

Rosemead Beauty School  
8531 E. Valley Blvd.  
Rosemead CA, 91770

# School Catalog 2014

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**Mission Statement**

Rosemead Beauty School provides students who are at least high school graduates with a high quality education in the Cosmetology, Manicuring, Skin Care and Massage Therapy courses. Upon completion, the graduate from the Cosmetology, Manicuring and Skin Care programs they will be prepared to pass the California State licensing examination in order to be eligible for entry-level employment in their field of study or related fields. In the meantime, the school is dedicated in educating students to develop their professionalism in the said areas. In addition, the school is committed to maintain the mission of its students through continuously improving life-long learning management disciplines and by providing educational services that incorporate the best business practices in life-long learning management.

**Ownership Information**

JE & K Investment Inc.

**Approval Disclosure Statement**

The Rosemead Beauty School, located at 8531 E. Valley Boulevard, Rosemead, CA 91770, was established in 1957, and was granted its approval from the former Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94915.

The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval cannot exceed four years and is subject to continuing review. The Bureau has approved the following courses offered by:

<u>Program Name</u>	<u>Clock Hours</u>
Cosmetology	1600
Manicuring	400
Skin Care	600
Massage Therapy I	285
Massage Therapy II	600

The school is provided within the facility with an occupancy level accommodating 150 students at any one time. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma verifying the fact.

Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class, or signing enrollment agreements. The school participates in some Title IV Programs to assist students to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

The following are agencies which set minimum standards for our program of students in accordance with their individual requirements.

**The State of California Department Consumer Affairs – Bureau of Barbering and Cosmetology provides licenses to graduates upon passing the Barbering and Cosmetology Bureau examination for the Cosmetology, Manicuring and Skin Care programs.**

The school is also recognized by the United States Department of Education (ED) as an eligible institution to participate in the Federal PELL Grant Program.

The institution is a private institution that is approved to operate by the Bureau for Private Post Secondary Education  
Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge.

Fill out a suggestion card and put it in the Suggestion Box.

Requests for further action may be made to Eva Su, CEO of Rosemead Beauty School.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Post Secondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**This catalog covers the 2013 school year**

**This catalog is written in English, the language in which the courses will be taught**

**All information in the content of this school catalog is current and correct and is so certified as true by Eva Wu Su, CEO.**

**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.**

**All class sessions will be help at:**

**8531 E Valley Blvd.  
Rosemead, CA 91770**

## **Notice of Student Rights**

1. You may cancel your contract for school and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau for Private Postsecondary Education at the address and phone number printed below for information.

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

## **Student Tuition Recovery Fund Statement (STRF)**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

### **Employment Outlook**

Positions available for cosmetology graduates: cosmetologist, salon owner, hairstylist, permanent wave specialist, hair colorist, manicurist, for cosmetician. Manicuring graduates: salon manicurist, acrylic nail specialist, for manicuring salon owner. Skin care graduates: working with physicians, chiropractor, manufactures, skin care salon, spa and skin care specialist. Massage Therapy I and II graduates and certification: working as a certified massage therapist as a professional practitioner or professional therapist.

### **Accreditation**

The school is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) which is recognized by the United States Department of Education as a nationally recognized accrediting agency for postsecondary schools.

#### **National Accrediting Commission of Career Arts & Sciences**

**4401 Ford Avenue, Suite 1300**

**Alexandria, Virginia 22302**

**(703) 600-7600**

**Fax: (703) 379-2200**

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

### **Licensing (Cosmetology, Manicurist, Skincare)**

The school is licensed by:

Board of Barbering and Cosmetology  
P.O. Box 944226, Sacramento, CA 94244-2260  
Phone: (916) 445-7008.

### **State Testing Agency (Cosmetology, Manicurist, Skincare)**

Students who complete the required course hours are tested by:

Board of Barbering and Cosmetology,  
P.O. Box 944226, Sacramento, CA 94244-2260  
Phone: (916) 445-7008

### **California Massage Therapy Council (CMTTC)**

Students who complete the required course hours are allowed to apply for certification through the California Massage Therapy Council (CMTTC):

California Massage Therapy Council  
One Capitol Mall, Suite 320  
Sacramento, CA 95814  
[www.camtc.org](http://www.camtc.org)

The Application process to become a Certified Massage Practitioner (CMP) or Certified Massage Therapist (CMT in California is a simple process. The application form will take approximate 30 minutes to complete. Supporting documentation must be gathered and submitted with the application to complete the certification process in California.

### **Administrations Office Hours**

The school administrative office is open for business from Tuesday through Friday from 8:30 a.m. to 6:00 p.m. and Saturday from 8:30 a.m. to 5:00 p.m. For issues related to admissions, academics, financial aid, accounting, and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached by telephone at (626) 286-2146, (626) 286-2147 and fax at (626) 286-6058.

### **Admissions Policies**

The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A. Applicant must provide a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test, Home-school completion credential or its equivalents.

## **Class Schedules**

### **Cosmetology**

Day classes:

Option #1: Tuesday-Thursday are scheduled from 8:30 a.m. to 5:00 p.m. and Friday is scheduled from 8:30 a.m. to 3:00 p.m.,

Option #2: Tuesday-Saturday, scheduled from 8:30 a.m. to 3:00 pm.

Night classes:

Tuesday-Friday, scheduled from 5:00 p.m. to 10:00 p.m.

### **Skin Care**

Day classes:

Tuesday-Friday, scheduled from 8:30 a.m. to 3:00 p.m. After completion of 450 actual hours, the classes are from 8:30 a.m. to 5:00 p.m.

Tuesday-Friday.

Night classes:

Tuesday-Friday, scheduled from 5:00 p.m. to 10:00 p.m.

### **Manicuring**

Day classes are scheduled from 8:30 a.m. to 5:00 p.m., Tuesday, Thursday and Saturday. There are currently no night classes available.

### **Massage Therapy I & Massage Therapy II**

Day classes:

Option #1: Tuesday-Thursday are scheduled from 8:30 a.m. to 5:00 p.m. and Friday is scheduled from 8:30 a.m. to 3:00 p.m.,

Option #2: Tuesday-Saturday, scheduled from 8:30 a.m. to 3:00 pm.

Night classes:

Tuesday-Friday, scheduled from 5:00 p.m. to 10:00 p.m.

### **Enrollment Dates**

All programs are scheduled to start every Tuesday unless otherwise notified.

### **Calendar Holidays**

The school is closed on Mondays and the following holidays: Chinese New Year, Memorial Day, Fourth of July, Thanksgiving Day and Christmas to New Year's week.

### **Complaint/Grievance Policy and Procedure:**

A student may file a complaint orally or in writing to any instructor, administrator, or office personnel. The recipient of the complaint shall transmit it as soon as possible to Eva Su, the designated person to resolve complaints, and she shall attempt to resolve the complaint. If the student delivers the complaint orally and it is not resolved within a reasonable period of time or the school will advise the student that the complaint must be submitted in writing. If the student complains in writing, the institution shall, within 10 days of receipt, provide the student with a written response including a summary of the school's investigation and disposition of it. If the complaint is rejected, the reasons for rejection should be given. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Department of Consumer Affairs at:

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

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

### **Access, disclosure and Retention of Student Records (FERPA)**

Adult students, parents of minor students, and parents of tax dependent students, have the right to have access, inspect, review and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. The school will keep these records for a period of not less than three (3) years from the last day of attendance located at 8531 E. Valley Blvd. Rosemead, CA 91770. After this period, all records are destroyed. The students are not

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

### **Facilities**

The school building occupies a total of 5,800 square feet, which contains laboratory, clinic, classrooms, offices, student dining area, restrooms, instructor study room, and all equipment and supplies needed to operate the school. Equipment includes steamers, hair dryers, steamers, hair stations, facial beds, etc. Additional classroom space is located in West Covina which accommodates the massage therapy program only.

