused Equipment Charge</b>	0.00	0.00
<b>Total Refund:</b>		<b>\$3,918.75</b>

### Refund Time Limits

In accordance with California State law, all refunds will be made within 45 days from the date of cancellation, termination or withdrawal. If a Student does not return from an approved leave of absence period as stated in the School catalog, refunds will be made within 45 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days) Within ten days of any refund, the Student will receive a NOTICE OF REFUND stating the amount of the refund and to whom refund was made. If you have any questions regarding these calculations, please contact the Office. §94920(e).

### Hypothetical Tuition Refund Schedule:

Please see the refund chart for students who withdrawal between the percentages of completing their scheduled hours. If any student withdraws after 60% Course completion (Based on Scheduled hours only), there is no refund, the Student will be charged for entire course tuition , if any, the pro rata or documented cost and equipment that exceeds the refund amount.

% Completed	0%	0% to 10%	10% to 25%	25% to 50%	60% or greater
Program	5,700.00	5,130.00	4,275.00	2,850.00	No Refund

### Interruption of Educational Program

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall drop the student make a refund based on the refund policy.

### Discontinuation of an Educational Program

*“An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.” §94927*

## **ROP Program Discontinuation**

ROP students have to understand if any portion of tuition covered by William S. Hart District ROP program in a semester or if the ROP program is discontinued, ROP students will be responsible to pay the remaining balance tuition per hour at the same rate of the HDROP Contract with Flair Beauty College in the same semester. Note: in case an ROP student is going to continue their course of study after the semester, the standard hourly rate will be applied to the student's remaining hours of the course. ROP student's contract with Flair Beauty College will be renewed by the end of every semester. ROP schedules are available for High School Students only from 1:00 p.m. to 5:00 p.m. Tuesday to Saturdays.

## **Third Party Payers**

For those students who are receiving tuition assistance; any tuition refunds will first be made to any lender\organization up to the amount of such disbursement by the school and a third party processor. Any additional refunds will be made to other funding source accounts or any other sponsoring source up to the amount of such disbursement. Any additional refunds due will be made to the Student or sponsor within the first 14 calendar days of the school receiving the funds. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the total hours completed over the time period in that payment period. The Student will be responsible to repay any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency, account or individual. In case if a third party is paying or has paid for the student's kit and the student subsequently cancels the program, the kit becomes the property of said agency. Also if an outside agency not paying student's tuition in full; the student is responsible for paying the remaining unpaid tuition balance due.

## **STATE FINANCIAL AID PROGRAMS**

Flair Beauty College accept students in state financial aid programs from Workforce Investment Act, Worker's Compensation, ROP programs and Department of Rehabilitation Talk to admissions representative for more information and eligibility.

# **Academic Information**

## **EXTERNSHIP**

Flair Beauty College does not currently have an Externship/Apprenticeship program. Flair Beauty College is engaged in partnership programs with some beauty manufacturing product companies who do provide advanced classes for our students outside of the school at manufacture's classroom facilities. Records on Hold

## **Freshman & Credit Evaluation**

College officials will 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 acceptance by the college will depend entirely on the credit evaluation conducted by the California State Barbering and Cosmetology Board. Before enrolling in Flair Beauty College, it is the student's responsibility to obtain the state's evaluation. 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 teaches and introduces 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 classes are: 200 for the Cosmetology Course, 80 for the Manicuring Course and 150 for the Esthetician Course. Flair Beauty College considers the freshman classes to be the foundation for the student's learning process. Flair Beauty College does not provide any refreshment courses. **Freshman students must have 100% attendance during freshman class.**

### **Ethics of Clinic/Customer Service**

Students enrolling at Flair Beauty College will be performing in an environment that mirrors professional salons and spas. It is the student salon that truly presents the opportunities and challenges that exist in the “real world”. The student’s success will be dependent not only on their technical skill level; but predominantly on the customer service/business skill and ethics & Communication that the student has developed. This means that students are expected to bring guests into the student salon on which to perform services, product knowledge/sales and to create the customer experience that ensures a loyal client following. This is defined as being in APPLIED EFFORT. Students are evaluated to the same criteria as a professional in the “real world” professional image, attendance/punctuality, attitude, the ability to attract and retain customers; increase service productivity (added chemical services); and home care sales (retails products). Flair Beauty College provides the opportunity to not only learn these skill set, but how to “self-promote” to success. “Applied Effort” is designed to prepare the student for their first job in the beauty industry. With each level, students will be working on models, clients or practical assignments on mannequin heads. As vocational training school, Flair Beauty College obligation is to ensure that the student is provided the opportunity for Hands-on experience in their educational process. Flair Beauty College Policies Support the Salon/Spa Atmosphere and an active class environment.

## **ACADEMIC UNITS OF CREDIT**

The following is a guideline for the school and instructor to issue credits to the students:

A Student’s class schedule per day must complete with one hour of theory & the remaining hours should be practiced on minimum requirements of clinical and practical operations per student’s schedule (For An Extra Full time schedule 5 operations – for A Full time schedule 4 operations -for A Part time Schedule 3 operations). No credit for theory hours will be issued to students on Saturdays. Students who do not practice the minimum school’s Theory Hrs./Practical operations credits requirements will be clocked out for the day.

Extra theory credit hours might be extended but depends on all students’ Theory & Practical academic grades average of 70%, attendance rate 90% and students ASP reports case by cases. All students’ operation must be performed base on state board of cosmetology requirements otherwise the credits or practical test grades will not be issue to students.

It is students’ responsibility to record each theory hour /practical operation after completing & having instructor’s initial on their time card in the proper category after each operations. If an operation is not completed, the instructor may not issue a credit in a comparative category (“Completion Grading 20 to 100” is for completing an operation which it'll be recorded on the back

of the time cards and they are not student's practical test grade, it is a completion rate for a practical operation).

Practical operation test grade is student's state board cosmetology practical demonstration which will be analyzing & grading by instructor & a written test base on state board of cosmetology practical operation procedures.

Theory Credit hours are entered into the Smart Mobile Grading system by Instructors only on a daily basis. Practical Credits are entered into the Smart Mobile Grading system by Instructors upon completion of the practical service on their doll head. "Ethics of Clinic Customer Service Grade" will be entered by Instructors into Smart Mobile Grading Tablet and on student time card. It is student's responsibility after performing a beauty service on clients to get their grade for the service from an available instructor. Student's "ethics of clinic customer service" Grade will be issued on student's worksheet and on the student's time card. It is mandatory for all students to get every client checked before and after each service. All student Practical scores and Theory hours are entered on a daily basis.

"Ethics of Clinic customer service" Grade of student's own worksheet is based on: checking marking client release form, implement sanitization, customer consultation, customer comments, lab technician observation stamp and instructor's approval. All credits and grades of "Ethics of Clinic customer service" are going to be recorded into Student's time card on daily bases.

A portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The other portion of the timecard concerning operations is to be applied efforts to the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board of Bartering & Cosmetology gives for each operation:

- Shampoo/set= 1 ½ hours,
- Scalp Treatment= ½ to 1 hour,
- Permanent Wave= 2 to 2 ½ hours,
- Facial= 1 ½ to 2 hours,
- Manicure= ½ hour to ¾ hour,
- Haircut= ½ to 1 hour.

Students receive credits for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a weekly record card. No student should receive any double credit for one operation by going to different instructors and/or passing an operation on a dual head to other student for receiving a credit, and getting theory hours credit without physically being present in the classroom, student who does not obey the rules will be suspended for one week.

The student and the instructor must initial daily the record card. At the end of the week, a new record card will be issue to student to transfer amount of hours and credits to new time card for the week is coming. All record card info will be entered into the school's PC, SMART School management system.

