

# GLAM HOUSE

## BEAUTY ACADEMY

### **Catalog of Courses**

January 1, 2026 to December 31, 2026

### **Glam House Beauty Academy**

5001 W. Pico Blvd. Los Angeles, CA 90019  
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## **Institutional Mission and Objectives**

Glam House Beauty Academy mission is to educate, inspire, motivate and instill a sense of professionalism to all students seeking a successful career in the field of Cosmetology Arts and Science. The school will focus on educating students and assisting them find careers in Cosmetology, manicurist, estheticians, & make up, & barbering. Students will be prepared to pass the required California State Board Exam as well as career placement upon graduation and licensing. We will ensure all students are treated fairly and nurtured to grow in their chosen course of study.

Our hope is that every student will not just learn the basic fundamentals of cosmetology but will also utilize their own creativity, along with our guidance to become their personal best.

The primary purpose of Glam House Beauty academy is to better prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, the institution teaches the techniques of artistry of cosmetology, integrity, safety & sanitation, poise, charm, self-reliance, personal hygiene, marketing and business practices as the students are prepared for the State Board Cosmetology Examination.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The school is located in Midcity Los Angeles. The building is in a retail strip with parking for students and faculty located in both the front and back of the building. The school is one story and is about 3000+ sq feet. The school also has its own restrooms. The school is modern and will be upkept to the state code and requirements.

The facilities are equipped with standard peripherals necessary for instruction, such as whiteboards, projectors, TVs, and desks and chairs. Students have access to the learning resources, as well as the equipment necessary for practical instruction: work stations, hydraulic chairs, dryers, shampoo chairs and sinks, dryers, stoves, esthetics beds, skin care stations, manicure stations, mannequins, a projector for class room instruction, educational charts, DVD player for educational videos, and hair products and supplies.

Students will be issued minimal supplies covering instruction and practice during the first week of the course. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the course will be issued during the second week of attendance. Students will be required to have a laptop or desktop computer equipped with built in speakers or headphones, a computer camera and internet access. Standard operating system software that should include a recent version of a generally available browser such as Internet Explorer, Google Chrome, or Firefox.

## Admissions Policies & Recognition of Credits

The general criteria for admission are:

- Students are assessed during the admissions process on their ability to benefit from the program professionally, and their likelihood of completing the program successfully. Specific questions are asked to lead a self-assessment of the student's learning style and their professional and personal ambitions. Students are admitted to the program if this self-assessment meets the above criteria and they meet all other admissions requirements.
- Student must meet all requirements for eligibility for licensure for their selected course (see Requirements for Licensure section).
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- Must present a photographic driver's license or Calif. I.D.

### Recognition of Credit Policies

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Students transferring from another cosmetology or barbering school will complete our Transfer Student Agreement and provide an official transcript from the previous school. A minimum of 600 clock hours will be accepted, additional will be accepted at the discretion of the school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a \$100.00 registration fee. The student will be required to purchase a Glam House Beauty Academy student kit and a book if needed. Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

### Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Mai Dinh; BOOK@GLAMHOUSELA.COM. Written notices may also be delivered in person to Mai DINH, or mailed to 5001 W. PICO BLVD LA, CA 90019 the school's administrative office. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

## **Withdrawal Policy**

### **Withdrawals Initiated by the Student**

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Mai Dinh ; BOOK@GLAMHOUSELA.COM . Written notices may also be delivered in person to Mai Dinh; 5001 w. pico blvd LA, CA 90019 or mailed to the school's administrative office. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

### **Withdrawals Initiated by the Institution**

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

1. Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff
2. As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
3. Being absent for more than seven (7) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

## **Refund Policy**

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

### **Timing and Documentation of Refunds**

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, 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, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

### **How Refunds are Calculated in the Event of a Cancellation**

If a student cancels their enrollment according to the Cancellation Policy, this institution 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), as specified in the catalog and enrollment agreement. Any fees

collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

#### **How Refunds are Calculated in the Event of a Withdrawal**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reuseable and unsullied state).

#### **Refunds to 3rd Party Payors, as applicable**

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

#### **Refunds of Payments Collected and Payable to 3<sup>rd</sup> Party Entities, as applicable**

If this institution has collected money from, or on behalf of, 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 or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Instructional Location**

Instruction will be held at Glam House Beauty Academy, located at 5001 West Pico Blvd Los Angeles, CA 90019.

### **Mode of Instruction**

Theory: Theory instruction is provided via asynchronous online instruction via Milady CIMA and synchronous online instruction via Zoom, OR via Direct Classroom Instruction.

Practical: All practical instruction is provided via Direct Classroom Instruction.