### **Handicapped (Wheelchair Access)**

Access by persons in wheelchairs is available.

### **Orientation Class**

This is a mandatory class. Before the first day of classes, the student will have physically visited and reviewed the school facilities.

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

The school does not discriminate on the basis of ethnic origin, race, color, religion affiliation, sex, sexual orientation, handicap, financial status, age, national origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

### **Student Advising**

- Students are advised on a variety of issues, attendance, academics, and or behavior problems. Advising can also be done on any issue that the student has the need to discuss.
- Informal advising sessions between student and school personnel are not recorded.
- Formal advising sessions are recorded and copy given to the student with the original placed in his/her file.
- Advising can be given by: instructors, manager, financial aid officer, financial aid assistant, Director and President.
- Information regarding child-care services, GED and buss pass are posted on the advisory board

### **Career Advising**

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

### **Library**

Rosemead Beauty School offers a resource center that has books, videos, and DVDs available for borrowing. Material can be borrowed for a week. Please inform the receptionist if you wish to borrow material and fill out the checkout sheet.

### **Drug Abuse Prevention Program**

The school makes the following information available to its students, staff and instructors. Any individual associated with drug use who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: Twin Palms Recovery Center, 3574 Lexington, El Monte, CA 91732, Phone (626) 443-4008.

### **Employment Assistance**

The school does not guarantee employment, or level of income, or wage rate to any student or graduate. However, job placement assistance is available by providing referrals to graduates, by posting job opportunities in the job placement bulletin gathered from phone calls, mailers and any other employer contacts. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

### **Attendance, Tardy and Make-up Policies**

Full-time students are required to attend 30 to 40 clock hours per week. Part-time enrollment is defined as 20 to 24 clock hours per week.

Morning students who are tardy can enter class no later than 10:00 a.m.

Night students who are tardy can enter class no later than 6:00 p.m.

All students are required to clock in daily with their student ID card and timesheet. Instructors must sign students' timesheets on each attending day, to approve the documented hours of attendance.

Students who miss exam days must make arrangements with their instructors to make-up the exams.

### **Class and Practice Hours-Credit Procedure**

Student's record their attendance by clocking IN at the start of the day, OUT for lunch period, IN when returning to class, and OUT at the end of the class day. Students receive credit for operations completed after each operation or project verified by an instructor.



### **Credit Evaluation (Cosmetology, Skin Care and Manicuring)**

School officials will grant appropriate credit for prior training from a California licensed cosmetology school evidenced by the proof of training document, or for out of state or country applicants, a letter from the California Bureau of Barbering and Cosmetology granting a specific amount of hours and operations.

### **Graduation Diploma**

When a student has completed the required clock hours, theory hours, and practical operations for his/her course of study with a 70% attendance and 70% academics, he/she receives a diploma certifying his/her graduation of the appropriate course of study after they have obtained the state license, unless under certain circumstances.

The school assists the students in completing the necessary documents to file for the appropriate California State Barbering and Cosmetology Examination. Diploma will not be issued to student until all tuition and fees are paid in full and license has been obtained unless otherwise determined.

The school assists students in completing the California Massage Therapy certification applications and forms.

### **Outcomes Assessment Policy**

All students are required to complete the program and all graduation requirements of the program in order to be considered a completer for purposes of outcomes assessment.

### **Transfer Policy**

The school accepts students transferring from other institutions giving full credit for previously earned hours. Students who wish to enroll with transfer hours are accepted on a case-by-case basis.

### **Satisfactory Academic Progress (SAP) Policy (applies to full-time and part-time students in all programs)**

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

**STANDARDS:** This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the, institution's accrediting body the student must:

1. Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. 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 (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
5. Students are given monthly progress reports, which show their academic, and attendance percentage. If students academic and attendance percentage are above 70%, they are maintaining satisfactory academic progress.

### **Satisfactory Attendance Policy**

#### **Maximum time frame for course attendance policy:**

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

<b>Course Title</b>	<b>Hours</b>	<b>Course Length</b>	<b>Maximum Time Frame</b>
<b>Cosmetology</b>			
40 hr. weekly	1600	10 months	15 months
32 hr. weekly	1600	12.5 months	9 months
20 hr. weekly	1600	20 months	30 months
<b>Manicuring</b>			
40 hr. weekly	400	2.5 months	4 months
<b>Skin Care</b>			
24 hr. weekly	600	6.5 months	10 months
20 hr. weekly	600	7.5 months	11 months

### **Massage Therapy I**

Publication Date: January 1, 2014

25 hr. weekly	285	3.0 months	5 months
<b>Massage Therapy II</b>			
25 hr. weekly	600	6.5 months	10 months

<u>Program Title</u>	<u>Hours Per Week</u>
Cosmetology	40, 32, 20 hours
Massage Therapy I	25 hours
Massage Therapy II	25 hours
Manicuring	40 hours
Skin Care	24, 20 hours

#### Attendance Evaluation

The minimum satisfactory attendance progress is determined by the following criteria:

Satisfactory attendance progress is evaluated at the end of the students 450, 900, and 1250 schedule hours for Cosmetology; for manicuring the satisfactory attendance progress is evaluated at 200 and 400 scheduled hours; and Skin Care satisfactory progress is evaluated at the end of the student's 300 and 600 schedule hours. These evaluations occur before and after the mid point of each course. If the student is meeting the minimum requirements, he/she is considered making satisfactory progress until the next scheduled evaluation.

#### Academic Points in Grading System

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

Satisfactory Academic Progress requires a minimum passing score of 70%

#### Academic Evaluation Periods

The Satisfactory Academic Progress Evaluation for Cosmetology is scheduled at the end of the 450, 900, 1250 completed hours, for Manicuring it is scheduled at 200 completed hours, Skin Care and Massage Therapy II is scheduled at the end of 300 completed hours and for Massage Therapy I is scheduled at the end of 140 clock hours which falls before and after the midpoint of each course. Students meeting the minimum requirements for academics and attendance at evaluation are considered to be making satisfactory progress until the next schedule evaluation.

#### WARNING

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

#### Probation Period

Students who fail to meet SAP standards (due to either low attendance or low grade standards) during a given evaluation period will be placed on a probation status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the probation period. Students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study. Students are given the opportunity to appeal. If the student is allowed to continue in school, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in the satisfactory academic progress of this policy. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status.

**(please refer to Appeals Procedure)**

#### Excused and Unexcused Absences

Students are advised to notify the office if they will be absent from class. Therefore the office can make a note in students' attendance record and inform instructors. Absences without a request for Leave of Absence will have affect students' attendance percentage.