**Record cards (Time cards) must remain at school's file cabinet at all times (Even at student's break time) if any student loses their time card; no other time card/credits are replaceable (Time card copies are not acceptable).**

## STUDENT RECORDS

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education § 94900, 94900.5, 94900.7. No one, except appropriate school faculty and staff or, an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. ROP, WIA, VA) may review any educational records without the approval of the student or the parent of a dependent minor.

Without the student's written consent and upon authorization of the President/ Executive Director or designee, Flair Beauty College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- College with a legitimate educational interest.
- Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- Accrediting organizations in order to carry out their accrediting functions.

Flair Beauty College has a legal and professional responsibility to create, maintain, and dispose of the educational records of the students of Flair Beauty College properly, while at all times guarding the integrity and confidentiality of those records. Appropriate procedures shall be developed which conform with applicable laws and regulations and to principles of sound records management.

### Definition of Education Records

Education records consist of those files maintained by Admissions and Records, the Career/Job Placement, Scholarships and Financial Aids, and those files maintained for individual students by the Education Department.

## Student Education Records Procedure

The Registrar of Flair Beauty College is charged with the following:

- a. Flair Beauty College shall maintain a file for each student who enrolls in Flair Beauty College whether or not the student completes the educational program.
- b. The file shall contain all of the following applicable information:
  - (1) Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to Flair Beauty College. Flair Beauty College's award of credit or acceptance of transfer credits including the following:
    - (A) Evidence of high school completion or equivalency or other documentation establishing the student's ability to do the work of the program to which the student is enrolling.
    - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by Flair Beauty College as transfer credits toward the student's completion of an educational program.
    - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or School placement purposes.
    - (D) All of the documents evidencing a student's prior experiential learning upon which Flair Beauty College and the faculty base the award of any credit.
    - (E) Record of attendance to include attendance and tardiest for each course taken by the student.
    - (F) Records of student health records if required for enrollment.
    - (G) Record of student's background check if required for enrollment
  - (2) Personal information regarding the student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
  - (4) Records of the dates of enrollment and, if applicable, withdrawal from Flair Beauty College, leaves of absence, and graduation.
  - (5) A transcript showing all of the following:
    - (A) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
    - (B) The final grades or evaluations given to the student.
    - (C) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit.
    - (D) Credit for courses earned at other institutions.
    - (E) Credit based on any examination of academic ability or educational achievement used for admission or School placement purposes.
    - (F) Degrees, certificates, and diplomas awarded the student.
  - (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course.
  - (7) The dissertations, theses, and other student projects submitted by graduate students.
  - (8) A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency.



- (9) A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received.
- (10) A document specifying the amount of refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- (11) Copies of any official advisory notices or warnings regarding the student's progress.
- (12) Complaints received from the student.

### **Review of Records by Student**

At the request of the student, he/she may at any time review his/her academic or financial record with the Director.

- a. The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.
- b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
- c. Without the student's written consent and upon authorization of the Director or his/her designee, Flair Beauty College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
  - (1). School with a legitimate educational interest.
  - (2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - (3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - (4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
  - (5). Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
  - (6). Accrediting organizations in order to carry out their accrediting functions.
  - (7). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student



aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.

- (8). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
- (9). Those who have obtained a subpoena or judicial order, Flair Beauty College will make a reasonable effort to notify the student in advance of Flair Beauty College's compliance with the order.
- (10). Authorized representatives of the Bureau for Private Postsecondary Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

### **Record of Access**

The Registrar will maintain an access list which includes the identity of persons other than Flair Beauty College officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

Storage of Student Records:

It is the policy of Flair Beauty College to provide proper storage and access as prescribed by the Act and the Regulations.

### **The Law**

#### *CCR 71930*

- (a) *An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.*
- (b)(1) *In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.*
  - (2) *Notwithstanding (b)(1), the institution shall maintain records relating to federal financial aid programs as provided by federal law.*
- (c) *A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:*
  - (1) *The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;*
  - (2) *For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be*

*maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.*

- (3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and*
- (4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.*
- (d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.*
- (e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.*
- (f) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.*

The registrar of Flair Beauty College is charged with the following:

- a. Flair Beauty College shall maintain all records required by the Act and that relate to Flair Beauty College's compliance with the Act for at least five (5) years at Flair Beauty College's primary administrative location in California. Unless Flair Beauty College has applied for, and the Bureau has approved a change of Flair Beauty College's primary administrative location, the primary administrative location shall be deemed to be location identified in Flair Beauty College's most recent filed application for approval to operate.
- b. Flair Beauty College shall maintain for a period of not less than five years at its principal place of business in California accurate records that show all of the following:
  - (1) The names, telephone numbers, and home and local addresses of each student.
  - (2) The courses of instruction offered by the institution and the curriculum for each course.
  - (3) The name, address, and educational qualifications of each member of its faculty.
  - (4) The information required by §94900, 94900.5, and 94900.7 of the Act.
  - (5) All information and records required by this chapter or required by the Bureau.
- c. Flair Beauty College will maintain specific records for more than five years.

- (1) Flair Beauty College shall maintain for a period of five (5) years a transcript as prescribed by accrediting commission standards.
  - (2) Flair Beauty College shall maintain records relating to federal financial aid programs as provided by federal law.
  - (3) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: §94900(b)
    - (a) The degree or certificate granted and the date on which that degree or certificate was granted
    - (b) The courses and units on which the certificate or degree was based
    - (c) The grades earned by the student in each of those courses
- d. A copy of each current record required by the Act or the Regulations shall be maintained.
- e. A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
  - (2) Flair Beauty College maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at Flair Beauty College's primary administrative location in California.
  - (3) Flair Beauty College has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation to the devices to any person authorized by the Act to inspect and copy records.
  - (4) Any person authorized by the Act or the Regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall upon request, reimburse Flair Beauty College for the reasonable cost of using Flair Beauty College's equipment and material to make copies at a rate not to exceed ten dollar (\$.10), for a copy of original Proof of Training, Transcript (\$10.00)
- f. Flair Beauty College shall maintain a second set of all academic and financial records required by the Act and the Regulations at a different location unless the original records, including records stored pursuant to subdivision d. are maintained in a manner reasonably secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
- g. All records that Flair Beauty College is required to maintain by the Act and the Regulations shall be made immediately available by Flair Beauty College for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
- h. If Flair Beauty College closes, Flair Beauty College and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and the Regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision d., during normal business hours by any entity authorized by law to inspect and copy records.

Flair Beauty College may dispose of records after they have passed the time limits imposed by the Act and the Regulations. Before disposing of any record, the Registrar must check with the policy to determine if the record qualifies for disposal.

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education §94900, 94900.5, and 94900.7. No one, except appropriate school faculty and staff or an authorized representative or the Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. ROP, WIA, VA) may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.

Without the student's written consent and upon authorization of the Director or his/her designee, Flair Beauty College may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

### **Student Privacy Rights**

- a. School with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
- f. Accrediting organizations in order to carry out their accrediting functions.

### **Waiver of Privacy Right:**

Students may waive the right to review information about them including confidential recommendations associated with:

- Admission to any educational institution.
- Applications for employment.
- Documents filed and maintained at the student's request at Career Services.

- Faculty evaluation and other education records placed in departmental files when the department serves in a placement or referral capacity.

### **Conditions for Waiver:**

A student's waiver of rights applies only if all of the following apply:

- The student can obtain the names of all persons making confidential statements concerning him or her.
- The confidential statements are used solely for the purpose for which they were originally intended.
- The waivers are not required as a condition for admission, receipt of financial aid or receipt of any other services or benefits from the school.