- CIMA by Cengage Learning is accessible to students who have internet connectivity and receive login and password credentials from the school. Students are provided a weekly instructional plan that the student is to complete on their own schedule. CIMA is the instructional vehicle for Technical Instruction. All Practical instruction will be done at the campus.
- CIMA from Cengage Learning delivers a highly personalized, online learning platform. A cloud-based learning solution, CIMA combines all of the learning tools - readings, multimedia, activities and assessments into a singular Learning Path.
  - Each enrolled student will receive log in credentials and/or access to the software.
- The CIMA software maintains of record of the dates that lesson assignments were completed, the amount of time the student has attended and the grades earned by the student. Students can expect that their lessons and assignments will be evaluated and a response provided within 3 days of submission.

## **Distance Education Interview Process Flow**

### **Admissions Officer**

1. identifies a prospective student who is interested in our program
2. interviews identified student prospect regarding their skills and competencies to succeed in a distance education environment.
  - a. The Admissions Officer uses the Distance Education Student Assessment as a tool to ask pointed questions to the prospect in order to determine their likelihood of succeeding in the distance education portion of training.
3. The Admissions Officer, together with the student ,assess the student's responses and makes the decision regarding the student's potential to succeed in the Distance Education portion of training.

## **Distance Learning Assessment**

The four topical areas of assessment, Time Management, Communication Study skills and Learning Styles are important for any individual who aspires to learn in any modality but even more important if education is delivered via distance education. The questions found of the Student Assessment are designed to inform the prospective student of the demands that distance education may place on them and, depending on their answers, provide a self assessment of their ability to succeed in the DE environment.

School staff members are available at the school during regular business hours Monday through Friday to assist students or faculty with any technical assistance they may require regarding the distance education component of training. Further, staff member Mai Dinh is available 7 days a week from 8am to 8pm to assist in resolving any technical issues. Email [book@glamhousela.com](mailto:book@glamhousela.com) or by phone at (424)-777-5825. Students may also contact CIMA for support: CIMA Support [cimasupport@milady.com](mailto:cimasupport@milady.com) Call [800-648-7450](tel:800-648-7450), or Visit [cengage.com/support](http://cengage.com/support).

The CIMA LMS software maintains a record of the dates that lesson assignments were completed, the amount of time the student has attended and the grades earned by the student. Most interactions in the software such as quizzes will be automatically graded and give students feedback instantly; beyond this, students can expect that their lessons and assignments will be evaluated and a response provided within 10 days of submission.

## **Library Resources**

Our library is comprised of learning resources that consist of Milady's Cosmetology, Barbering, Manicurist, and Esthetician Textbooks, Hair color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library also consists of copies of the NIC-approved textbook this institution utilizes (Milady) copies of the State Board's Health and Safety course textbook, as well as multimedia content that contain lessons and



demonstrations for students viewing that concern the Cosmetology, Barbering Manicurist, and Esthetician programs. The policies and procedures for supplying them to students who will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student will result in their future privileges for checking out learning material may consist of a four hour time frame before they must be returned to the library.

## **Online Cosmetology Resources Available to Our Students**

### Web Sites

- **Salon Channel**

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

- **Beauty Site**

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

- **Beauty Tech**

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

- **BeautyLink**

News, experts' tips, answers to beauty questions.

- **Beautynet**

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

- **Behind the Chair**

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

- **Lipstick Page**

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

- **Milady**

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

## Grades and Standards for Student Achievement

### Grading System

Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

#### Academic Grading

100% - 95% A...Superior Performance  
94% - 85% B...Above Average  
84% - 75% C.....Average  
74% - 65% D.....Unsatisfactory  
64% - 00 % F....Fail

#### Point Grades for Practical Work

(GPA 4) 4 POINTS = A  
(GPA 3) 3 POINTS = B  
(GPA 2) 2 POINTS = C  
(GPA 1) 1 POINTS = D  
(GPA 0) 0 POINTS = F

#### Grades for Practical Work

- A - EXCELLENT, No Errors (All steps followed correctly).
- B - 1 to 2 Procedures incorrect, student is making GOOD satisfactory progress.
- C - 3 Procedures incorrect (SATISFACTORY progress).
- D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
- F - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

#### Student Clock Hour Policy

The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students are given up to seven (7) minutes to clock in and receive credit for the quarter ( $\frac{1}{4}$ ) hour. This seven minute period applies to the start of the class day. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in or out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination.

### **Time Card Credit**

The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
- The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.

### **Standards of Satisfactory Progress**

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines.

The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
- Complete the course within a maximum time frame of one and one-half (1 1/2) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 44 weeks (including grace time for absences, two weeks) he or she must complete within 66 weeks
- Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.
- The following factors will be measured to determine Academic Progress:
  - Theory test grades and practical work (including mannequin and patron work).

### **Required Practical Operations**

Policy and Regulatory Agencies require student to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models

or clients. The requirements listed are minimum operations that each student must successfully complete prior to graduation. Additional operations may be scheduled by the instructor, based on training needs and clientele volume. Practical assignments are evaluated as completed and counted toward course completion only when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades.