#### Leave of Absence

Occasionally, students may experience extended personal, medical, or other problems, which make it difficult to attend classes. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student

and must be approved by the school administration. The written request must include the starting and ending date of leave of absence. Leaves of Absence may be granted for up to 180 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on an approved leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will resume classes where they left off before their Leave to the academic and attendance progress status they held. Students who fail to return from a LOA will be considered return dismissed as the last class day of attendance. As of the same date, the loan repayment process will be initiated. The leave of absence is reserved for the Cosmetology course exclusively.

#### **Appeal Procedures**

The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the director of the school. Reasons for appeal can include: death of a relative, a student's injury or illness or other circumstances. The request is to be presented within five (5) business days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The director shall evaluate the appeal within five (5) business days and notify the student in writing of his decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his or her case. The committee shall be named from three (3) current staff members and two (2) current students as needed, and provide written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

**Reinstatement:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

#### **Re-Establish Satisfactory Academic Progress and Eligibility for Reinstating of Financial Aid**

Students can re-establish satisfactory academic progress by working with the institution to develop an academic or attendance plan so that at the next evaluation period, student will have achieved satisfactory academic progress. This plan may include how students can make-up hours.

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

#### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned clock hours. For the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**Course Incompleteness:** Course incompleteness, repetitions, and non-credit remedial courses are not applicable to this institution's courses of instruction.

#### **Cosmetology Program: (1,600 Clock Hours)**

Course description: (D.O.T. #332.271-010, CLP #120403)

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

#### **Course Formats:**

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Bureau of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

#### **Educational Goals:**

##### **Performance Objective**

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

**Skills to Be Developed**

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

**Attitudes and Appreciations to Be Developed**

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

**Course Contents:**

The curriculum for the cosmetology course consists of 1,600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act.

Such technical instruction and practical operations shall include:

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
(1) 1,100 Hours of Technical Instruction and Practical Training in Hair Dressing The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
1. Hairstyling (The subject of Hairstyling shall include, but is not limited to, 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)	65	240
2. Permanent Waving and Chemical Straightening (The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, and chemical straightening including the use of sodium hydroxide and other base solutions).	40	105
3. Hair Coloring and Bleaching (The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures; also including, the use of semi-permanent, demi-permanent, and temporary colors: Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers)	60	50
4. Hair Cutting (The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting).	20	80
(2) 200 Hours of Technical Instruction in Health and Safety The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
5. Laws and Regulations (The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board’s Rules and Regulations).	20	
6. Health and Safety Considerations		45
7. Disinfection and Sanitation	20	
8. Anatomy and Physiology (the subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology).	15	
(3) 200 Hours of Technical Instruction and Practical Training in Esthetics		

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

9. Manual, Electrical and Chemical Facials	25	40
(The subject of manual, electrical and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling).		
10. Eyebrow Beautification and Make-up	25	30
(The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes).		
(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
11. Manicuring and Pedicuring	10	25
(The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage).		
12. Artificial Nails and Wraps	25	120 nails
(Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips, and nail wraps and repairs).		
(5) Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions modeling, reception desk, and other matters related to the cosmetology field.		
Student training is performed under the supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record). No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, toilets, or windows.		

**Academic Points in Grading System**

4 Very High Quality Work	95-100%	Satisfactory
3 High Quality Work	85-94%	Academic Progress
2 Passing Work	75-84%	Requires a Minimum
1 Needs Improvement	65-74%	Passing Score
0 Incomplete	64-Below	of 70%

**Graduation Requirements**

When a student has completed the 1600 hours, the required theory hours and practical operations in Cosmetology with at least a 70% attendance and 70% academics, and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

**Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

### **Manicuring Program: (400 Clock Hours)**

Course description: (D.O.T. #331.674-101, CIP # 12.0499)

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

#### **Course format:**

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

#### **Educational Goals:**

##### **Performance Objective**

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

#### **Skills to be Developed**

1. Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
2. Develop the knowledge to recognize the various skin conditions and disorders.
3. Demonstrate manicuring and pedicuring operations.
4. Develop the knowledge of safety precautions in use of manicuring, pedicuring, and artificial nails.

#### **Attitudes and Appreciations to be Developed**

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

#### **Course Contents:**

The curriculum for nail care course consist of 400 clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operation</b>
1. The Barbering and Cosmetology Act and the Department's Rules and Regulations.	10	
2. Cosmetology chemistry related to manicuring practices: (shall include the chemical composition and purpose of nail care preparations)	10	
3. Health and Safety Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseased including HIV/AIDS, STDS, and Hepatitis B)	15	
4. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing All necessary functions for disinfecting instruments and equipment As specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	10	10
5. Bacteriology anatomy and physiology	10	
6. Water and oil manicures: including hand and arm massage	15	40
7. Complete pedicure: including foot and ankle massage	10	20

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8. Application of artificial nails		
• Acrylic: Liquid and powder brush-ons	15	80 nails
• Nail tips	10	60 nails
• Nail wraps and repairs	5	40 nails
9. Additional Training: (this training shall include salon management, professional ethics, communication skills, salesmanship, personal hygiene, grooming, decorum, record keeping, client service, seeking employment, preparing a resume, payroll deductions, modeling, reception desk, and other matters related to the manicuring field. It may also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time and description of the field trip shall be recorded on student's daily record). No credit will be awarded for scrubbing floors, walls, toilets or windows.	25	

#### **Academic Points in Grading System**

4 Very High Quality Work	95-100%	Satisfactory
3 High Quality Work	85-94%	Academic Progress
2 Passing Work	75-84%	Requires a Minimum
1 Needs Improvement	65-74%	Passing Score
0 Incomplete	64-Below	of 70%

#### **Graduation Requirements**

When a student has completed the 400 hours, the required theory hours, and practical operations in Nail Care, with at least a 70% attendance and 70% academics, and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

#### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade or its equivalent. A manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the nail care course as described above and passed the California State Manicuring examination with an overall average of 75%.

#### **Massage Therapy I: (285 Clock Hours)**

Course description: (SOC Code. # 39-9011.00, CIP # 51.3501, 51.3502)

The Massage Therapy I course of study consists of 285 clock hours covering the modalities of technical instruction and practical operations in teaching the art of massage. The educational objectives for this program are to prepare students for an entry-level practice and enable students to take the California National Certification Exam (NCE) for Certified Massage Practitioner (CMP).

Upon completion of this program, students will be able to emphasize the integration of spirit, mind and body as professional practitioners.

#### **Course format:**

The curriculum for students enrolled in the Massage Therapy I shall consist of 285 clock hours of technical instruction and practical operations. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual teacher supervised performance by the student of a complete service on another person.

#### **Educational Goals:**

##### **Performance Objective**

1. Acquire knowledge of practices
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to massage, including anatomy, physiology, nutrition.
4. Acquire business management techniques common to massage therapy.

#### **Skills to be Developed**

1. Learn to use implements relate to all services in massage.
2. Develop the knowledge in massage techniques and to recognize the various disorders.
3. Demonstrate basic massage techniques.

#### **Attitudes and Appreciations to be Developed**

1. Be able to appreciate good workmanship common to massage therapy.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.

Publication Date: January 1, 2014

- Have improved personality in dealing with patrons and colleagues.

