

ASIAN-AMERICAN INTERNATIONAL  
BEAUTY COLLEGE

7871 WESTMINSTER BLVD.  
WESTMINSTER, CA. 92683

(714) 891-0508  
OR  
(866) HANGNGA

SCHOOL CATALOG

AND

CONSUMER INFORMATION

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## CONSUMER INFORMATION

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**APPROVAL DISCLOSURE STATEMENT**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE, 7871 Westminster Blvd., Westminster, CA 92683 was licensed to operate from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94731. The Bureau’s licensed to operate means that the institution and its operation comply 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 Bureau. Institutional approval must be reapproved every three years and is subject to continued review. Approval is the courses:

Cosmetology	(1600	Hours)
Manicuring	(400	Hours)
Cosmetician	(600	Hours)
Teacher Training	(600	Hours)

Instruction is in residence with facility occupants’ level accommodating **299** students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

The following Bureau of Barbering and Cosmetology, bureaus, departments or agencies set minimum standards for your program of studies. In accordance with educational Code Section 94316.12:

Bureau of Barbering and Cosmetology - which requires a minimum of 1600 hours to be licensed as a cosmetologist, 400 hours as a manicurist, 600 hours to be licensed as a cosmetician and 600 hours to be a teacher training.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Le Nguyen, General Manager.

Unresolved complaints may be directed to the Bureau for Private Postsecondary and Vocational Education  
1625 North Market BLVD. Suite S-202, Sacramento, CA 95834-1924, TEL: (916) 574-7720 & FAX: (916) 574-7796.

All information in the content of this school catalog is current and correct and is so certified as true by Le Nguyen.

Signature: \_\_\_\_\_  
Le Nguyen  
General Manager

**LICENSED:**

ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE has been licensed to operate by:

Bureau for Private Postsecondary and Vocational Education  
1625 North Market BLVD. Suite S-202  
Sacramento, California 95834-1924  
(916) 574-7720

This Institution is accredited by:

National Accrediting Commission of Cosmetology Arts & Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, Virginia 22302  
(703) 600-7600

This Institution is recognized as an eligible institution to participate in Federal Financial Aid Programs by:

The United States Department of Education  
400 Maryland Ave., SW  
Washington DC, 20202

Approval documentation may be reviewed upon request in the Administrative Office

**STUDENT TUITION RECOVERY FUND STATEMENT**

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The fund protects only California Students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such information may substantiate a claim for reimbursement from the STRF, which, must be filed within one year of the Council's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of the institution's closure. For further information or instructions contact:

Bureau for Private Postsecondary and Vocational Education  
1625 North Market BLVD. suite S-202  
Sacramento, California 95834-1924  
(916) 574-7720

**GENERAL SCHOOL INFORMATION**

**HISTORY**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE was a dream to Tuyet Nga Thi Nguyen. She first came to this country in 1975 as a boat person. After a long and difficult struggle to become self-supporting, she wanted to help others to become self-supporting as well. Education seemed to be the best way to help others to begin to support themselves. Thus the Asian American International Beauty College became a reality dedicated to help students by providing a good education and to assist them in fulfilling the American dream of success.

It is a pleasure to have you join us at ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE. My goal is to help you discover your ability to transform your life and others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

## **FACILITIES**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE is conveniently located near public transportation, shopping and recreation at 7871 Westminster Blvd., Westminster, California. The atmosphere provides an ideal environment for learning the profession of Beauty and Cosmetology.

The facility contains approximately 8000 air-conditioned square feet. There is a class rooms for theory and demonstration classes, a main practical Cosmetology clinic area with 48 stations for students to practice on their practical skills working on patrons and 100 practical work areas for practice work. There are over 60 Manicuring stations available for manicuring and practice work. There are 4 Cosmetician facial chairs available for patron work and facial practice. A library with reference material for independent study, 1 Student Lounge, and a Reception area. Individual lockers are provided for students to secure their personal belongings.

## **MISSION STATEMENT (PHILOSOPHY AND EDUCATIONAL OBJECTIVES):**

At ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE, our basic philosophy is to offer training to successfully prepare graduates with the skills needed to secure employment in the field of Cosmetology. With this in mind, we continually survey the profession to keep abreast of current trends, designs and techniques required by employers. The highest academic and career standards are maintained to assure graduates of superior capability and qualification is their profession. The curriculum is flexible enough to allow for new procedures and techniques as they are developed, yet solid enough to maintain high academic standards. The final objective, through our specialized training and classed, is to have our students successfully complete their program, secure and retain employment, and advance in the professional field of Cosmetology. A Cosmetology License qualifies you to work in any Salon in the State of California as a Hairdresser, Manicurist, Hair Stylist, Color Specialist, Permanent Wave Technician, Facial Expert, Make-up Artist, Hair Cutter, Salon Owner, and Platform Artist, Television or Movie Studio work.