## **STUDENT TUITION RECOVERY FUND**

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

## Academic Standards

### LANGUAGE OF INSTRUCTION

All classes conducted at Flair Beauty College are conducted in English. No English language services are provided.

The school does not offer English-as-a-second language instruction. This institution does not provide any one-on-one tutoring/special training, special accommodations/interpreter for students.

### GRADUATION REQUIREMENTS AND DIPLOMA/CERTIFICATES

When a student has completed the required clock hours, theory hours and practical operations and maintaining individually practical, theory grades and cumulative theory & practical academic average GPA grade of "C" (70%), attendance rate 67%, Ethics of Clinic Customer service Grade of 80% or better, have taken **Mock Board Test Exam** and has paid tuition costs/over contract tuition in full at 75% of course completion (Based on schedule hours) requirements. **Practical Textbook, Theory Textbook, Student's Resume, No missing any test & Flash Card must be completed up on to student's graduation.** She/he receives a Proof of Training, Transcript of Completion and 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. Student's test 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 Flair Beauty College for assistance and guidance for subsequent attempts to pass the exam (for limited hours).

### SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pays and any schedule of attendance (i.e., part-time/full time). Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at scheduled hours intervals. The policy complies with the guideline established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and Federal regulation established by the United states Department of Education.



**STANDARDS:** This institution expects its students in each course to maintain Satisfactory Academic Progress (SAP). To maintain SAP as established by this institution, the student must:

- I. Maintain Grades:** Maintaining cumulative theory & practical academic average GPA grade of "C" (70%) or better on all tests, operation and other required course work.

## OFFICIAL LETTER GRADING SCALE

**\*Grading System:** Students are evaluated on a regular basis on theory work after each chapter. Practical work is formally assessed using specific grading criteria which is converted into a percentage to derive a grade stipulated below. The practical evaluations are done at 25%, 50%, 75%, 100%, of the course completion. In accordance to the maximum period allowed, evaluation at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. Clinic work is only evaluated for completion and formally graded as part of the GPA this work is noted on student's worksheets towards the practical projects completed. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a cumulative theory & practical academic average GPA grade of "C" (70%) to maintain satisfactory academic status.

90%-100%	A	Excellent	80%-89%	B	Above average
70%-79%	C	Average	69%-or below	D	Unsatisfactory

**2. Maximum time frame and Attendance Rate:** The time frame in which a student must complete the educational program that may not be more than 150% of the published length of the educational program measured clock hours. The maximum time frame is \*1.5 times the published length of the course (\*a 67% attendance rate must be maintained in order to be in Satisfactory Academic Progress (SAP)). The 67% attendance average is programmed into our SMART School Management software system to check each evaluation period. This ensures that students have ample opportunity to improve if they fall below the standards.

3. Authorized leaves of absences (LOA) will not be considered in the maximum time frame evaluation. LOAs will extend the student's scheduled graduation date (**contract period**) and maximum time frame for the same amount of missing hours from first day of attending classes. Students re-enter at the same status as when they left.

### **\*Maximum Time Frame for Course Completion**

The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 67% of the scheduled hours, which is 150% of the published length of the course. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours.

4. Regardless of the average level of attendance, students who have missed more than 14 consecutive calendar days of their attendance will be dismissed. This standard shall apply to all students except to those on an approved Leave of Absence. Failure to attend classes for 14 calendar days will result in termination.

**\*Evaluation Periods:** Students compliance with the Satisfactory Academic Progress Policy is divided into the following evaluation periods:



	Cosmetology Scheduled	Cosmetology Instructor Esthetician Scheduled	Manicuring Scheduled
The point at which	400	150	100 clock hours are scheduled to completed;
The point at which	800	300	200 clock hours are scheduled to completed;
The point at which	1200	450	300 clock hours are scheduled to completed;
The point at which	1600	600	400 clock hours are scheduled to completed;

**Example:** A student enrolled in a 1600-hours program scheduled to complete 30 hours per week would have to attend a minimum of 20.1 hours a week to maintain satisfactory progress.

(Transfer hours from another institution are counted as both attempted and completed hours. Evaluations are based on contracted hours at the institution.)

## Academic Difficulty

Academic support is required for students on academic probation. Students must meet with their instructor or a designated academic advisor develop an individual plan/contract for academic success. The student must meet the terms of the probation plan including a 70% cumulative GPA during the following evaluation period to meet the minimum cumulative GPA for good standing. A copy of the **ACADEMIC DIFFICULTY ANALYSIS FORM** will be provided to the Registrar and placed in the student's academic file for follow-up.

## Warning

Students who meet the minimum requirements will be considered to be making satisfactory progress. Students failing to meet minimum grade average and attendance requirements at the scheduled hour marking Period will be placed on warning for the next evaluation period. Students will be advised of the actions needed to attain Satisfactory Progress by the end of the evaluation period. Students will also be advised of the potential impact to financial aid eligibility, if applicable. The student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## Probation

If a student fails to meet the required cumulative attendance or grade average **again** after the warning period and then prevails upon appeal of a negative progress determination prior to being placed on approved probation, he or she will be placed on **ACADEMIC-ATTENDANCE PROBATION** following the warning period. Students will be notified in writing when they are placed on **ACADEMIC-ATTENDANCE PROBATION** and the steps necessary to be removed from probationary status will be given. Students will also receive attendance or academic counseling, from the Executive Director or designee, as appropriate, when they are placed on approved probation. Students who wish to appeal the unsatisfactory progress determination (for reasons such as death of a relative, injury/illness of the student (documentation could include, but is not limited to, an obituary, doctor note, accident report, etc. or other special circumstances only)) must appeal within the required time frame and on the school required form (see Appeals). If the

school grants the student's appeal, the student will then be placed on approved Probation Status until the next evaluation period and the student's eligibility for Title IV funding will be reinstated. A written documentation of the appeal will be maintained in the student's file and the result on the appeal will be maintained with the appeal. A student may be placed on Probation Status for one evaluation period.

Financial Aid will not be disbursed if student is not maintaining Satisfactory Progress at the conclusion of the probation period, and they may be dropped. The student must make adequate arrangements to pay the remaining balance of tuition as a result of losing their financial aid eligibility. Students can re-establish Satisfactory Progress during the probation period by meeting the cumulative minimum 70% grade point average and/or 67% cumulative attendance average.

## Appeal Process

Students who wish to appeal the determination that they are not maintaining satisfactory progress (SAP) must submit a letter to the school administration within 5 days describing any mitigating circumstances the student believes deserve further consideration. Such mitigating circumstances might include a description of what has changed in their circumstances to warrant the appeal (i.e., death of a relative, an injury or illness of the student, or other allowable special circumstance (military service)) for which the student has elected not to request a Leave of Absence. This hearing will be attended by the student, parent/guardian if applicable and appropriate school staff **A** **APPEAL MUST BE APPROVE** by school authorities. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing and be determined as making satisfactory progress, the student will be automatically continued in the course and financial aid funds will be reinstated to eligible students. The results will be documented in the student's file. In the case of an adverse determination of the student's appeal, the student must cover tuition payments in cash. When the student re-establishes eligibility for financial aid by achieving the minimum satisfactory progress at the next evaluation period, the Financial Aid department will request the appropriate Federal funds in their behalf at the proper disbursement period.

## Re-Establishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress with the school by:

- 1) Making up missed tests and assignments and increasing grade average to \*70% cumulative average or better, and/or,
- 2) Increasing cumulative attendance rate to \*67%. \*

\*Course incompletes, repetitions, withdrawals and non-credit remedial course have no effect upon the school satisfactory progress standards.

The following statement reflects accurately when a student may regain eligibility **for financial aid**. Students cannot be reinstated as soon as they are back in SAP, for example by monitoring them daily on a SAP report. They still must wait until the next evaluation. This means that they lost all aid for the evaluation period that they were not in SAP.