**Course Contents:**

The curriculum for Massage Therapy I course consists of 285 clock hours of technical instruction, practical operations and modalities:

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operation</b>
1. Health and Safety Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseased including HIV/AIDS, STDS, and Hepatitis B)	15	
2. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing All necessary functions for disinfecting instruments and equipment As specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	10	10
3. Anatomy and Physiology (the subjects of Anatomy and Physiology shall include But not limited to the following uses: Human Anatomy, Human Physiology).	15	
4. Massage Therapy Theory: Sanitary , Safe Practices, Health and Hygiene	15	
5. Contraindications	25	
6. Business Ethics of Touch	35	10
7. Massage Therapy Lab	10	45
8. Spa Techniques	10	35
9. Career Development	15	35
Total Hours	150	135
Total Hours		<b>285</b>

**Academic Points in Grading System**

4 Very High Quality Work	95-100%	Satisfactory
3 High Quality Work	85-94%	Academic Progress
2 Passing Work	75-84%	Requires a Minimum
1 Needs Improvement	65-74%	Passing Score
0 Incomplete	64-Below	of 70%

**Graduation Requirements**

When a student has completed the 285 hours, the required theory hours, and practical operations in Massage Therapy I, with at least a 70% attendance and 70% academics, and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation.

**Permit Requirements**

To practice massage in an establishment a permit/business license is required and must be secured by the local police department. Rosemead Beauty School has surrounding city permit information and will assist with completing necessary documents to file for the appropriate local city permits and licenses.

**Certification**

Rosemead Beauty College recommends that graduates obtain certification through the California Massage Therapy Council (CMTTC) for certification as a Certified Massage Practitioner (CMP). This means that more than 250 - 499 hours were obtained through formal education and training in massage therapy. A CMP can work anywhere in California, however, a business license is required if not employed with a W-2.

**Contact Information and Certification**

California Massage Therapy Council (CMTTC): [www.camtc.org](http://www.camtc.org)  
 One Capitol Mall, Suite 320 Sacramento, CA 95814



## **Massage Therapy II: (600 Clock Hours)**

Course description: (SOC Code. # 39-9011.00, CIP # 51.3501, 51.3502)

The Massage Therapy II course of study consists of 600 clock hours covering the modalities of Asian bodywork classes and health science classes. The educational objectives for this program are to prepare students for an entry-level practice and enable students to take the National Certification Exam (NCE). Upon completion of this program, students will be able to emphasize the integration of spirit, mind and body as professional practitioners.

### **Course format:**

The curriculum for students enrolled in the Massage Therapy II shall consist of 600 clock hours of technical instruction and practical operations. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual teacher supervised performance by the student of a complete service on another person.

### **Educational Goals:**

#### **Performance Objective**

1. Acquire knowledge of practices
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to massage, including anatomy, physiology, nutrition.
4. Acquire business management techniques common to massage therapy.

### **Skills to be Developed**

1. Learn to use implements relate to all services in massage.
2. Develop the knowledge in massage techniques and to recognize the various disorders.
3. Demonstrate massage techniques in Asian Bodyworks.

### **Attitudes and Appreciations to be Developed**

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

### **Course Contents:**

The curriculum for Massage Therapy II program consists of 600 clock hours of technical instruction, practical operations and modalities. :

<b>Subject:</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operation</b>
1. Health and Safety Hazardous Substances: (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS, STDS, and Hepatitis B)	15	
2. Disinfections and sanitation: (shall include procedure to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing All necessary functions for disinfecting instruments and equipment As specific in Section 979 and 980. Disinfections should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment);	10	10
3. Anatomy and Physiology (the subjects of Anatomy and Physiology shall include But not limited to the following uses: Human Anatomy, Human Physiology).	15	
4. Massage Therapy Theory: Sanitary , Safe Practices, Health and Hygiene	15	
5. Contraindications	25	
6. Business Ethics of Touch	35	10
7. Massage Therapy Lab	10	45
8. Theory of Asian Bodyworks	45	
9. Asian Bodyworks Lab	10	35
10. Aroma Therapy/Reflexology/Acupressure – Tui Na	10	35

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11. Chi Nei Tsang	10	35
12. Basic Shiatsu/16 Movements	05	35
13. Spa Techniques	10	35
14. Advance Massage Therapy	10	35
15. Self-Care	25	25
16. Career Development	15	35
Total Hours	265	335
Total Hours		<b>600</b>

#### **Academic Points in Grading System**

4 Very High Quality Work	95-100%	Satisfactory
3 High Quality Work	85-94%	Academic Progress
2 Passing Work	75-84%	Requires a Minimum
1 Needs Improvement	65-74%	Passing Score
0 Incomplete	64-Below	of 70%

#### **Graduation Requirements**

When a student has completed the 600 hours, the required theory hours, and practical operations in Massage Therapy, with at least a 70% attendance and 70% academics, and the student has paid in full all tuition and fees, the student is awarded a diploma certifying his or her graduation.

#### **Permit Requirements**

To practice massage in an establishment a permit/business license is required and must be secured by the local police department. Rosemead Beauty School has surrounding city permit information and will assist with completing necessary documents to file for the appropriate local city permits and licenses.

#### **Certification**

Rosemead Beauty College recommends that graduates obtain certification through the California Massage Therapy Council (CMTTC) for certification as a Certified Massage Therapist (CMT). This means that more than 500 hours were obtained through formal education and training in massage therapy. A CMT can work anywhere in California, however, a business license is required if not employed with a W-2.

#### **Contact Information and Certification**

California Massage Therapy Council (CMTTC): [www.camtc.org](http://www.camtc.org)  
One Capitol Mall, Suite 320 Sacramento, CA 95814

#### **Skin Care Program: (600 Clock Hours)**

##### **Course Format**

The curriculum for students enrolled in a skin-care course shall consist of 600 clock hours of technical instruction and practical operations as mandated by the State of California Bureau of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

##### **Course Objective:**

- A. To instruct the students in the fundamentals of skin care for the effective advancement in the field of skin and skin care.
- B. To instruct the students in all safety and sanitary measures in patron protection.
- C. To help instill in students' attitudes and good habits of:
  1. Basic Procedures
  2. Creativeness
  3. Self Assurance
  4. Responsibility
  5. Ethics

Theory will include class instruction by a licensed instructor on the science and practical aspects of skin care, in phases, with testing on each subject.

**SUBJECT:**

	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(1) 350 Hours of Technical Instruction and Practical Training in Facials The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
1. Manual, Electrical, and Chemical Facials (The subject of manual, electrical, and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, Dermal lights, and electrical apparatus for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling).	70	140
2. Preparation (The subject of preparation shall include, but not be limited to, the following issues: Client consultation, intake procedures, contraindications, professionalism, Client record keeping, pre and post operative care, CPR/AED, salon, and spa skills).	15	
(2) 200 Hours of Technical Instruction in Health Safety The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:		
3. Laws and Regulations (The subject of Laws and Regulations shall include, but is not limited to, the following issues: the Barbering and Cosmetology Act and the Board's rules and Regulations)	10	
4. Health and Safety Considerations (The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS, and Hepatitis B. Training in chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment		40
5. Disinfection and Sanitation (The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	10	
6. Anatomy and Physiology (The subjects of Anatomy and Physiology shall include, but is not limited to, the following issues: Human Anatomy, Human Physiology, Bacteriology, and skin analysis and conditions).	15	
(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and make-up Eyebrow Beautification (The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, and manual or electrical depilatories).	25	50
Make-up	20	40

(The subject of Make-up shall include, but is not limited to, the following issues:

Skin analysis, basic and corrective application, and application of false eyelashes).