## **Learning Expectations**

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text books, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

## **Online Instruction**

This institution's policy on attendance is based on the premise that regular communication between the teacher and the student and, also, among students themselves, has significant value in the learning process. To assure this timely communication, your instructor will respond to each of your assignment submissions or exam submissions within 10 days. To further assure this timely communication, you must respond to each of your instructor's inquiries within 10 days as well.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **Attendance Policy**

The course of student training and total number of hours are established by the State of California.

Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks, he or she must complete within 66 weeks. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer.

- Each student is required to attend school daily, Monday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.
- Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Chief Academic Officer and amend the Enrollment Agreement to show the days and hours of attendance.
- Each student, when entering or leaving the school, must check in or out on their own time card

and must also check in and out for breaks and lunch periods.

- Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Monday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

### **Makeup Hours**

Upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, the school will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost extra. (see fee schedule). Sick days, personal religious holidays, etc., are subjected to this charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

### **Absences**

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, the Cosmetology program requires that minimum hours be completed before a student is eligible for graduation. (Cosmetology 1,000 hours, Esthetician 600 hours, Manicurist 400 hours)

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

### **Tardiness**

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

### **Professions – Requirements for Eligibility for Licensure**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. The institution assists students in completing the necessary

documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations.

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Barbering Program: Completed 1000 hours in a Board approved school.
- Cosmetology Program: Completed 1000 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician, Manicurist or Barber course described previously and passed the examination with an overall average score of 75%.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

| <b>Program Name</b> | <b>Tuition</b> | <b>Registration Fee*</b> | <b>STRF**<br/>(\$2.50/\$1,000)</b> | <b>Kits</b> | <b>Books</b> | <b>Uniforms</b> | <b>Materials</b> | <b>Total Program Charges</b> |
|---------------------|----------------|--------------------------|------------------------------------|-------------|--------------|-----------------|------------------|------------------------------|
| Cosmetology         | \$9,000        | \$75                     | \$0                                | \$1000      | \$500        | \$75            | \$200            | \$10,850.00                  |
| Barbering           | \$9,000        | \$75                     | \$0                                | \$1000      | \$500        | \$75            | \$200            | \$10,850.00                  |
| Esthetician         | \$5,000        | \$75                     | \$0                                | \$400       | \$300        | \$75            | \$150            | \$6,000.00                   |
| Manicurist          | \$4,500        | \$75                     | \$0                                | \$500       | \$300        | \$75            | \$150            | \$5,600.00                   |

Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee

Transcript Fee: \$25 (two copies)

Late payment Fee: \$15

\*denotes non-Refundable charge

\*\*Student Tuition Recovery Fund Fee. (non-refundable)

No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student's enrollment agreement.

Within 5 days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

The institution does provide financial assistance directly to its students in the form of an optional monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students who fall one month behind in their tuition payments are subject to disenrollment for

a minimum of 6 months or until previous balance is paid in full and/or student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

- Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility.
- If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for a refund those items which were unused. The condition of books or supplies is to be determined by the instructor or a school administrator.
- Extra Instruction Charges:
  - Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$5.50, Manicuring: \$10.00, Esthetician \$6.40, Barber \$4.65 Students withdrawing from Glam House Beauty Academy prior to completion of their contracted program must pay all balances in full prior in order to receive the Proof of Training and/or Record of Withdrawal documents for the hours completed in the school.
- The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

### **Cosmetology Program**

- |                                                              |             |
|--------------------------------------------------------------|-------------|
| • Total charges for current period of attendance             | \$10,850.00 |
| • Estimated total charges for the entire educational program | \$10,850.00 |

### **Barbering Program**

- |                                                              |             |
|--------------------------------------------------------------|-------------|
| • Total charges for current period of attendance             | \$10,850.00 |
| • Estimated total charges for the entire educational program | \$10,850.00 |

### **Esthetician Program**

- |                                                              |         |
|--------------------------------------------------------------|---------|
| • Total charges for current period of attendance             | \$6,000 |
| • Estimated total charges for the entire educational program | \$6,000 |

### **Manicurist Program**

- |                                                              |         |
|--------------------------------------------------------------|---------|
| • Total charges for current period of attendance             | \$5,600 |
| • Estimated total charges for the entire educational program | \$5,600 |

## **Faculty**

### **Kara Skelton**

- Kara is a licensed manicurist and licensed instructor.

### **Alle Dang**

- Alle is a licensed cosmetologist as well as a licensed instructor.

### **Mai Dinh**

- Mai is a licensed manicurist and esthetician.



**Ryen Davis**

- Ryen is a licensed Esthetician.

**Kadeem McLaren**

- Kadeem is a licensed Barber.