## **FACULTY:**

### **Tuyet Nga Thi Nguyen**

President/Director

#### **Qualifications:**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE is owned by Snow Incorporated, Mrs. Nguyen is the President and Director of Snow Inc. She has been a licensed cosmetologist since 1980 and a licensed instructor since 1988 and had Certificate of Authorization for Service for Instructor.

### **Le Nguyen**

General Manager/Financial Aid Officer Director

#### **Qualifications:**

Completed 4 year graduate from Cal State Fullerton, Bachelor of Science Degree and a licensed Cosmetology Instructor since 1990 and had Certificate of Authorization for Service for Instructor.

### **Minh Trieu**

Assistant General Manager/ Placement Coordinator

#### **Qualifications:**

Completed 4 year graduate from Cal State Long Beach, Bachelor of Science Degree and a licensed Cosmetology Instructor since 1990 and had Certificate of Authorization for Service for Instructor.

### **Tung Nguyen**

Manager

#### **Qualifications:**

Cosmetologist licensed since 1998 and had Complete Teacher Training in 1998.

### **Can Le**

Assistant Manager / Placement Coordinator/ Financial Aid Officer

#### **Qualifications:**

Completed four years International Relation Science and Management in 1973.

### **Yen Bui**

Administrator/ Financial Aid Officer

#### **Qualifications:**

Completed two years from Golden West College, Financial Aid Officer since 1997.

### **Ngau Vo**

Administrator/ Placement Coordinator

#### **Qualifications:**

Completed two years from Hue's Pedagogy in 1975.

**Ha Nguyen**

Clerk

**Qualifications:**

Completed two years of Hue's Law University in 1972.

**Te Nguyen**

Clerk

**Qualifications:**

Completed two years of Hue's Law University in 1958.

**Anh Nguyen**

Instructor

**Qualifications:**

Cosmetology Instructor licensed since 1990 and had Certificate of Authorization for Service for Instructor.

**Phat Pham**

Instructor

**Qualifications:**

Cosmetology Instructor licensed since 1991 and had Certificate of Authorization for Service for Instructor.

**Thanh Phan**

Instructor

**Qualifications:**

Licensed Cosmetology Instructor since 1993 and had Certificate of Authorization for Service for Instructor.

**Thinh Nguyen**

Instructor

**Qualifications:**

Cosmetologist licensed since 1997 and had Complete Teacher Training in 1998 and had Certificate of Authorization for Service for Instructor

**Lieu Dao**

Instructor

**Qualifications:**

Licensed Cosmetology Instructor since 1998 and had Certificate of Authorization for Service for Instructor.

**Tiffany Nguyen**

Instructor

**Qualifications:**

Cosmetician licensed since 2003 and had Certificate of Authorization for Service for Instructor.

**Natalie Nga Nguyen**

Instructor

**Qualifications:**

Cosmetology Instructor licensed since 1994 and had Certificate of Authorization for Service for Instructor.

**Duong T. Nguyen**

Instructor

**Qualifications:**

Licensed Cosmetology Instructor since 1993 and had Certificate of Authorization for Service for Instructor.

**Mai T. Nguyen**

Instructor

**Qualifications:**

Licensed Cosmetology and had Certificate of Authorization for Service for Instructor since 1997.

**Tung Nguyen**

Instructor (Substitute)

**Qualifications:**

Complete Teacher Training in 1998 and had Certificate of Authorization for Service for Instructor.

**Minh Trieu**

Instructor (Substitute)

**Qualifications:**

A licensed Cosmetology Instructor since 1990 and had Certificate of Authorization for Service for Instructor.

**Le Nguyen**

Instructor (Substitute)

**Qualifications:**

A licensed Cosmetology Instructor since 1990 and had Certificate of Authorization for Service for Instructor.

All instructors and administrative staff at ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE have been issued certificates of authorization for service by the Bureau (Council) for Private Postsecondary and Vocational Education.

**ADMISSION REQUIREMENTS**

Applicant must have a high school Diploma or its equivalent. (GED, California State Proficiency Test, Etc.) and, pass an admission test this school uses the CPAT Test students must pass the test with Language Usage ( 42 ), Reading ( 43 ) and Numerical ( 41 ) therefore a minimum scaled score of 126; as stated in the test publisher guidelines. School personnel will administer this testing. All students must have completed the 10th grade or its' equivalent as required by the California State Board of Cosmetology to be eligible to take the State Board examination.