(4) The Board recommends that schools provide training in the area of communication skills

that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

#### **Academic Points in Grading System**

4 Very High Quality Work	95-100%	Satisfactory
3 High Quality Work	85-94%	Academic Progress
2 Passing Work	75-84%	Requires a Minimum
1 Needs Improvement	65-74%	Passing Score
0 Incomplete	64-Below	of 70%

#### **Graduation Requirements**

When a student has completed the 600 hours, the required theory hours, and practical operations in Skin Care, with at least a 70% attendance and 70% academics, and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

#### **Licensing Requirements**

Applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A skin care license will be granted by the State of California only after the student has successfully completed and graduated from the skin care course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

#### **Qualifications to take the Board of Barbering and Cosmetology exam (licensure requirements)**

Be at least 17 years of age, have completed the 10<sup>th</sup> grade in a public school or its equivalent, has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and has completed the following hours in a Board Approved School:

Cosmetology: 1600 hours

Esthetician: 600 hours

Manicure: 400 hours

Massage Therapy I: 285 hours

Massage Therapy II: 600 hours

#### **Improving Academic Program**

The institutional administration maintains, as part of its daily operation, a special focus on the latest trends. This training is to secure the latest methods, materials, techniques and innovations included in curriculum upgrades.

#### **Athletic Aid**

Our institution does not offer athletically related student aid.

#### **Kit/Supplies/Uniform**

A student's textbook, complete kit of equipment, with a carrying case, and uniform are provided by the school. The kit contains the books and equipment necessary for satisfactory completion of their course of study. Students are expected to maintain the kit by replacing lost or broken articles in order that they may practice their work properly. The school is not responsible for the student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment, therefore, becomes the property and responsibility of the student.

#### **Locker Policy**

The school provides lockers to its currently enrolled students. However, the school is not liable or responsible for any lost supplies/equipment left in any locked or unlocked lockers nor is the school responsible for any contents of a locker that is removed by school personnel after the school deems the locker unidentifiable, not used by a current student. Therefore, it is the student's sole responsibility to remove all items from his/her assigned locker upon graduation, termination or any break in attendance over a one-week period. The school may review the assigned lockers from time to time, all locked and unlocked lockers that are not identified will be opened, and any contents removed. The school will hold the contents for a one month period and then dispose of it. If a student loses or forgets the combination to the lock, there will be a damage control fee of \$10.00 to cut the lock. Under no circumstances can a student cut a lock off by themselves. A student may NEVER give a locker to another student. Only school personnel can assign lockers to students.

## Tuition and Fee Schedule

**Effective July, 2008, all charges may be assessed and billed on the first per payment period.**

Program	Tuition	Registration Fee (Non-Refundable)	Kit/Supplies/Uniform	STRF	Total
Cosmetology (40, 30, 20 hrs.)	\$8677.00	\$75.00	\$800.00	\$ 25.00	\$9577.00
Massage Therapy I (25 hrs.)	\$2000.00	\$75.00	\$250.00	\$ 5.00	\$2330.00
Massage Therapy II (25 hrs.)	\$3900.00	\$75.00	\$500.00	\$ 7.50	\$4482.50
Skin Care (20, 24 hrs.)	\$3255.00	\$75.00	\$500.00	\$10.00	\$3840.00
Manicuring (40, 35, 30, 20 hrs.)	\$ 200.00	\$70.00	\$400.50	*\$ .50	\$ 670.50

- Effective immediately STRF changed for less than \$1000.00 tuition has been reduced to \$.50.

**Once issued, the kit/supplies/uniform are not returnable due to sanitary considerations.**

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

### Additional Charges

Any student who does not complete a course within the allotted contractual enrollment period will be charged the daily rate of \$36 for Cosmetology, \$23 for Skin-care and Massage Therapy I and 2, and \$30 for Manicure, per 8-hour day. Exceptions will be made for approved Leaves of Absence or Changes of Status. Leaves of absence or changes in status are approved upon written request of the school for extended illnesses of the student; illness, birth, death in the student's family or for other reasons deemed legitimate by the school and which can be substantiated in writing.

### Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to another institution before returning, those hours and operations earned at that institution would also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. We reserve the right to reject students that have withdrawn from school twice before.

### Method of Payment

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from the School. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in the forms of grants (no repayment required). It is the policy of the institution to request from the student, whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. Under certain circumstances, the school will consider an installment payment plan for individual students. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### Refund Policy

Rosemead Beauty School's Refund Policy applies to all termination for any reason, by either party, including student decision, course or program cancellation, or school closure.

### **NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:**

**Right to Cancel:** You have the right to cancel this Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment whichever is later. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the selected address of the School shown below. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid to:

**Rosemead Beauty School  
Attn: Kaisarine Su  
8531 East Valley Boulevard  
Rosemead, CA 91770**

## **Withdrawing from School-Policies and Procedures:**

### **Withdrawal Policy:**

The school through monitoring clock our attendance at least every thirty days determines unofficial withdrawals for clock hour students. The required date of the refund is calculated based on the student's last date of attendance. Any monies due to a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. When situations of mitigating circumstances are in evidence, the institution will adopt a policy wherein the refund to the student may exceed the Tuition Adjustment Guidelines. All extra costs, such as books, equipment, etc., are not refundable if items are used or marked.

### **Cancellation Date:**

Official cancellation date shall occur on the earlier of the dates that a student or legal guardian cancels the contract and obtains a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **Withdrawal Date:**

Last physical date of attendance recorded in the institutional records Return of Title IV Funds and Institutional Refund Policy will use this date in their calculations as the end date of the payment period.

### **Determination of Withdrawal Date:**

The school will review its attendance reports weekly and make a determination within 14 days of absence, if the student will be returning to school or not. This will be the date of the institutional determination of withdraw from school.

The school will use the determination of the withdrawal date as the start of the 45 day period in which the institution would make restitution of funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.

### **Determination of Withdrawal from School:**

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

- The date the student notifies the Financial Aid Office of intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student fails to attend classes for a two-week period and fails to inform the school of withdrawing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

If student is absent for three consecutive weeks and are not on an approved leave of absence, he/she will be deemed unofficially withdrawn.

The date the student fails to return as scheduled from an approved leave of absence is the withdrawal date and shall be charged up through the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

### **Withdrawal Calculations:**

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

### **Return to Title IV Funds:**

A Title IV recipient that withdraws from school has both the School Policy and the "Return to Title IV" calculated. The Return to Title IV calculation determines the earned and unearned of Title IV a student has earned for the payment period as of the date the student ceased attendance. The calculation is based on a percentage of scheduled hours attended for the payment period. If a student withdraws after 60% of the payment period is completed, Title IV funds are not required to be returned. When a student withdraws prior to completion of 60% of the payment period, the College must determine the amount of the Title IV funds the student has received exceed the amount earned. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in sequenced mandated by the U.S.

Department of Education defined in the Refund Distribution Policy. In certain cases, funds that "could have been disbursed" during the payment may require a Post withdrawal Disbursement. A qualifying student and/or payment will be notified of this option if it applies. All refunds will be made within 45 calendar days.