## Programs

### Cosmetology

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                   | Cosmetology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Description of Program</b>         | This program covers all aspects of cosmetology: hair services, lash and brow services, skin care, manicuring and pedicuring. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Cosmetology license and pursue employment in the field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Program Mission and Objectives</b> | <p>The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills obtained in this course will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator (SOC 39-5012).</p> <ul style="list-style-type: none"><li>• Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.</li><li>• Understand general theory relative to required topics of Cosmetology training</li><li>• Develop practical procedure skills in hair cutting, styling, chemical hair services, facials, lash and brow beautification, and manicures &amp; pedicures</li><li>• Demonstrate the proper use of implements and products relative to all Cosmetology services</li><li>• Effectively analyze the scalp, hair, face, and hands before all services, to determine any physical conditions and disorders.</li><li>• Use the correct terminology used in performing all Cosmetology services</li><li>• Demonstrate correct and skillful application of the procedures for Cosmetology services</li><li>• Understand and demonstrate proper procedure of manicuring and pedicuring</li></ul> |
| <b>Graduation Requirements</b>        | All cosmetology students are required to complete 1000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours with a minimum grade of "C". Students are assisted in completing the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



|                                          |                                                                                        |
|------------------------------------------|----------------------------------------------------------------------------------------|
|                                          | necessary documents to file for the appropriate Barbering and Cosmetology Examination. |
| <b>Program Length in Hours</b>           | 1000 hours.                                                                            |
| <b>Final Tests or Exams</b>              | A final skills exam is administered.                                                   |
| <b>Required Internship or Externship</b> | None Required.                                                                         |

### Cosmetology: Outline of Subject Matter

- **Health & Safety**
  - Infection Control & Regulations
  - Principles of Infection Prevention Measures
  - Chemicals and your Health
  - Safety Data Sheets: What you need to know
  - Protecting Yourself from Hazardous Chemicals
  - Safe Chemical Handling in the Establishment
  - Communicable Diseases: Prevent the Spread
  - Health and Safety Laws and Agencies
  - Solving Health and Safety Problems
  - Ergonomics: Fitting the Job to the Person
  - Worker's Rights
  - Sexual & Physical Assault Awareness
- **Disinfection and Sanitation**
  - Protecting the Health & Safety of the Consumer & You
  - Proper Hand Washing
  - Disinfectants
  - Cleaning and Disinfecting nonelectrical tools and implements
  - Standard protection precautions
  - Personal protective equipment
- **Chemical Hair Services**
  - Hair Analysis & Predisposition
  - Identify natural hair color and tone
  - How chemical services affect the structure of hair
  - Techniques for permanent waving
  - Soft Curl permanents
  - Techniques for chemical hair relaxers/straightening
  - Safety precautions for chemical hair relaxing services
  - Hair color consultation & strand tests
  - Alternative hair coloring techniques: Balayage, Ombre
  - Proper mixing and formulation of hair color
  - Applying hair color
  - Hair color retouches
  - Bleaching: How to use lighteners
  - Color correction and effective use of dye removers
  - Hair coloring safety precautions
- **Hairstyling Services**

- Styling and arranging of various hair lengths and styles
- Pin curls
- Roller curls
- Hair wrapping
- Master comb-out techniques
- Basic blow dry styling techniques
- Thermal hair straightening
- Curling iron techniques
- Safety in thermal hairstyling
- Shampooing principles and techniques
- Basic haircutting techniques
- Principles of wet and dry hair cutting
- Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
- Posture and body position
- **Skin Care**
  - Manual Facials
  - Electrical Facials
  - Chemical Facials
  - Methods of treating the face, scalp, neck or body without ablation or destruction of live tissue:
    - Hands
    - Esthetic devices
    - Cosmetic products
    - Antiseptics, lotions, tonics and creams
- **Hair Removal and Lash and Brow Beautification**
  - Eyelash tinting and perming
  - Application of eyelashes
  - Eyebrow tinting and perming
  - Eyebrow shaping
  - Hair analysis
  - Hair removal best practices and techniques
  - Acceptable hair removal methods:
    - Depilatories
    - Waxing
    - Sugaring
    - Nonprescription chemicals
    - Tweezing
    - Electrical hair removal devices (excluding laser/light wave devices)

- **Manicure and Pedicure**
  - Differences of Water and oil manicures
  - Performing the Basic Manicure
    - Nail analysis
    - Manicuring techniques
    - Hand and arm massage
  - Performing the Basic Pedicure
    - Nail analysis
    - Pedicuring techniques
    - Foot and ankle massage
  - Artificial Nail Services
    - Acrylics application best practices & techniques
    - Understanding Brush-ons: Liquid & Powder
    - Nail Tips and Wraps: Why and How
  - Artificial Nail Repairs:
    - Nail wrap maintenance
    - Repairs
    - Proper removal