Non High School graduates or its equivalent, seeking Federal financial assistance will be require to pass the CPAT test, with Language Usage ( 42 ), Reading ( 43 ) and Numerical ( 41 ) therefore a minimum scaled score of 126; as stated in the test publisher guidelines. This Ability to Benefit (ATB) Test is to be administered by an independent third party and NOT by school personnel then the ATB score sheet will be sent to Publisher that examine and give scores. The result will be sent back to school. Based on the result, the school will inform to the students passing ATB test to enroll for the course. Students subject to these criteria are referred to as, students admitted under the Ability to benefit guidelines.

The test is administered by Mr. Vy Chi Nguyen, 3620 Atlantic Ave., Long Beach CA 90807 Tel (714) 422-5070. Students were failing the test may retake another ATB test after a (10) day waiting period. Students subject to these criteria are referred to as, students admitted under the Ability to benefit guidelines. All students must have completed the 10th grade or its equivalent as required by the California State Board of Cosmetology.

The school's admissions personnel will provide applicants with additional information as to how to arrange for the required Ability to Benefit Test.

Student may begin training at 16 years of ages, but must be at least 17 years in order to take the California State Board Examination. Applicants enrolling in the Teacher Training course must also possess a High School Diploma or GED or its equivalent and a current Cosmetology license. We can not accept enrollment based on ability to benefit.

Classes will teach in bi-luanguge (English and Vietnamese), because our school have many Vietnamese students but some course will take Examination in English and work on American clientele.

**STARTING CLASS SCHEDULES FOR 2006-2007**

Day and evening classes are scheduled to start on the first and third Mondays of the month or the following available business day.

**ORIENTATION CLASS**

Orientation classes are held on the first day of classes. Prior to the first day of classes, the student would have physically visited and reviewed the school facilities and have signed an entrance survey for the course of study with the institution.

**ATTENDANCE STATUS POLICY**

Full-time students are required to be enrolled to attend a minimum of 24 clock hours per week.

Haft-tine students are required to be enrolled to attend a minimum of 12 clock hours per week.

Part-time students are required to be enrolled to attend more than 12 but less than 24 clock hours per week.

**ATTENDANCE, TARDY AND MAKE-UP POLICIES**

Attendance must be maintained at an average of 67 percent of the scheduled attendance if, the student may be expected to complete the course of study within the 1.5 times of the period of time state in the enrollment agreement. An absence may be excused by calling in the same day prior to the beginning of class. Students are required to make-up for the lessons and exams missed due to absenteeism. However, the made-up work by the student will not provide credit for the hours or operations if not physically performed within the premises. Students absent during three (3) consecutive weeks will be automatically terminated by the school. The instructor in charge will review excessive tardiness or absences, with the student to determine possible corrective action to the issue on hand. The school will not take student hours and operations once properly earned by the student away from the student records based on disciplinary actions. Clock-in time is rounded to the nearest ¼ hour. Once theory classes have begun students will not be allowed to enter the classroom.

## **CALENDAR/HOLIDAYS**

Classes of a limited size are scheduled to begin on the first and third Monday of each month. Graduation occurs following the completion of the required number of clock hour's theory hours and practical operations as specified in the curriculum.

The school is closed on Sunday and the following holidays: New Year's Day, Vietnamese New Years' Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE also reserves the right to schedule a special Holiday for Special or Emergency reasons. Students will be notified in person, by phone or mail as expeditiously as possible of any unexpected closures due to extenuating circumstances. Holy Days of all religious beliefs are respected and allowed.

## **PROFESSIONAL CONDUCT FOR STUDENTS**

Professional conduct and discipline are taught at ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE, by observing fair rules and regulations. When you become a student, you will be given a copy of the rules and regulations which are primarily written to protect all students from unnecessary disruptions or breaches of good personal conduct. If any student fails to follow the rules, he/she may be dismissed and will not be reinstated unless the administration of the school is convinced that the cause for dismissal can be corrected. If rules change, all changes will be posted promptly.

## **CLASS & PRACTICE HOURS – CREDIT PROCEDURE**

Students at Asian American International Beauty College record their attendance by using the time clock to punch IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to clock in and receive credit for the full quarter (1/4) hour. Students received credit for operations completed after each operation or project is verified by an instructor. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next time card. The time card must be signed by the student and the instructor daily. At the end of the week, a new weekly time card is prepared from the last week's time card. Time cards must remain in the school at all times.