**Post Withdrawal Disbursement:**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from grant funds for direct disbursement to the student for other educational related expenses.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

**Institutional (State) Refund Policy:**

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh business day following the first class you have attended or the seventh day after enrollment, whichever is later. The school will remit a refund less a registration fee not to exceed \$75.00, if applicable, within 45 days following your withdrawal. The student obligated to pay only for educational services rendered and for unreturned, unused equipment. The refund shall be the amount paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which was not received but for which was paid, and the denominator of which is the total number of hours of instruction for which you have paid. After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred, there will be no refund due to the student. An applicant who is not accepted by the institution is entitled to a refund of all monies except a nonrefundable application fee of \$75.00.

**Equipment:**

If the school has given you any returnable unused equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30 day period, the school may deduct its documented cost for equipment, from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of this agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

**Hypothetical refund example according to the state prorated policy:**

Assume that a student, upon enrollment in a 1,600-hour course, paid \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The prorated refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned.

Total Paid	\$7,400	Tuition Cost	\$6,800	Paid for Instruction	\$6,800
Less registration fee (Not refundable)	\$75	Hours in the course Hourly charge	1,600 4.25	Hours attended Tuition owed 600x	600 (38%) \$2,550
Less cost of unreturnable Equipment	\$525			\$4.25 Refund Due	\$4,250
Equals amount paid for Instruction	\$6,800				

**Refunds:** If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1. Pell Grant, 2. Student. This order would apply in accordance to the aid programs available at the School.

**Official Termination Date:** student will be officially withdrawn from school within 45 days from the last day of recorded attendance. The remaining amount of the refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulations.

**Course Cancellation:** if a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid, and 2. Provide for completion of the course at schools in the neighborhood.

**School Closure:** if the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option 1. Provide a prorated refund of all money paid, or 2. Provide for completion of the course at schools in the neighborhood. A list of all students who were enrolled at the time of school closure including the amount of each pro rated refund will be submitted to NACCAS.

**Collection Policy:**

Rosemead Beauty School has the right to use a third party servicer to collect unpaid fees which come accrued as a result of attendance at institution. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.

**Transferability:** NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT THE SCHOOL: The transferability of credits you earn at Rosemead Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in a Rosemead Beauty School program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/certificate that you earn at this institution is 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 Rosemead Beauty School to determine if your credits or diploma/certificate will transfer.

**Financial Aid-Consumer Information:** Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes:  
Federal PELL Grant: Does not require repayment (FPELL)

**General Financial Aid Information:** If the student qualifies for financial aid, or if they have questions, or need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available can be found in "The Student Guide" and the "Free Application for Federal Student Aid" (FAFSA) published by the U.S. Department of Education. Additional information can be obtained by calling the Federal Student Aid Information center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1-(800) 433-3243.

**School Office Hours: Rosemead Main** - Tuesday – Saturday, 8:30 a.m. - 5:00 p.m.  
**West Covina Campus** – Monday – Friday 8:30 a.m. – 5:00 p.m.

**Study Abroad Programs**

Our School does not provide for study abroad programs.

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

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

Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

**Student Eligibility Requirements**

To be eligible for financial aid, a student must:

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



- Agree to use any federal student aid received solely for educational purposes.

**The U.S. Department of Education Title IV Student Financial Aid Programs:**

The college is approved for and does participate in the following ED Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant Program (FPELL)

**Application for Financial Aid Procedures and Forms**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances. You must complete a free application for FAFSA for each July 1st that you would be enrolled.

**Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**

**Deadline:** FAFSA applications must be received by June 30<sup>th</sup> of the year in which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29<sup>th</sup>, of the award year from which aid is requested from or your last day of enrollment in 2010-2011, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award received for one award year (July to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office.

**Disbursement:** They are made based on per payment period via a check payable to the school and once the check has been printed by the school, student must sign a receipt for the check.

**Determining Need**

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution (EFC).

We utilize the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Institutional Student Aid Report (ISIR) and/or Electronic Student Aid Report with the calculation of the Expected Family Contribution.

**Cost of Attendance**

The total amount it will cost a student to go to school. This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**.

For 2011 2012 Award Year: Elements included in the budget:	Actual Tuition	Actual Cost for the academic year
	Registration Fee	Actual Cost
	Kit/Supplies/Uniform	Actual Cost
Living Cost Allowance (monthly figures):	Student Living with Parents	Student Living off Campus
	Room and Board	\$483.00/MO
	Transportation	\$389.00/MO
	Personal/Misc.	\$ 134.00/MO
		\$ 317.00/MO

To these costs, the actual institutional charges for the academic year period are added to calculate the cost of attendance.

Note: \*The institution does not provide in-campus housing\*

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

The school does not receive enough campus-based funds to satisfy all the student’s financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant

**Definitions of Financial Aid Student:**

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

**Academic Year:** 30 hours a week, 30 weeks, 900 hours,

**Clock Hour:** 50 to 60 minutes of supervised instruction during a 60 minutes period.

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

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

**Family Contribution (EFC):** the calculated amount that a family contributes to offset the student cost of attendance. EFC is calculated by the Department's contractor utilizing a Congressional formula that takes the student resources to which a series of allowance are applied to arrive to the EFC.

**Need:** The student for aid is the result of the cost of attendance minus the EFC states in the ISIR, the official response from the FAFSA.

**FINANCIAL AID ELIGIBILITY CITIZEN ELIGIBLE NON-CITIZEN:**

You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has a 1-151 or 1-551 (Alien Registration Recipient Card)

Departure Record (1-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

Refugee

Asylum Granted

Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant

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

F1 or F2 student visa

J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Was born before January 1, 1987.
2. Is married (separated but not divorced).
3. Is working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.).
4. Is on active duty in the U.S. Armed Forces for purposes other than training.
5. Is a veteran of the U.S. Armed Forces.
6. An individual with legal dependents other than a spouse.
7. An orphan or ward of the court up to the age of 18.

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

**AWARDS:** Awards are made from the programs available to the school as follows:

Pell awards are calculated first

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

Financial aid disbursements are made on the basis of each payment period. First payment period is available upon completion of all required documentation and confirmation of enrollment status. Second and subsequent payment periods are available once the student completes the required number of institutional weeks AND the required number of hours in the payment period.

**NEED:** Financial need is the amount left over after subtracting the Expected Family Contribution from your Cost of Attendance.

**STUDENTS RECEIVING AID MUST:**

- Maintain satisfactory progress as described in the institutional policy
- Apply for financial aid as scheduled each academic year and meet all deadlines
- Comply with all forms and documents required by the Financial Aid Office to complete your file
- If selected for verification, you must fully complete that process
- Inform the Financial Aid Officer of changes of personal information

**Transfer Student**

A student, who attended a Post-secondary institution before the enrollment at this school is required to inform the financial aid office of the schools attended and the periods of attendance. Specifically if the student's attendance at the prior institution occurred between July 1, through June 30<sup>th</sup>, of the subsequent year. If financial aid was granted from the prior institution, the financial aid available at this institution will be adjusted.

### **Verification Process for the 2012-2013 Award Year:**

Federal regulations 34 C.F.R. Part 668, Subpart E, governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Financial Aid advising process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL until completion of verification process.

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

#### **CH. 4--- Verification**

**Not an aid recipient.** You don't have to verify a student who won't receive FSA for reasons other than his failure to complete verification. This category includes students ineligible for aid from the FSA programs and those who withdraw without receiving aid.