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Barbering

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                      | Barbering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description of Program</b>            | This program covers all aspects of barbering, including hair styling, chemical hair services, and beard shaving and trimming techniques. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Barbering license and pursue employment in the field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Program Mission and Objectives</b>    | <p>The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills gained in this course will prepare students to pass their licensing exam and obtain work as a barber (SOC 39-5011).</p> <ul style="list-style-type: none"> <li>● Acquire knowledge of laws and rules pertaining to health and safety and best practices for infection control and prevention</li> <li>● Demonstrate proper sanitation and sterilization of implements and workspace</li> <li>● Understand general the theory topics of Barbering</li> <li>● Understand and demonstrate the proper use of implements relative to all Barbering services</li> <li>● Acquire the skill for analyzing the hair and skin prior to all services</li> <li>● Use appropriate terminology used in performing all Barbering services</li> <li>● Execute proper and accurate procedures in hair and shaving services such as hair cutting, styling, chemical hair treatments, and shaving</li> <li>● Develop appreciation of good workmanship common to Barbering</li> </ul> |
| <b>Graduation Requirements</b>           | When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Program Length in Hours</b>           | 1000 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Final Tests or Exams</b>              | A final skills exam is administered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Required Internship or Externship</b> | None Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Outline of Subject Matter: Barber

| Topic                     | Total Hours, Technical & Practical |
|---------------------------|------------------------------------|
| Health & Safety           | 100                                |
| Disinfection & Sanitation | 150                                |
| Chemical Hair Services    | 250                                |
| Hairstyling Services      | 250                                |

|                                   |             |
|-----------------------------------|-------------|
| Shaving and Trimming of the Beard | 250         |
| <b>Total Hours</b>                | <b>1000</b> |

## Barbering: Outline of Subject Matter

### **Health & Safety**

This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B. This training course includes up-to-date and topical information important to the well-being of barbers, cosmetologists, manicurists, estheticians, and the millions of consumers they serve.

- Topics:
  - Infection Control & Regulations
  - Principles of Infection Prevention Measures
  - Chemicals and your Health
  - Safety Data Sheets: What you need to know
  - Protecting Yourself from Hazardous Chemicals
  - Safe Chemical Handling in the Establishment
  - Communicable Diseases: Prevent the Spread
  - Health and Safety Laws and Agencies
  - Solving Health and Safety Problems
  - Ergonomics: Fitting the Job to the Person
  - Worker's Rights
  - Sexual & Physical Assault Awareness

### **Disinfection and Sanitation**

This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

- Topics:
  - Protecting the Health & Safety of the Consumer & You
  - Proper Hand Washing
  - Disinfectants
  - Cleaning and Disinfecting nonelectrical tools and implements
  - Standard protection precautions
  - Personal protective equipment

### **Chemical Hair Services**

This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, semi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers, as well as technical and practical instruction in acid and alkaline permanent waving and chemical straightening, including the use of sodium hydroxide and other base solutions.

- Topics:
  - Hair Analysis & Predisposition
  - Identify natural hair color and tone

- How chemical services affect the structure of hair
- Techniques for permanent waving
- Soft Curl permanents
- Techniques for chemical hair relaxers/straightening
- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners
- Color correction and effective use of dye removers
- Hair coloring safety precautions

### **Hairstyling Services**

This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.

- Topics:
  - Styling and arranging of various hair lengths and styles
  - Pin curls
  - Roller curls
  - Hair wrapping
  - Master comb-out techniques
  - Basic blow dry styling techniques
  - Thermal hair straightening
  - Curling iron techniques
  - Safety in thermal hairstyling
  - Shampooing principles and techniques
  - Basic haircutting techniques
  - Principles of wet and dry hair cutting
  - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
  - Posture and body position

### **Shaving and Trimming of the Beard**

This module will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

- Topics:
  - Shaving Safety Considerations
  - Tools and Product Knowledge
  - Station Setup
  - Preparing the client for a shave
  - Effective skin condition assessment
  - Standard shave procedures and techniques
  - Facial without shave (including traditional massage and rolling cream massage techniques)
  - Facial with shave, including application of aftershave antiseptic

Depending on how long it takes a student to complete the practical operations successfully, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1000, include the technical instruction phase and the practical instruction phase for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
  - Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
  - Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Esthetician

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                      | Esthetician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Description of Program</b>            | This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching ad hair removal (other than by electrolysis), make- up artist, and skin care product representative.                                                                                                                                                                                                                                         |
| <b>Program Mission and Objectives</b>    | The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.(SOC 39-5094)<br>The objective is to acquire the knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics. |
| <b>Graduation Requirements</b>           | When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.                                                                                                                                                                                                                                                                                                    |
| <b>Program Length in Hours</b>           | 600 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Required Internship or Externship</b> | None Required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Esthetician: Outline of Subject Matter

### **Health & Safety Considerations**

- Infection Control & Regulations
- Chemical and Health in Establishments
- Principles of Infection -
- Prevention
- Chemical Make-up
- Electrical equipment
- About the California Board of Barbering and Cosmetology
- Safety Data Sheets: What you need to know
- Protecting Yourself From Hazardous Chemicals
- Ergonomics: Fitting the Job to the Person
- Communicable Diseases
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Workers Rights

### **Disinfection & Sanitation (Infection Control)**

- Disinfectants
- Cleaning and Disinfecting nonelectrical tools and implements



- Proper Hand Washing
- Handling an exposure incident
- Standard protection precautions
- Protective equipment