## **CREDIT EVALUATION**

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology State Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student acceptance by the college will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. It is the student responsibility to obtain the state's evaluation prior enrolling in Asian American International Beauty College.

## **STATEMENT OF NON-DISCRIMINATION**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, and Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

## **ADMINISTRATIVE/ADMISSIONS/FINANCIAL AID/STUDENT SERVICES OFFICE HOURS**

Admissions and/or Financial Aid Information is available from the school Monday through Friday 8:30 AM - 7:00 PM and Saturday 8:30 AM to 5:00 PM. An appointment with the appropriate Office is necessary.

## **STUDENT SERVICES**

### **PLACEMENT**

Job placement assistance is provided to graduates and students at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. Communication is maintained between the salon community and the college. Surveys are taken inquiring which salons will be open to employing our graduates. Salons call the college frequently to inquire about our graduates. Training is provided to students on job interview techniques and the development of a resume.

### **ADVISING**

Each of our staff members is genuinely interested in you. Advising is available from people much like yourself, who have met and solved some of the very same problems that you may now be facing. The staff cannot guess when you may need advising, you are encouraged to request a advising session with any instructor or administrative personal at any time. You will be welcomed on an individual basis. Students are also counseled individually, to review the student's progress and career advising is also available.

### **TRANSFER and RE-ENTRY POLICY**

Student transferring into this school from another school in the State of California must, present his/her record of withdrawal from the prior school if the student wishes to be afforded credit for prior hours training.

Students desiring credit for training from schools out of this state must, submit proof of training to the State Board of Cosmetology for approval. The Board will provide the applicant with acknowledgment of approved credit. In some cases the applicant will be entitled to take the State Board examination in other cases the applicant will be required to enroll in an approved institution in California for additional training.

This institution will recognize approved records of prior training and will give appropriate credit. Students in good standing who withdraw temporarily will be able to reenter training without loss of credit. It is the policy that this school does not recruit students already attending or admitted to another school offering a similar program of study.

**ACCESS FOR HANDICAPPED STUDENTS**

ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE accepts students with minor handicaps, but cannot accept students with major handicaps due to the nature of the profession. Our school complies with all state and local requirements regarding facilities for the handicapped.

**CHEMICAL DEPENDENCY REHABILITATION**

Under the 1986 Reauthorization of the Higher Education Act, school is required to have a program or plan of drug prevention in effect as of July 1, 1987. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted; the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be limited or nonexistent. At this school we are suggesting the use of the following companies for compliance with this new law:

**Vietnamese Community of Orange County, Inc.**

1618 W. First Street  
Santa Ana, CA. 92703  
(714) 558-6009

**Central Drug Abuse Administration**

William L. Edelman, L.C.S.W  
Division Manager  
515 N. Sycamore, Room 113  
Santa Ana, CA 92701  
(714) 834-2011

**DISCLOSURE AND RETENTION OF EDUCATION RECORDS**

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the institution. Written consent is required from the student or parent or guardian of the minor student before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Students' records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

**BUREAU OF BARBERING AND COSMETOLOGY REQUIREMENT FOR TAKING EXAMINATION:**

The Barbering and Cosmetology Act "No. 7337:" Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

**DROP OUT POLICY:**

You may cancel your enrollment contract, and receive a full refund without any penalty or obligation, through midnight of the fifth business day, after the first day of class. If you cancel, any payment you have made will be returned to you within 30 days following the school's receipt of your cancellation notice.

**REMEMBER, YOU MUST CANCEL IN WRITING**

You do not have the right to cancel by just telephoning the school or by not coming to class. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to:  
Asian-American International Beauty College, 7871 Westminster Blvd., Westminster, CA. 92683.

If you received any equipment from the school, which the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 30 days of the date you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this 30-days period, the school may deduct the amount the school paid for the equipment from the refund amount due you and you may keep the equipment.

Academic transcripts will be available to dropout students within 48 hours of the students' official notification to the school of his/her withdrawal from school. For additional information see the refund policy in this catalog and/or ask the school administrator for additional information.