**Title IV aid will be reinstated** to students who have prevailed upon appeal regarding the status of Satisfactory Progress and have been placed on Probation or who have reestablished Satisfactory Progress by their next evaluation point.

## Leave of Absence

Occasionally, students may experience extended personal, medical, death of a relative, injury/illness or other problems which make it difficult to attend classes. The Institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing (LOA Form) by the student and must be approved by the school administration. The written request must include the starting date of the leave of absence. Leaves of Absence may be granted for up to 60 days. The contract end date and maximum time frame will be extended by the same number of days taken in the leave of absence. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days (**Pregnancy Issues up to 180 days**). Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on their Leave of Absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Students will remain in the same progress status at which they departed during the leave of absence. **Students must be aware and understand that when a Leave of Absence (LOA) is taken for a period of time, the student is held responsible for catching up with their academic missed work. The school's instructors will continue the lesson plan, regardless if all the students are present or not. It is the student's responsibility to meet with the instructor or school director to make a plan to catch up on the missed academic work. The school does not guarantee that students will have enough time to catch up on their missed academic work and may result in the student exceeding their contract period Academic Missed Work Policy:**

Students must be aware that attending class over their scheduled hours per week may cause some loss in financial aid funding due to clock hour acceleration. If students have less than their weekly scheduled hours completed, students may make up their missed hours only within the same week. However, though a student's clock hours are made up that does not necessarily mean that they have made up the required curriculum hours. By State Board of Barbering and Cosmetology Rules and Regulations, all academic missed work must be credited to the student by attending physically in the classroom. On a case by case basis, students may be able to cover some of their missed theory hour's curriculum requirements by attending at **Freshman Student Classes** (if the students completed at least 75% of their practical operations) with the School Director's permission.

- (a) The curriculum for students enrolled in a Cosmetology course 1600 hours {skin care course (600Hr) or Manicuring (400Hr)} of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours.

## ATTENDANCE

### Attendance, Tardy and Make-Up Policies:

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.5 times the published length of the course (this attendance rate has nothing to do with student's enrollment agreement period (graduation date) just allowing the student to complete the course of study).

**All students' completion of academic work (theory hours & Practical operation), program required clock hours, contract calculation period and attendance rate are based on Scheduled Hours** (the number of hours a student is projected to complete by a specific time frame) **Versus Actual Hours** (the number of hours a student reaches in a specified time frame).

**For example** the difference between scheduled hours and actual hours is:

\*If an X-Full time student is Scheduled 40 hours a week, then the student should have 120 scheduled hours after 3 weeks. But then if the X-Full time student clocks in 30 hours per week instead of 40 hours, then the student will have 90 actual hours

### **EXCEEDING CONTRACT PERIOD COMPLETION DATE/COURSE REQUIRED HOUR/NOT COMPLETING REQUIRED ACADEMIC WORK/NOT MAINTAINING ATTENDANCE RATE, CHARGES WILL BE BASED ON SCHEDULE HOURS ONLY:**

Students should not miss school if they can possibly avoid doing so. Missed days mean students will miss important subject matter and experience. The student will have to make up minimum training requirements for Practical & Theory Hours (must be credited by instructor when students are physically present in class) stated in the mandates for licensing, and it will cost the student additional tuition if the course is not completed by the calculation completion date and/or required course clock hours. Missed daily criteria can be made up with Director's permission through demos and/or freshman classes after student completes 75% of program require clock hours. If a student has missed an entire unit of study and it results in you exceeding your contract end date, then the student will be charged for going over their contract period. If a student is exceeding graduation date and/or course required clock hours/contract period end date and or she/he has not completed the minimum requirement of Theory hours/Practical procedures, then the student will be charged an extra tuition amount. The amount will be based on the fraction of course tuition per the required course clock hours multiplied by extra training hours.

**NOTE:** Student will be charged for Actual hours that surpass the required course completion hours AND for any Scheduled hours that surpass their contract graduation date.

**NOTE:** A \$75.00 additional fee will be charged for changing students Schedule Hours/Financial Aid Budget recalculation, Dependency Override & Professional

**Authorized leaves of absences** will not be considered in the maximum time frame evaluation; LOAs will extend the student's scheduled graduation date (contract period) and max time frame by the same number of days taken in the LOA. Absences (LOA) are considered the following circumstances: (Health Issue & Pregnancy must be with doctor note), or Military Reason (with written notice.) All other absences due to the following: family problems, death and other valid reasons must be approved by the

director of school. If you have a special event to attend, notification is to be given within two weeks prior to the date requested and is subject to approval by the Director. **To make-up academic missed work (Students time cards will be review at 75% of completion of the course clock hours for miss work) all Theory & Practical academics missed work must be completed by graduation date , for “NO SHOW-UP” by Calling-in/Emailing on the same day prior to the beginning of class. Students are required to make-up all work assignments, lessons, and exams missed due to absenteeism. However, the made-up work by the student will not be credited unless physically performed in the classroom with an instructor’s presence & the Director’s approval.**

**Absent for 3 days;** If any student is absent five consecutive days (three school days or more) without notification the administrator will contact the student.

**If the student is absent 14 consecutive calendar days** without communicating with the School Director/designee, he/she will be terminated. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Any student who does not complete a course within the contract enrollment period and or required course clock hours will be charged at completion for over contract fees as explained below.

### **Student’s Course Hourly Rate, Exceeding Contract period & Charges**

If a student has remaining hours/theory hours/practical operation to complete, the same hourly rate qualifies for any additional time required for completion (If a student pass the graduation date and or required course clock hours then an extra charge will be applied to student’s tuition) The amount charged for each hour will be the same hourly rate stated on their contract; even if the hourly rate has increased during the time they have been in school. Over-Contract charges are due and payable in full once the student enters their over contract period. Exceptions will be made per approval of absence or changes of status by the Director. Remaining unpaid Tuition/Over contract charge Balances with Flair Beauty College Should be paid off prior to applying for State Board Exam & at 75% of Course Required Hours prior to student’s graduation. If any agency is responsible for student’s tuition; all balance of tuition should be paid off by the agency or the student, otherwise the school will not release any proof of training to the State Board of Cosmetology.

No paperwork or proof of training will be released to any student until all charges are paid in full. Exceptions will be made per approval of absence or changes of status by the Director.

For Example: If a student’s cosmetology tuition is \$12,000.00 divided by 1600 course clock hours = \$7.50 per hour. Student has 80 Actual hours over the required (1600) course hours, but the attempted Scheduled hours was 200 over the required (1600) course hours then the student’s tuition overage charge would be calculated as follows: 200 hours X \$ 7.50 per hour =\$ 1500 Total Student’s Tuition Over Contract Charge Amount. **(Over Contract charges are based on student scheduled hours only).**

### **Class and Practice Hours**

Clock IN time is rounded to the nearest ¼ hour. Students must record their attendance by entering their names and time to Clock IN at the start of the day, Clock Out for a lunch/break period and Clock IN when returning to class and Clock Out at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in before it qualifies as a tardy. If the student Clocks

IN tardy, they will not receive credit for the hour of theory. Record Cards and or Time Cards must remain in the school at all times.

### **School's Clock in Policy**

Classes begin at 8:30 am; the student has a grace period of seven minutes to be late, after 8:37:00 am, the student cannot clock in for theory class. If the student arrives anytime after 8:37:00 am, then he or she is NOT permitted to clock in, but they may sit at clinic to study. He or she should have to wait until after theory hours conclude, in this case they clock in at 10.00 am (only for students who are arriving at school after 8:37:00 am up to 8:38:00 am). The director will review excessive tardiness or absences with the student to determine possible corrective action. Attending Saturday is mandatory at Flair Beauty College; students who do not come in on Saturday will not be allowed to clock in on Tuesday of the coming week.