### **Anatomy & Physiology**

- Human Anatomy
- Human Physiology
- Bacteriology
- Skin analysis & conditions

### **Skin Care**

#### **Makeup**

- Skin analysis
- Basic and corrective application
- Application of false eyelashes

#### **Manual, Electrical and Chemical Facials**

- Manual Facials
- Electrical Facials
- Chemical Facials

#### **Preparation**

- Client consultation
- Intake procedures
- Contraindications
- Professionalism
- Client recordkeeping
- Pre and post operative care
- CPR/AED
- Salon and spa skills
- EPA

### **Hair Removal and Lash & Eye Brow Beautification**

- Eyebrow shaping
- Hair removal
- Hair analysis
- Waxing
- Tweezing
- depilatories

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

### **Manicurist**

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                      | Manicurist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description of Program</b>            | This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.                                                                                                                                                                                                                                                                                         |
| <b>Program Mission and Objectives</b>    | The mission of the Manicuring course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail-care specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring |
| <b>Graduation Requirements</b>           | Requirements for Satisfactory Completion of Course: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No externship is required.                                                                                                                                                                                                                                                                                                                                     |
| <b>Program Length in Hours</b>           | 400 hours - 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.                                                                                                                                                                                                                                             |
| <b>Final Tests or Exams</b>              | A final skills exam is administered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Required Internship or Externship</b> | None Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

### Manicurist: Outline of Subject Matter

- **Health & Safety Considerations**
  - Chemical and Health in Establishments
  - Science of Chemistry
  - Potential Hydrogen
  - Purpose of nail care preparations
  - Safety Data Sheets OSHA
  - EPA
  - State Agencies
  - About the California Board of Barbering and Cosmetology

- Chemicals and your Health
- Safety Data Sheets: What you need to know
- Protecting Yourself From Hazardous Chemicals
- Ergonomics: Fitting the Job to the Person
- Communicable Diseases
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Workers Rights
- **Disinfection & Sanitation**
  - Chemical and Health in Establishments
  - Principles of Infection -
  - Prevention
  - Practical
  - Cleaning and Disinfecting nonelectrical tools and implements
  - Cleaning and Disinfecting Whirlpool, air-jet and pipeless foot spas
  - Cleaning and Disinfecting Basic Foot Basins
  - Proper Hand Washing
  - Handling an exposure incident
- Manicures and Pedicures
  - Performing the Basic Manicure
    - Pre-Service Procedure
    - Service Procedure
    - Post-Service Procedure
  - Performing the Basic Pedicure
    - Service Menu
    - Service Procedure
    - Foot and Leg Massage
  - Professionalism
    - Communication skills
    - Ethics/Salesmanship
    - Recordkeeping

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

## Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## Academic Freedom

Glam House Beauty Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

The institution encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this

institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: Glam House Beauty Academy 5001 W. Pico Blvd Los Angeles, Ca 90019.

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

## **Leaves of Absence**

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 5001 W. Pico Blvd Los Angeles, Ca 90019.

and must be approved by the Chief Academic Officer.(CAO) An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

## **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Glam House Beauty Academy, 5001 W. Pico Blvd Los Angeles, Ca 90019.

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly

followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Those students experiencing academic or other problems related to their enrollment, may request a personal meeting with an Instructor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional personal meetings if desired. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

## **Placement Services**

The school will focus on educating students and assisting them find careers in Cosmetology, manicurist, estheticians, & make up. Students will be prepared to pass the required California State Board Exam as well assistance with career placement upon graduation and licensing, such as resume prep, interview guidance, and connections to available positions in the community. We will ensure all students are treated fairly and nurtured to grow in their chosen course of study.

## **Student Housing**

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,500 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently, which will include the type of certificate granted and the date upon which it was granted. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion

exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.



## Manicurist Kit

| <b>Miscellaneous Items</b> |                            | <b>Nail Tip Application</b>              |                      |
|----------------------------|----------------------------|------------------------------------------|----------------------|
| 3                          | Large Bags w/ Liners       | 1                                        | Bag of Assorted Tips |
|                            | 1- Soiled Linen            | 1                                        | Nail Glue            |
|                            | -Trash                     | 1                                        | Emery Boards         |
|                            | - Items To Be Disinfected  | 1                                        | Orangewood Sticks    |
| 30                         | Blue Paper Towels          | 1                                        | 3-Way Buffer         |
| 1                          | Hand Sanitizer             | 1                                        | File                 |
| 1                          | Disinfectant Spray         | 1                                        | Nail Clipper         |
| 1                          | Pencil                     | 1                                        | Scissors             |
| 1                          | First Aid Kit              | <b>Manicure &amp; Polish Application</b> |                      |
| <b>Sculptured Nail</b>     |                            | 1                                        | Finger Bowl          |
| 1                          | File                       | 1                                        | Bag of Cotton        |
| 1                          | 3-Way Buffer               | 1                                        | Finger Brush         |
| 1                          | Emery Board                | 6                                        | Q-Tips               |
| 1                          | Orangewood Stick           | 1                                        | Plastic Pusher       |
| 1                          | Odorless Nail Liquid, 1oz. | 1                                        | 3-Way Buffer         |
| 1                          | Nail Powder, 1/4oz.        | 1                                        | Emmery Board         |
| 1                          | Primer                     | 2                                        | Orangewood Sticks    |
| 4                          | Touch Tab Forms            | 1                                        | Polish Remover       |
| 1                          | Nail Brush                 | 1                                        | Cuticle Remover      |
| 2                          | Dampen Dishes              | 1                                        | Cuticle Oil          |
| <b>Artificial Nail</b>     |                            | 1                                        | Hand Lotion          |
| 1                          | Bag of Cotton              | 1                                        | Nail Dehydrator      |
| 1                          | Polish Remover             | 1                                        | Base Coat            |
| 1                          | Nail Dehydrator            | 1                                        | Red Polish           |
| 1                          | Cuticle Oil                | 1                                        | Top Coat             |
| 1                          | Towel                      | 1                                        | Towel                |