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

1. Total number of person in the household.
2. The number of members of household enrolled at least half-time students in postsecondary educational institutions.
3. Adjusted gross income (AGI) or adjusted gross income (AGI) for the base year (2009).
4. U.S. income tax paid for the base year (2009).
5. Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits
  - Child support
  - Untaxed payments to IRA or Keogh
  - Foreign income
  - Earned income credit
  - Interest on tax free bonds

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

**DOCUMENTATION REQUIRED:** Upon request by the School, student, spouse, and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2010-20011.

There are two different worksheets:

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

### **2012-2013 Institutional Verification Policy**

#### **Verification Process:**

Federal regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of the verification process.

**WHO MUST BE VERIFIED:** The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (\*) next to the EFC. The institution's Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- **Death of the student.**
- **Not an aid recipient.**
- **Applicant verified by another school.** Your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter to this school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- **Post enrollment.** If you were selected for verification **after** ceasing to be enrolled at this school and all (including late) disbursements were made.

**REQUIRED VERIFICATION ITEMS:** Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

#### **DOCUMENTATION REQUIRED:**

##### *AGI, taxes paid, and other tax data*

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS**—if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript

There are a few ways to request a tax transcript: online at [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a *tax return transcript*, but because that document only contains the information on the original return, they must **also** request a *tax account transcript*, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, she must use IRS Form 4506-T rather than Form 4506T-EZ.

Also, students and parents are required to complete and sign the verification worksheets developed by the Department, which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

##### *Household size*

To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

##### *Number in college*

You can document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and

it can be written to document household size as well. **Completion of the Department's sample verification worksheet will satisfy the requirements for both items.**

*SNAP benefits (food stamps)*

If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2010 or 2011, the student must provide a signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The institutional FAO at his/her option, may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

*Child support paid*

If the ISIR indicated that the student or parent paid child support in 2011, the student will need to provide a statement signed by her or, if he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child(ren) it was paid for. **A completed verification worksheet accomplishes this.**

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2013, whichever is earlier.

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

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

Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the students' ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2013, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, or
- The student may make other financial arrangements to cover the school cost.

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

**TOLERANCES:** Any discrepancy greater than \$25.00 MUST be resolved.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

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

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

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

Federal PELL Grant applicants who dependency status changes during the award year must file a correction application. This process does not apply if the change occurs due to marriage.

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

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHING THE SPECIFIED TIME PERIOD:**

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

The student may continue training on a cash payment basis.

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

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

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete the verification before disbursement of any Title IV funds.

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

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

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

**School Rules and Regulations:** (Additional rules are handed out)

1. School hours are from Tuesday through Saturday 8:30 a.m. through 10:00 p.m.
2. A student must clock IN and OUT on their own time card to record the time arriving to the school and departing from school. Students failing to do so will only receive credit for hours that he/she clocked in.
3. Students too ill to take part in the activities of the school day are requested not to attend. In case of illness or emergency, the student must call in to report his/her absence during the course of the day when the absence occurs.
4. Students are required to be in class for roll call at the start of the scheduled class in a clean prescribed uniform.
5. A student who is tardy (10 minutes late) cannot clock in until theory class is over and may not attend theory class. Students who are tardy (3 times in one month) will be counseled and if tardiness continues, they may be suspended or be placed on probation until tardiness ceases.
6. Student behavior that will impair the instructional environment will not be tolerated. This could include gossip, continuous unwarranted complaining or disrespect, profanity, fighting, badgering, threatening, harassment, or destruction of school property, or anything else that would cause an inability to carry on with the schools activities. These behaviors could be grounds for immediate dismissal.
7. Smoking is not allowed on the school premises.
8. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
9. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
10. Must keep workstation in class or on the clinic floor clean and sanitary at all times.
11. A minimum of 30 minutes of sanitation must be completed by each student daily.
12. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Student must take all appointments assigned to the student. Failure to take a patron is grounds for dismissal for that day.
13. No student may leave a patron while doing a perm or hair coloring service except in an emergency and if he/she is excused by an instructor.
14. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
15. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
16. Students are responsible for the return of college materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
17. Student must clock in/out and keep a record of their operation on their weekly operation card.
18. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
19. Students must keep a record of hours and services each day as required on the student weekly record of applied effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engaged in training and study of the branch of cosmetology the student is enrolled. All work must be checked by an instructor or credit will not be given. Recording of hours and operations on the operation card must be clear and readable.
20. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
21. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.

22. A student may be suspended or terminated for unsatisfactory achievement or progress, conduct or for any infraction of the school rules. Depending on the situation a conference may be held with the student and faculty to resolve the problem. If the school feels that the student cannot benefit from the course, the student will be notified and possibly terminated.
23. Due to absences all assignments, tests, and homework must be made up if required by the instructor in charge of the individual class missed by the student.
24. Notify the administrative office immediately of any name, address, or telephone change.
25. Any student absent more than 45 consecutive days will be terminated.
26. Fire drills: During this time, you are in class even though you may be outside for a few minutes during the fire drill. This rule applies to students, faculty and staff.
27. Beepers and cellular telephones: During hours of class, cellular telephones must be turned-off or put on silent. Beepers must be silent.
28. It is mandatory for all students to wear school uniform and shoes at school.
29. Students are to conduct themselves appropriately. No physical and verbal assaults.
30. No eating and drinking in the classrooms.
31. No napping or resting in the classrooms.
32. Students' vehicles parked in the school lot are to be parked in designated spots only.
33. Students who remove their vehicle from the parking lot will not be allowed to park their car in the lot again on that day.
34. All student vehicles must be parked in designated spots by 8:30 a.m. or by closure of the gate depending on availability. These students must be scheduled to attend school at 8:30 a.m. and actually attending class immediately after they park their vehicle.
35. The parking lot is limited and may not accommodate all student vehicles. The school reserves parking spaces for patrons and others.
36. Students who do not cooperate with the parking regulations will be banned from using the parking lot.
37. These rules are part of the rules and regulations of the school and failure to abide by them will result in disciplinary action by the school.

**Failure to observe the above rules and regulations may subject the student to termination from school.**

### **HOW TO GET TO THE SCHOOL and COMMUTING**

The school is located approximately three (3) blocks north of the San Bernardino Freeway 10, exit Walnut Grove, north to Valley Boulevard. The School is one building from the northwest corner of Valley Boulevard and Walnut Grove Boulevard. Public transportation is available on Valley Boulevard.

Buses run on the south and north sides of the street at the Walnut Grove intersection of Valley Blvd. Buses run every 15 to 30 minutes servicing from Los Angeles to the El Monte station. Buses also connect with other buses serving the east San Gabriel Valley. The school has a limited parking lot for clients paying for services and certain designated students.

Other students may use all day street parking close to the school. Commuting costs could range from different bus fare to approximately \$6.00 each day depending on the student's proximity from the school.

There is no on campus-housing unit but there are many apartments in the surrounding area.

### **Student Parking:**

The school has a limited parking lot. Therefore, some parking spaces are reserved for clients paying for services, instructors, and staff. Student parking is a privilege and can be revoked by students' unwillingness to cooperate with the school staff. Students who are late may not use the school parking lot. The school is not responsible for any theft of any vehicle, nor responsible/liable for any accident resulting in vehicle damage and personal injury. The school is not liable for any harm to any person/animal that is in the parking lot. Parking is at your own risk.