### **Lunch break or 15 minutes break**

Extra Full time student ½ hour lunch break (1/2 hour break records in SMART School Management System) with two 15 minutes (fifteen minutes breaks records on student's timecard) students cannot combine fifteen minute breaks. Full time students get two 15 minute breaks and part time students get one 15 minute break. Students who have legitimate requests will be allowed to leave the building during the school hours.

Flair Beauty College is not responsible for any accidents or injuries incurred (outside of school) while on any type of student's break (this includes lunch breaks and fifteen minute breaks).

## **EARLY SIGN OUTS**

- A. When students are signed out early on an ongoing basis, their academic performance will be negatively impacted. The institution system strongly encourages students to refrain from early sign outs, whether or not they are a full time or part time student. The institution cannot replace any hours due to early sign outs on the student's time card (Students must bring a doctor visit note or other). Students who do not clock in or out will lose their hours at school.
- B. All institutions will establish procedures for early release that insure that all students are treated fairly and consistently. Students shall not be released within the final 30 minutes of the school day unless the director or instructors determines that it is an emergency or the student has a medical/dental appointment that cannot be reasonably scheduled at another time; or if good (Students must bring a doctor visit note or other) cause exists based on the director or instructor's opinion.
- C. Excessive early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of nonattendance. Excessive early sign outs negatively impact the academic performance of the student (Students won't be given any theory hours credit).

## **Student Information/Services**

### **STUDENT ADVISEMENT**

**Advisors** specialize in matters pertaining to your educational program: School policies, placement/assessment test interpretation, requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match students with faculty from areas of particular interest to the individual advisee.



**Advisors** are professionally trained to address personal issues, resolve academic anxieties; assist students in choosing career fields and majors, and problem solve other academic difficulties. With students on restricted academic or financial aid status, advisor work to develop individual success plans, which address the specific issues inhibiting academic success.

Although advisors often advise students, advisors are not trained to counsel. Please be sure to make clear what kind of assistance you need when requesting an appointment. If you're not sure, someone will be happy to help you decide.

School maintains an advisory service to help students achieve their fullest personal development and make the best use of the instruction offered; the school offers guidance and advice beginning with student's first admissions interview. Once enrolled a student may expect to receive continuing guidance as needed from both the faculty and administrative staff. It is recommended that any student who needs personal or educational advice, make an appointment with the office. The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas.

## Housing

Assistance in locating housing is not available. No dormitories are available; however, careful attention and assistance are given to students to help them find satisfactory living quarters.

## ABILITY-TO-BENEFIT STUDENT COUNSELING

### State Law:

*§94904. Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended. The student may not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered*

Adult Education Advisor with appropriate credential for Flair Beauty College will provide meaningful, consistent counseling to all Ability-to-Benefit students; Advisory Ability-to-Benefit students on at least a quarterly basis; Audit Ability-to-Benefit student files on a quarterly or on an as needed basis. Accurately document all counseling sessions and place a copy in the appropriate section of the A-T-B student file. Providing Advising to Ability to Benefit students to ensure that the attrition rate no more than 5% higher than the graduation rate of non-A-T-B population.

The Advising plan is a detailed description of the programs, remediation, and institutional support available for students at the institution, particularly those who have not completed a high school education or its equivalent. NOTE: The counseling plan is not required if the institution limits enrollment to students with a high school diploma or equivalent. The plan shall include the following:

I. The student's ability to progress in the curriculum

- How will the determination be made that the student is not progressing in the curriculum?
- At what intervals will the student's progress be evaluation?



- Who will make this determination?
- What will be provided to the student in this area?
- When will this information be provided to the student?
- How will this information be provided to the student?
- Will remediation be available for students who are not adequately progressing in the curriculum?

2. The student's financial aid rights and responsibilities

- What will be provided to the student in this area?
- When will this information be provided to the student?
- Who will provide this information to the student?

3. Availability of programs to earn a high school equivalency diploma including programs provided at no cost to the student

- What will be provided to the student in this area?
- When will this information be provided to the student?
- Who will provide this information to the student?
- Identify what the student must do in order to pursue a high school equivalency program at no cost.
- Identify an appropriate contact person or organization for the student.

4. Potential of the training to prepare the student for available employment opportunities within the region

- What will be provided to the student in this area? For example, will there be employment advising, referrals for interviews, information on interviewing skills and/or resume preparation?
- When will this information be provided to the student?
- Who will provide this information to the student?
- Identify any additional training, licensing examinations, or registration necessary to secure employment in this particular field.
- Information regarding placing a student on academic probation
- What criteria will be used to place a student on probation?
- Who will make this determination?
- When will this information be provided to the student and in what format?
- Who will provide this information to the student?
- What does the student need to do to be removed from probation? Submit a copy of student progress forms, if applicable.

6. Assessment of effectiveness of services rendered.

- Student fills out **the A-T-B ADVISOR EVALUATION FORM** each quarter
- Faculty uses the **ADVISEMENT FORM (1 & 2)** and **ACADEMIC DIFFICULTY ANALYSIS** forms to evaluate A-T-B students
- Quarterly each student is evaluated by the A-T-B Advisor to determine if satisfactory progress is being made.

- **Forms Required:**

**A-T-B ADVISOR EVALUATION FORM  
ADVISEMENT FORM 1  
ADVISEMENT FORM 2  
ACADEMIC DIFFICULTY ANALYSIS**

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE:**

### **Complaint Policy**

All students who wish to lodge a complaint against the school program, Instructor, employee or another student regarding alleged discrimination based on race, color, creed, national origin, sex, sexual preference, sexual harassment, handicap, religion, should register that complaint with the Office of Student Services **first**, preferably speaking with the Director. If a student decides to file a complaint or legal action against the school without informing the director first, he/she should not be enrolled in the school at the time of the filing of a complaint until matters have been resolved. Upon lodging the complaint, the student will be advised of the procedural requirements in processing their complaint or seek their own counsel. In accordance with the Institution's Mission Statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. The complaint cannot be filed once the administrative staff is informed of the situation from outside sources.

Complaint procedures will be included in new student orientation and posted in the classroom and break room thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in the school files in order to determine the frequency, nature, and patterns of complaints for the Institution. The information will be used in evaluating Institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process:

1. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
2. The complaint form will be given to the school President, Director or Administrator.
3. The complaint will be reviewed by Management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem, but will notify the student of its continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the school administrator , it will be referred to the
5. Depending on the extent and nature of the complaint, interviews with appropriate staff members and other students may be necessary to reach a final resolution of the complaint.
6. The student must register the complaint in writing on the designated form provided by the Institution within 60 days of the date that the alleged act which is the subject of the grievance occurred.
7. The complaint form will be given to the school President, Director or Administrator.