## Esthetician Kit

| Miscellaneous Items                 |                          | Clean Instruments        |                                     |
|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| 3                                   | Large Bags w/ Liners     | 10                       | Spatulas                            |
|                                     | -Soiled Linen            | 1                        | Bag of Cotton                       |
|                                     | -Trash                   | 2                        | Eye Pads                            |
|                                     | -Items To Be Disinfected | 1                        | Head Bonnet                         |
| 30                                  | Blue Paper Towels        | 1                        | Pair of Gloves                      |
| 1                                   | Hand Sanitizer           | 10                       | Souffle Cups                        |
| 1                                   | Disinfectant Spray       | <b>Facial Mask</b>       |                                     |
| 1                                   | Pencil                   | 1                        | Mask                                |
| 1                                   | First Aid Kit            | 1                        | 1 oz. Astringent                    |
| 6                                   | White Towels (1 pack)    | 1                        | Moisturizer                         |
| 1                                   | Tissue Box               | 1                        | Mask Brush                          |
| <b>Cleansing/Scrub/Massage Bag</b>  |                          | <b>Makeup</b>            |                                     |
| 1                                   | Cleansing Cream          | 1                        | Cape                                |
| 1                                   | Astringent               | 1                        | Powder                              |
| 1                                   | Exfoliant                | 1                        | Foundation                          |
| 1                                   | Sponge To Exfoliate      | 1                        | Mascara                             |
| 1                                   | Massage Cream            | 1                        | Blush                               |
| 10                                  | Plastic Spatulas         | 1                        | Eye Shadow                          |
| 1                                   | Bag of Cotton            | 1                        | Eye brow Brush                      |
| 2                                   | Towels                   | 1                        | Lip Brushes                         |
| 2                                   | Orangewood Sticks        | 1                        | Lip Liner (Red)                     |
| 10                                  | Soufflé Cups             | 1                        | Lipstick (Red)                      |
| 1                                   | Head Bonnet              | 1                        | Brow Pencil (Brown)                 |
| <b>Tweeze &amp; Wax/Mask/Makeup</b> |                          | 1                        | Eyeliners (Black)                   |
| 10                                  | Spatulas                 | 1                        | Top Coat                            |
| 1                                   | Bag of Cotton            | 1                        | Towel                               |
| 1                                   | Pair of Gloves           | 1                        | Makeup Sponges                      |
| 10                                  | Soufflé Cups             | 6                        | Spatulas                            |
| 2                                   | Orangewood Sticks        | 2                        | Mascara Wands (Disposable)          |
| 2                                   | Towels                   | 4                        | Eye Shadow Applicators (Disposable) |
| 1                                   | Head Bonnet              | <b>Microdermabrasion</b> |                                     |
| 1                                   | Pair of Gloves           | 1                        | 1oz Degreaser/Prep-Solution         |
| 1                                   | 1oz Antiseptic           | 2                        | Eye Pads                            |
| 1                                   | 1 oz. Powder             | 1                        | Pair of Gloves                      |
| 1                                   | 1 oz. Post Epilation     | 1                        | Goggles                             |
| 1                                   | Simulated Wax            | 1                        | Face Mask                           |
| 1                                   | Small Spatula            | 1                        | 1 oz. Water                         |
| 1                                   | White Spatula            |                          |                                     |
| 1                                   | Wax Strips               |                          |                                     |
| <b>Eyelash Enhancement</b>          |                          |                          |                                     |
| 1                                   | Small Scissors           |                          |                                     |
| 2                                   | Mascara Brushes          |                          |                                     |
| 1                                   | Pair Lashes              |                          |                                     |

|   |            |  |
|---|------------|--|
| 1 | Lash Glue  |  |
| 5 | Toothpicks |  |