**NOTE: ROSEMEAD BEAUTY SCHOOL IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO YOUR VEHICLE, AND IS NOT RESPONSIBLE FOR ANY OTHER PERSONAL INJURY OR LIABILITY TO ANYONE IN THE PARKING LOT.**

### **Campus Security Report:**

**OBJECTIVE:** To inform the campus community of crime awareness. The campus community is composed of instructors, students, and all other employees of the school.

### **Procedures for reporting criminal actions on campus:**

1. When any student views any alleged criminal action on campus, he/she informs their teacher immediately of the occurrence. If a teacher is not available, the student informs any other available employee of the school.
2. Instructor or other employee that is informed of the alleged criminal action then immediately reports to the manager on duty of the alleged criminal action.

**Procedures for the school responding to these reports:**

The manager on duty calls the police department (911) in the event of an emergency, whichever is applicable, and gives the details of the occurrence. The manger also writes down the names, date, time, and details of the occurrence.

**Securing the Campus:** The campus includes the school building and parking lot on the east and north sides of the school building. The campus is secured by allowing only employees, students, potential students, and clients to park in the parking lot and to occupy the school building. School employees and students are to notify the manger on duty if any suspicious person is seen in the parking lot or in the school building. One of the security personnel roams the parking lot at least twice each day. Security personnel roam through the school building many times each day.

**The identification of security personnel and their authority:**

The following lists are the designated security personnel of our school and their authority is to receive any incidents or suspicious activity from any employee, student, or client in the school, then call the police if necessary and document the incident if applicable. The security personnel are: Eva Wu Su, owner and CEO, Rose Thai Ton, Director, and Kaisarine Su, Manager.

We encourage all employees, students, or other parties to report campus crimes to the campus security authorities, the local police, and to maintain a safe, harmonious environment, which is conducive to learning. Reporting alleged incidents may save physical abuse or even life and property. Please help us to maintain a safe environment for everyone's benefit.

**The school policy:**

To distribute this campus security report to each student the first day of their attendance and give an oral presentation of the security procedures and encourage them to be responsible for their security and the security of others. The consequences of possession, use, or sale of alcoholic beverages and the description of any drug and alcohol abuse education programs are enumerated in the drug free school campus regulations.

**Crime Statistics:**

Based on the crime report from the Los Angeles County Sheriffs Office at Temple Station that there have not been any occurrences of murder, sex offenses, forcible or non-forcible, robbery, aggravated assault, and motor vehicle theft which have been reported to campus security or local law enforcement authorities between January 1, 2009 and December 31, 2011 for two preceding calendar years. Statement of off campus statistics for 2011 and the two preceding years is posted on campus.

**Student Population Statistics:**

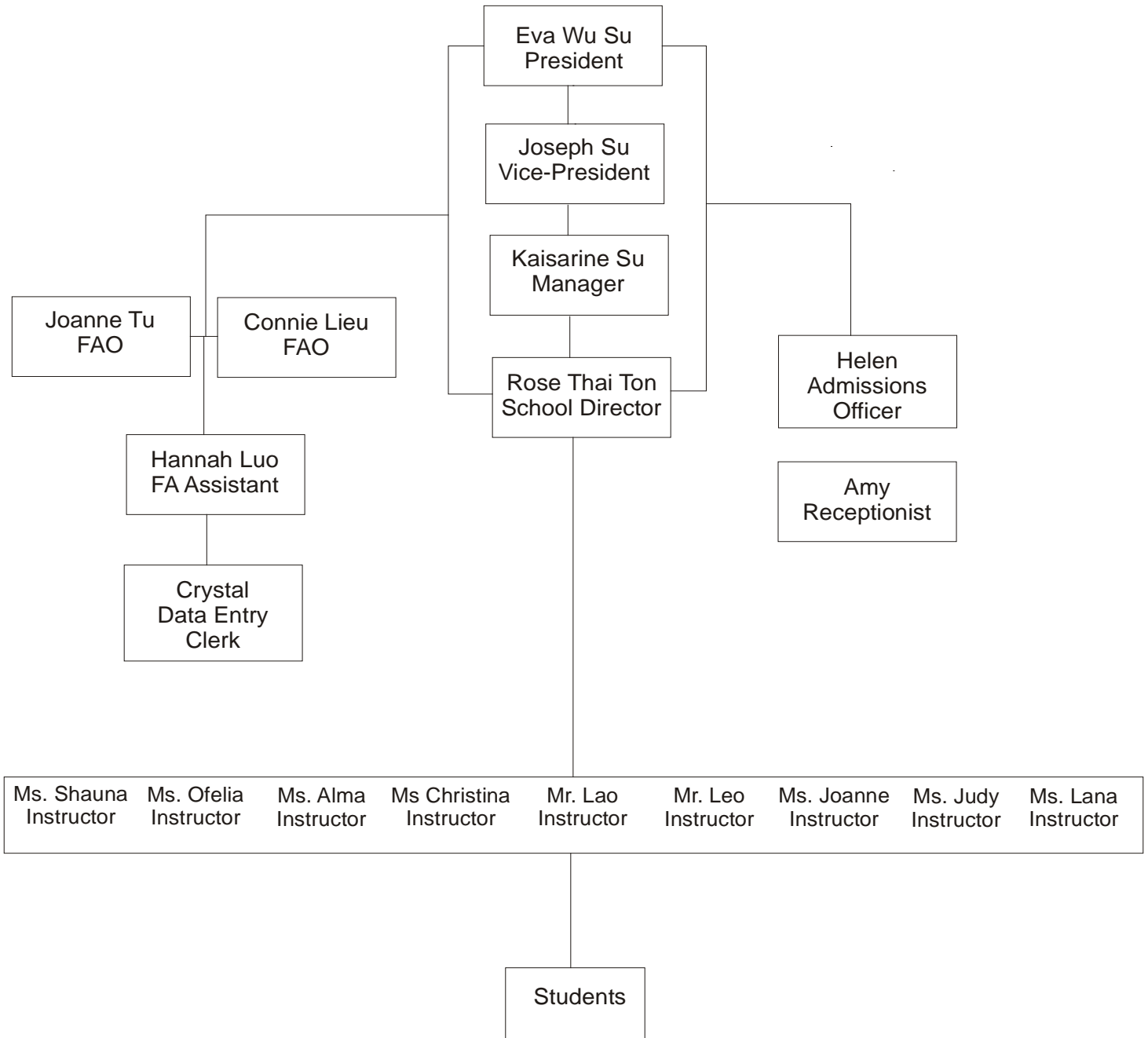
Between January 1, 2010 and December 31, 2010 the school enrolled 47 Asian/Pacific men, 294 Asian/Pacific women, 2 Hispanic men, 22 Hispanic women and 2 White Non-Hispanic women.

**Copyright Infringement and Civil Liabilities:**

Making copies or misusing copyrighted materials is not accepted in our school. Students may face jail, or fines up to \$250,000.00, or both under the civil or criminal court system. Students are strictly prohibited to use any of the institutional equipment to copy, download, or distribute any copyrighted material. Unauthorized use of the institutional equipment may be grounds for dismissal from school.



# School Organizational Chart



\*All instructors are licensed in the field for which they teach and all Financial Aid officers have received the required training to perform such tasks