8. The complaint will be reviewed by Management and a response will be sent in writing to the student within 15 days of receiving the complaint. The initial response may not provide for a final resolution of the problem, but will notify the student of its continued investigation and/or actions being taken regarding the complaint.
9. If the complaint is of such nature that it cannot be resolved by the school administrator , it will be referred to the

**Board of Barbering and Cosmetology**  
**2420 Del Paso Road Suite 100**  
**Sacramento, CA 95834**  
**Phone #: 1-800-952-5210 Fax (916) 575-7281**  
[barbercosmo.ca.gov](http://barbercosmo.ca.gov)

**Bureau for Private Postsecondary Education:**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
**Phone #: (888) 370-7589 Fax #: (916) 263-1897**  
[www.bppe.ca.gov](http://www.bppe.ca.gov) [bppe.enforcement@dca.ca.gov](mailto:bppe.enforcement@dca.ca.gov)

Or to:

**NACCAS**  
**4401 Ford Ave, Suite 1300**  
**Alexandria, VA 22302**  
**Phone #: 703-600-7600 Fax #: 703-379-2200**  
[www.naccas.org](http://www.naccas.org) Email: [naccas@naccas.org](mailto:naccas@naccas.org)

In some instances, it may be necessary to conduct an informal Hearing regarding the complaint. If necessary, Management will appoint a Hearing Committee consisting of one member selected by the school who has no involvement in the dispute and who also may be a Corporate Officer, and another member who may not be employed by the school or related to the School Owners. The Hearing will occur within 90 days of Committee appointment. The Hearing will be informal, with the student performing his/her case, followed by the School's response. The Hearing Committee will be allowed to ask questions of all involved parties.

Within 15 days of the Hearing, the Committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School Management shall consider the report, and either accepts reject, or modify the recommendations of the Committee.

Corporate management shall consider the report and either accept, reject, or modify the recommendations of the Committee. Students who do not follow this policy will be expelled from school.

### **Career Advising/Earning Potential**

The school advises the students individually as often as necessary. Advising takes place by way of monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school on a regular basis to give demonstrations and discuss career goals with the students (based on schools evaluating salon's owners.) These activities supplement the daily advising carried out by the instructors and administration. As with any career, the amount of

earnings one obtain in the beauty & health industry is directly related to the amount of effort one applies their career. Minimum efforts can result in minimum wages rates, while maximum effort can lead to much higher levels of compensation. For this reason, Flair beauty college, its staff and associates do not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skill and maintain a positive attitude. Flair Beauty college curriculum is designed to teach students these skills, but the effort students put forth is up to them. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self-employment, the company one chooses to work for or position held.

Students are not allowed to do any type of advertising by way of making Flyers, Business card under their name or do any beauty or other services on school's clients or others outside of school or acting or working as a professional licensed Cosmetologist while attending at school and using school name for their work place (Breaking Business Profession code), students might lose their eligibility of receiving State Board of Cosmetology license.

### Job Demand in Cosmetology/Related Fields

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40% of salons in the state are employer-owned, and 29% are booth-rental salons. The other 31% are a combination of the two. 49% of California salons are classified by their owners as full-service salons; 20% are listed as haircutting salons. Barbershops make up 13% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments. The U.S. Department of Labor provides current (2009) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position SOC Code	National Hourly / Yearly Wage	Median Hourly/Yearly Wage	State Hourly/Yearly Wage	Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) 39-5012	\$11.21 / \$23,300		\$10.19 / \$21,200	
Estheticians (Skincare Specialist) 39-5094	\$13.74 / \$ 28,600		\$15.42 / \$32,100	
Manicurists / Pedicurists 39-5092	\$9.48 / \$19,700		\$9.06 / \$18,800	
Instructors (Vocational Education) 25-1194	\$23.05 / \$47,900		\$28.46 / \$59,200	

## JOB PLACEMENT

### Placement Assistance

Flair Beauty College does not guarantee employment or placement. It prohibits any school or college from guaranteeing employment as an inducement to entering school. A referral service is maintained of employment opportunities for licensed graduates of Flair Beauty College. Graduates

may call the placement department at (661) 251-3261 to receive a listing of available employment opportunities. Students are referred to interviews and results of these interviews are recorded in the placement register.

Throughout students training, job search training is incorporated in classes, and the Career Services Department is available if students have questions or need any assistance while student are in school. During your training, students will learn about the different salons and spas that are available, interviewing procedures, how to complete a job application, resume' preparation, and other valuable points students will need to know to help students land a great job after students are licensed (results of these interviews are recorded in the placement register then-job requirements, salary, and other pertinent information) As students approach graduation, a Career Services representative meets with you to remind you of the different types of assistance the department offers, including resume' preparation, referrals and graduate follow-up. Job placement assistance remains an option for students that even if they have been out of school for a while. Graduates are encouraged to keep in touch with the school and provide employment updates, and are always welcome to call for any information the school can assist with. Although the school works closely with its graduates through its extensive placement assistance program, the school cannot guarantee employment.

## PHYSICAL AND HEALTH REQUIREMENTS

Contrary to what some people believe, the job of a cosmetologist is physically demanding. It may not require heavy lifting or rigorous activity, but it does require that the individual be able to stand on his or her feet for long periods and often to assume and hold uncomfortable positions for a protracted period of time. And there is a lot of repetitive motion in cosmetology. While you may not need to be able to compete in a triathlon, you still need to be aware of the physical demands of the job.

These physical demands also include working with some fairly strong chemical compounds; some of which don't have a pleasant fragrance. Even the required practices that don't involve harsh chemicals can become problematic. I had a classmate in cosmetology school that developed contact dermatitis from having to constantly wash her hands so often (and from shampooing clients repeatedly). Another cosmetologist with whom I worked developed a latex allergy from frequent exposure to the rubber gloves we have to wear during chemical services. Please also be aware of the many chemicals you will be in contact with on a day-to-day basis. Wearing protective gloves and appropriate clothing is necessary.

Knowledge of and proper handling of hazardous materials is a must. Please be aware of any allergies you may have with chemicals and or latex before entering into the field of cosmetology.

Hairstylists and cosmetologists frequently

- Stand for long periods of time.
- Repeat the same motions.
- Use hands to handle, control, or feel objects or tools.
- Bend or twist the body when working on client's hair or applying makeup.

It is important for hairstylists and cosmetologists to be able to

- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use hands or fingers to grasp, move, or assemble objects.
- See details of objects that are less than a few feet away.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- See differences between colors, shades, and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.

It is not as important, but still necessary, for hairstylists and cosmetologists to be able to:

- Bend, stretch, twist, or reach out.
- Make quick, precise adjustments to machine controls.
- Focus on one source of sound and ignore others.
- See details of objects that are more than a few feet away.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Make fast, repeated movements of fingers, hands, and wrists.

### **Pregnancy (Or Other Health Issue)**

Prospective students should be aware of the physical demands of a Cosmetologist, Manicurist and Esthetician occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Manicurist occupations generally require constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individual may have allergies and sensitivity to chemical products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing for prolonged period of time is a necessity for beauty and health education at the Flair Beauty College.

The institution provides equal opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of gender.

- All Students must generally be in good health to be accepted in the program.
  - Some Students might be tested for TB Prior to enrollment if they were not vaccinated and show proof of it.
- a. The institution will not discriminate against any student, or exclude any student from its education program or activity, on the basis of such student's health issue, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery, unless the student requests voluntarily to participate in a separate portion of the program or activity.
  - b. The institution may require such student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

- c. The institution will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- d. It is the responsibility of any student who is pregnant (or other health issue) to comply with this policy and notify the school director before enrollment and/or during attendance at the school, in order to insure, the health and safety of that student for the nature of this business.
- e. 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. 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 parent\* or physician) believe they can fulfill these training demands (Doctor Note requires for any health issues).

### **Vaccination Policy**

While Flair Beauty College encourages its students to lead happy healthy lifestyles and stay disease free, it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of California.

### **Health and Safety / OSHA**

Within the fields of Cosmetology, Esthetician and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction sharpness or extreme temperature, may be considered a safety or health hazard. In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

General Information

### **Accessibility for Disabilities**

Flair Beauty College is wheel chair accessible and the facility is adapted for handicap access.

### **Vocational Rehabilitation**

Students who attend a rehabilitation program do so by applying to the Department of Rehabilitation. They are assigned a caseworker and the caseworker determines their eligibility and then refers the student to the school.