### Cosmetology Kit

| <b>Tote Bag</b> |                    | <b>Hair Color</b> |            |
|-----------------|--------------------|-------------------|------------|
| 1               | Spray Water Bottle | 6                 | Foil Paper |

|                        |                            |                        |                               |
|------------------------|----------------------------|------------------------|-------------------------------|
| 30                     | Blue Paper Towels          | 3                      | Tint Brush                    |
| 1                      | Disinfectant Spray<br>3oz. | 1                      | Protective Cream              |
| 1                      | Hand Sanitizer             | 3                      | Pair Gloves                   |
| 1                      | Pencil                     | 2                      | Spatulas - Small              |
| 1                      | First Aid Kit              | 1                      | PD Testing Bag                |
| <b>Table Set Up</b>    |                            | 1                      | Container - Tint Product      |
| 2                      | Styling Combs              | 1                      | Container – Lightener Product |
| 1                      | Rat Tail Comb              | <b>Relaxer</b>         |                               |
| 1                      | Tint Brush                 | 1                      | Bleach Comb                   |
| 1                      | Cape                       | 1                      | Tint Brush                    |
| 1                      | Pair of Gloves             | 1                      | Container - Relaxer Product   |
| 6                      | Butterfly Clips            | 1                      | Protective Cream 1oz.         |
| 2                      | White Towel                | 2                      | Pair of Gloves                |
| 1                      | Kleenex Packet             | 2                      | Spatulas - Small              |
| <b>Thermal Curling</b> |                            | <b>Facial</b>          |                               |
| 2                      | Rat Tail Comb              | 1                      | Cleansing Cream               |
| 1                      | Cape                       | 11                     | Massage Cream                 |
| 4                      | Butterfly Clips            | 1                      | Astringent                    |
| 3                      | Towel                      | 4                      | Spatulas                      |
| 1                      | Paper for Testing          | 1                      | Head Bonnet                   |
| <b>Hair Cutting</b>    |                            | 1                      | Moisturizer                   |
| 2                      | Styling Comb               | 1                      | Moisturizer                   |
| 2                      | Rat Tail Comb              | 1                      | Exfoliating Sponge            |
| 1                      | Brush                      | 4                      | Souffle Cups                  |
| 4                      | Butterfly Clips            | 1                      | Kleenex Package               |
| 1                      | Shaper w/ Blade            | 1                      | Orangewood Stick              |
| 1                      | Hair Cutting Shear         | 1                      | Bag of Cotton                 |
| <b>Chemical Waving</b> |                            | 5                      | Towels                        |
| 2                      | Styling Comb               | <b>Sculptured Nail</b> |                               |
| 2                      | Rat Tail Comb              | 1                      | Odorless Nail Liquid 1oz.     |
| 1                      | Bag Purple Perm Rod        | 1                      | Odorless Nail Powder 1/4 oz.  |
| 1                      | Bag White Perm Rod         | 1                      | Primer                        |
| 1                      | End Paper                  | 4                      | Touch-Tab Forms               |
| 1                      | Case                       | 1                      | Nail Dehydrator               |
| 1                      | Exfoliant                  | 2                      | Plastic Dappen Dish           |
| 4                      | Towel                      | 1                      | Nail Brush                    |
| 9                      | Butterfly Clips            | 1                      | File                          |
| 1                      | Coil Cotton Strip          | 1                      | 3-Way Nail Buffer             |
| 1                      | Protective Cream 1oz.      | 1                      | Emery Board                   |
| 1                      | Pair Gloves                | 1                      | Orangewood Stick              |
| 2                      | Spatulas - Small           | 1                      | Bag of Cotton                 |
| 1                      | Plastic Bottle 6oz.        | 2                      | Towels                        |
| 1                      | Brush                      | 1                      | Manicure Brush                |

|  |  |   |             |
|--|--|---|-------------|
|  |  | 6 | Blue Towels |
|--|--|---|-------------|

## Barbering Kit

|                                             |
|---------------------------------------------|
| Oster Classic 76- clipper                   |
| Wahl Magic Clip - clipper                   |
| Andis T-outliner- trimmer/edger             |
| Detachable clipper combs                    |
| Detachable blades 1 1/2, 2 , and 3 1/2      |
| Barber jacket                               |
| Cutting cape                                |
| Straight razor with disposable razor blades |
| Shears                                      |
| Talcum powder                               |
| Duster                                      |
| Wahl electric shaver                        |
| Andis disinfectant spray                    |
| 6 comb set                                  |

## **Required Disclosures**

- This institution does not admit students from other countries, so no visa related services are offered. Instruction is offered in the English language only.
- This institution does not provide ESL instruction.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897
- A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means compliance with state standards set forth in the CEC and 5, CCR. The institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- 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.
- Policies and Procedures Regarding Financial Aid. The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Financial Aid Disclosures: The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students who fall one month behind in their tuition

payments are subject to disenrollment for a minimum of 6 months or until previous balance is paid in full and/or student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

### **Student Tuition Recovery Fund Disclosures.**

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program." "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

[End of Document]