## Outside Classroom Work

Students are expected to do preparation work outside of normal class time. This will include reading assignments and written assignments. Students should expect to spend about 2 hours per day of home study based on academic studies.

## Tutoring & Special Accommodations

Flair Beauty College does not offer any kind of one-on-one tutoring, special training, special accommodations, sign language or interpreter to any students.

## Interruption of Educational Program

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the School shall drop the student make a refund based on the refund policy. Flair Beauty College does not provide any refresh man courses.

## Student Housing

The school does not maintain housing accommodations for students. No dormitories are available; however, careful attention and assistance is given to students to help them find satisfactory living quarters if needed. In Santa Clarita Valley area a cost of room for rent estimated \$800.00 per a month.

## Learning Resources

The Institution has centralized its library holdings. Currently available resources have been supplemented with additional materials acquired to ensure the Library holdings meet the learning and teaching needs of the school. Additional space is available to provide room for library furniture, including bookcases, two desks with computers, and table with chairs for on-site studying. Those students who wish to checkout a book or periodical can do so with the receptionist in the Flair Beauty College's Administrative Office.

## REGISTER TO VOTE

Although it is not an admissions requirement, please vote on issues that may effect on your education.

Download a VOTER REGISTRATION FORM @

[www.LAVOTE.NET/VOTER\\_REGISTRATION.cfm](http://www.LAVOTE.NET/VOTER_REGISTRATION.cfm) or [www.SOS.CA.GOV/NVRC/FEDFORM](http://www.SOS.CA.GOV/NVRC/FEDFORM)

## STAFF AND FACULTY

Georgette P. Niknejad	Cosmetology License #: KK 167839	28 years as an instructor
Nick Niknejad	Administrator	8 years as an administrator
Millie Lopez	Office Manager	8 years as an office manager
Elizabeth Miller	Financial Aid Officer	1 year as a Financial Aid Officer
Hasmik Aghajanyan	Cosmetology License #: KK404249 & ..... Esthetician License Z34810	10 years as an instructor
Angeles M. Palafox	Cosmetology License #: KK 178718	10 years as an instructor
Luci Garduno	Substitute Cosmetology Instructor #.KK496193	45 years as a instructor
Maria Ramirez	Cosmetology License #KK 115161	22 years as a Instructor
Jennifer Taylor	Cosmetology License # KK 432994	25 years as a Cosmetologist

## HOLIDAYS AND EMERGENCY CLOSURE

The school is closed on Sunday, Monday and the following holidays: New Year's Eve (Evening classes only) & New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday & Saturday after Thanksgiving, Christmas Eve (Evening classes only) & Christmas Day. Holidays of all religious beliefs are respected and allowed. If the school must close for emergencies or other unexpected reasons, students will be notified by phone and/or a notice will be posted on the front door explaining the reason for closure and the date of re-opening.

**No student is allowed to be absent or ask for any days off or request a leave of absence before or after any holidays, for every absence before and/or after the holidays the student will be suspended for one day. Flair Beauty College's Catalog lists any/all school closure dates. Any absences other than these pre-determined school closure dates will be subject to disciplinary action. Pre-meditation of absence around holidays will not be tolerated. Flair Beauty college does not offer any vacation period during the entire course of study.**

### Campus Security:

General Information The program is administered in accordance with the Act. The physical facilities goes through periodic inspections as required by the State of California and the city and county agencies that are responsible to the users of the building.

- Students are provided with safety instructions at the time of enrollment.
- Fire department visits on a regular basis.
- CAL/OSHA requirements are followed.
- Fire escape routes are posted.
- Earthquake procedures are routinely reviewed with staff and students.

Health, safety, earthquake, security are handled by the Director or designee.

### Security Policies

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.

The following procedure will be followed to insure campus security:

1. The staff will be trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they will be trained in notifying the proper authorities.
2. Instructors who are in the classroom at all times monitor all classrooms.
3. The Executive Director, or designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.

4. Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:
5. Each student and employee of the school is responsible for his or her personal belongings.
6. Proper security of all personal belongings is the responsibility of each student and employee.
7. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
8. All students and employees of Flair are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
9. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
10. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
11. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.
12. Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:
13. The Executive Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
14. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
15. The school will abide by all legal requirements set forth by law enforcement.
16. Medical and follow-up treatment services will be made available to the victim if required.
17. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
18. Confidentiality will be guaranteed.
19. Appropriate services that are available to the victim will be provided to each individual immediately.

2011, 2012, 2013 & 2014 campus statics

Murder	Aggravated Assault	Rape	Burglary	Robbery	Motor Vehicle Theft
0	0	0	0	1	0

# Cost and Payments

## COURSE TUITION COST, CASH PAYMENT, SCHOLARSHIP

### State Law

*“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)*

As required by state law the following satisfies the requirement for disclosing the charge for a period of instruction.

Cosmetology Course 1,600 hours Total tuition \$14,400.00

Program Length	Hours per Week	Charge for Period of Instruction
44 weeks (extra full-time)	40 Hours per Week	\$4,636.36
50 weeks (full-time)	35 Hours per Week	\$4,080.00
58 weeks (full-time)	30 Hours per Week	\$3,517.24
74 weeks (part-time)	less than 24 Hours per Week	\$2,756.76

Cosmetology Instructor Course 600 hours Total Tuition \$2,000.00

Program Length	Hours per Week	Charge for Period of Instruction
16 weeks (extra full time)	40 Hours per Week	\$2,000.00
22 weeks (full-time)	30 Hours per Week	\$1,545.45

Esthetician Course 600 hours Total Tuition \$7,500.00

Program Length	Hours per Week	Charge for Period of Instruction
16 weeks (extra full time)	40 Hours per Week	\$7,500.00
22 weeks (full-time)	30 Hours per Week	\$5,331.81
18 weeks (full-time)	35 Hours per Week	\$6,516.67
28 weeks (part-time)	24 Hours per Week	\$4,189.29

Manicuring Course 400 hours Total Tuition \$3,000.00

Program Length	Hours per Week	Charge for Period of Instruction
11 weeks (extra full-time)	40 Hours per Week	\$3,000.00
15 weeks (full-time)	30 Hours per Week	\$3,000.00
18 weeks (part-time)	24 Hours per Week	\$1,888.89

*“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5(c)*

*“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.” §94899.5(d)*

*“At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.” §94899.5(e)*

### Tuition and Fee Schedule

**Flair Beauty College has a right to advertise a seasonal special students tuition discount.**

COURSE	TUITION	APPLICATION FEE (Non-refundable)	BPPE STRF	REGISTRATION FEE	BOOKS	UNIFORM	KIT & SUPPLIES	TOTAL
Cosmetology	\$16,800.00	\$50.00	\$0.00	\$25.00	\$269.00	\$36.00	\$1,385.00	\$18,565.00
Cosmetology Instructor	\$2,000.00	\$50.00	\$0.00	\$25.00	\$225.00	\$35.00	00.00	\$2,336.00
Esthetician	\$8,700.00	\$50.00	\$0.00	\$25.00	\$279.00	\$36.00	\$575.00	\$9,665.00
Manicuring	\$3,000.00	\$50.00	\$0.00	\$25.00	\$220.00	\$36.00	\$390.00	\$3,721.00

COURSE	WEEKS Extra Full Time Full Time Part Time (Less than 24 hours per week)
Cosmetology	44 W(XFT 8:30-5:00)- 50 W (8:30-3:30), 58 W (FT 8:30-2:30)-74 W(PT 5:30-9:30)
Esthetician/Cosmetology Instructor	16 W(XFT 8:30-5:00)- 19 W (8:30-3:30), 30 W (FT 8:30-2:30)
Manicuring	11 W(XFT 8:30-5:00)- 15 W (8:30-3:30), 18 W (FT 8:30-2:30)
Esthetician	16 W(XFT 8:30-5:00)- 19 W (8:30-3:30), 30 W (FT 8:30-2:30)-28 W(PT 5:30-9:30)

Once the books, implements and supplies are issued; they are not returnable items due to sanitary conditions. All students' kits might be changed to different brand names or manufactures from time to time based on pricing, availabilities and vendor's educational methods or classes.

### Scholarships:

Flair Beauty College does not offer an institutional scholarship program.

### CASH PAYMENT PLAN:

#### School's Payment Plan:

**COSMETOLOGY PAYMENT PLAN** (\$10.50 per hour)  
\$ 1,765.00 DOWN, \$1,400.00 PER MONTH TILL PAID IN FULL

**COSMETOLOGY/ESTHETICIAN INSTRUCTOR PAY PLAN** (\$5.00 per hour)  
\$336.00 DOWN, 400.00 PER MONTH TILL PAID IN FULL

**ESTHETICIAN PAYMENT PLAN** (\$14.00 per hour)  
\$ 965.00 DOWN, \$1,450.00 PER MONTH TILL PAID IN FULL

**MANICURIST PAYMENT PLAN** (\$7.50 per hour)  
\$ 721.00 DOWN, \$600.00 PER MONTH TILL PAID IN FULL

A \$25.00 payment late fee per month applies.

Remaining unpaid Tuition/Over contract charge Balances with Flair Beauty College Should be paid off prior to applying for State Board Exam & at 75% of Completed Course Required schedule Hours prior to student's graduation. If any agency is responsible for student's tuition; all balance of tuition should be paid off by the agency or the student, otherwise the school will not release any proof of training to the State Board of Cosmetology.

ALL STATE APPLICATION FEES ARE EXCLUDED. STUDENT KIT INCLUDES EQUIPMENT, SUPPLIES, BOOKS, AND MATERIALS TO COMPLETE THE SPECIFIC COURSE OF STUDY WITHIN THE ENROLLMENT PERIOD. IT INCLUDES A SMOCK & A SHIRT, BUT NOT PERSONAL CLOTHING, SUCH AS CLOTHING OR SHOES.

**RECORD MANAGEMENT:** IT IS THE SCHOOL RESPONSIBILITY TO MAINTAIN ALL FINANCIAL AND PERSONAL INFORMATION FOR EACH STUDENT. CURRENT STUDENT FILES (ACTIVE STUDENT) ARE TO BE KEPT IN A LOCKED OFFICE WHEN NOT SUPERVISED. WHEN STUDENT HAS GRADUATED OR IS WITHDRAWN OR TERMINATED, FILES ARE TO BE AUDITED; REFUNDS ARE TO BE REVIEWED AND IMMEDIATELY STORED IN STORAGE LOCKED ROOM. UNDER NO CIRCUMSTANCES ARE ANY OTHER STAFF MEMBERS TO HANDLE THESE FILES. FLAIR BEAUTY COLLEGE WILL NOT

RELEASE INFORMATION TO OUTSIDE PARTY PER SCHOOL'S RIGHT TO THE PRIVACY ACT.

**ALL STUDENT FILES WILL BE REMAINED FOR FIVE YEARS.**

**THE COMBINATION OF THE ENROLLMENT AGREEMENT, RULES & REGULATIONS & THE INSTITUTION'S CATALOG REPRESENT A LEGAL AND BINDING AGREEMENT.**

**ALL PAYMENTS MADE UPON LEAVING THE SCHOOL SHALL BE PAID EITHER BY CASH OR CERTIFIED CHECK.**

**NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE, WHICH THE DEBITOR COULD ASSERT AGAINST THE SELLER OF GOODS, OR SERVICES OBTAINED PURSUANT HERE TO OR WITH PROCEEDS HERE OF, RECOVERY THERE UNDER BY THE DEBITOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBITOR THERE UNDER. OCCUPATIONAL OPPORTUNITIES, SAFETY & PHYSICAL DEMANDS REQUIREMENTS IN THE COSMETOLOGY PROFESSION.**

## **Catalog Updates:**

**THIS CATALOG IS UPDATED ANNUALLY AT THE END OF THE YEAR STATED ON THE COVER SHEET.**

## **NOTICE TO VETERANS**

### **STUDENT BILL OF RIGHTS**

### **AND CONSIDERATIONS PRIOR TO ENROLLMENT:**

#### **COMPARE**

You have a right to investigate training alternatives. Be aware that tuition charged by institutions offering similar training programs can vary greatly. Veterans: You may also seek payment of GI Bill benefits for other types of training or career objectives, including: Apprenticeship/OJT, and Entrepreneurships.

#### **REVIEW OF FACILITY AND PROGRAM**

You have a right to fully explore a program prior to enrolling. You may check out the school's facilities, equipment, inquire about instructor's qualifications and class sizes, observe a class, and talk to current students. You may also ask to contact recent graduates to learn about their experiences with the school.

#### **CONSUMER PROTECTION**

You have the right to check with the Better Business Bureau, or other consumer protection agency, to find out if complaints have been filed against the school. You also have the right to verify the school's standing with any accrediting association and/or licensing agency.

#### **INFORMATION ABOUT TRAINING AND TRANSFERABILITY**

You have the right to clear information about the value of the training. Are the credits transferable to other institutions you may attend in the future? Will the training satisfy requirements for employment, or is it necessary for the position you are seeking?

#### **SUCCESS RATE**

You are entitled to clear data about the program's success rate. The institution will provide you with the completion and placement rates for the most recent years for which data is available. You will be given the definition of a "placement," including the length of the time in the position. You will also be provided with the average starting salary.

#### **COSTS AND FEES**

You are entitled to a clear statement of the total cost for completion of the program, including tuition, equipment, and fees.

#### FINANCIAL AID DISCLOSURE

You are entitled to a clear explanation, without coercion, of all financial aid options, before you sign up for any student loans.

**NOTICE TO VETERANS  
STUDENT BILL OF RIGHTS  
AND CONSIDERATIONS PRIOR TO ENROLLMENT:**

#### CONTRACT

You have the right to read and understand the contract, and all other materials, prior to enrollment.

#### LOAN REPAYMENT OBLIGATIONS

You are responsible for paying off a loan whether or not you complete the program. Failure to pay off a loan can lead to financial problems, including inability to get a future loan or grant for another training program, inability to get credit to buy a car or home, or garnishment of wages through your employer. You must begin repayment of the loan in accordance with the terms detailed in the financial aid documents

#### CANCELLATION/WITHDRAWAL POLICY

You are entitled to a clear explanation of the school's cancellation/withdrawal policy and procedures, to understand how to withdraw or cancel, and be informed of any financial obligation you will incur.

#### REFUND POLICY

You are entitled to a clear explanation of the school's refund policy, which can vary greatly from one institution to another. If you withdraw from a course after the first day of class, an overpayment of VA benefits can result. It is not uncommon for schools to charge the entire tuition cost upon completion of only 60% of the program. If an overpayment is assessed, the VA will send you a debt letter for the cost of training you did not receive. For example: You may drop at 60%, and be asked by the VA to repay 40% of the cost of tuition. A debt related to payment of the housing allowance may also be assessed. Ensure that you will review the school's refund policy to understand the consequences of withdrawing before the end of the term.

You have the right to contact the California State Approval Agency at [www.csaave.ca.gov](http://www.csaave.ca.gov) or the state consumer protection agency if you are unable to resolve a complaint with the school. Review the school's Complaint Policy for more information.

---

**STUDENT NAME**

**STUDENT SIGNATURE**

**DATE**