**RECORDS MAINTENANCE AND RETENTION**

Asian American International Beauty College shall maintain student records for each student, whether or not the student completes the educational service, for the period ending five years after the date of the student's graduation, withdrawn, or termination. Asian American International Beauty College also using the Signature Capture to restore the back up (Second) set are maintaining in the manner secure from damage or loss.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

**STANDARDS:** This institution expects its students to maintain Satisfactory Academic Progress (SAP). You will be evaluated on three (3) criteria, (1) Attendance (must average at least 67% of scheduled hours of attendance), (2) Theory exam test grades and/or completed work projects, (3) Progress regarding your ability to perform required operations (practical skills) in a proficient manner. (Completion of (2) & (3) must average at least 70%). You will be evaluated at least (2) or more times during your course in accordance with your course requirements. In order to maintain SAP as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work, such as outlines or assigned independent study.
2. Full Time enrollment is defined as a minimum of 24 hours per week, half time enrollment is defined as a minimum of 12 hours per week, part time enrollment is defined as an enrollment schedule of more than 12 hours per week, but less than 24 hours per week. Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (contract). For example a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ). In order to complete your course in the 1.5 times enrollment scheduled you must maintain at a minimum an average of 67% of your scheduled enrollment per week/month.

Regardless of the average level of attendance, students who have three consecutive weeks of absences, (15 class days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 15 or more days are encouraged to request a leave of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in the school catalog.

3. Complete the course within one and one-half (1 1/2) times the length of the course as defined in the enrollment agreement. For example if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint of the course to be considered as meeting satisfactory progress. Students meeting the minimum requirements for attendance and academic progress at an evaluation will be considered to be making satisfactory progress until the next evaluation.

**EVALUATION PERIODS:** Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

For courses of more than 600 clock hours:

Percentage of course scheduled to be completed	Cosmetology (hours)	
	Scheduled	Minimum
At 25%	400	268
At 50%	800	536
At 75%	1200	804
At 100%	1600	1200
At 125%	2000	1340
At 150%	2400	1600

For courses 600 clock hours or less:

Percentage of course scheduled to be completed	Manicurist (hours)		Teacher Training (hours)		Cosmetician (hours)	
	Scheduled	Minimum	Scheduled	Minimum	Scheduled	Minimum
At 33%	133	90	200	134	200	134
At 66%	266	179	400	268	400	268
At 100%	400	268	600	402	600	402
At 133%	533	358	800	536	800	536
At 150%	600	400	900	600	900	600

All schedule review dates will be set in according to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students also have to maintain a "C" (70%) or better grade average. Students meeting the minimum requirements for the attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.

**ACADEMIC AND ATTENDANCE PROBATION:** Students who fail to meet the SAP standards at a given evaluation will be placed on academic and/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making satisfactory progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed as not to be making Satisfactory Academic and/or Attendance Progress, will lose any remaining eligibility for student financial aid and will be terminated. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from probation and will retain eligibility for Title IV aid.

**APPEAL PROCEDURE:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution’s administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student’s academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5 to 10 days) and notify the student in writing of the administrator’s decision. Should the student’s appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame, (5 to 10 days). The decision of the committee shall be final.

A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the net scheduled evaluation, of re-entry before financial aid will be re-instated. Financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

**COURSE INCOMPLETE:** Course incomplete, repetitions and non-credit remedial courses are not applicable to this institution’s form of instruction.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school. Leaves of ABSENCE for non-medical reason may be granted for up to 60 days (School Policy). **Completion of coursework upon return: In order for the leave of absence to be an approved leave of absence, the school must permit the student to complete of the coursework that he or she began prior to the leave of absence. Approved leaves of absence are reviewed as temporary interruptions in a student’ attendance. Therefore, when a student returns from the leave of absence, student must continue his or her education where he or she left off. Which means a student start a course subject and take a leave of absence that student have to get back on that subject when return from leave of absence and with in the leave of absence time period.** Do not request a Leave of ABSENCE unless you absolutely need one. Under no circumstance can the school grant more than a single LOA within a 12 months period. Students returning from an LOA will be returned to the academic progress standing that they held prior to the start of the leave. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and clinic work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a “C” (70%) grade average to maintain satisfactory academic status. The system detailed below is the system utilized in this school.

**Theory:**

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

**Practical Work:**

<u>Points</u>	<u>Letter Grade</u>	<u>%</u>	
10	= A+	100	Exceptional
9	= A	90	Excellent
8	= B	80	Above Average Performance
7	= C	70	Average Performance
6 & Below	= D	60	Unsatisfactory Performance

### **CLASS HOURS & PRACTICE HOURS (APPLIED EFFORT) PROCEDURE**

The Bureau of Barbering and Cosmetology will only recognize time clock punched recorded hours of attendance. As a result of this requirement this school can only allow clocked in hours to students who record their attendance by using the time clock to punch in and out at the start and end of their class day, and in and out for the lunch period. Students will be allowed up to seven (7) minutes to clock in and receive credit for the full quarter (1/4) hour. This seven-minute grace period applies to starting of the class day or returning from lunch. Once theory classes have been started, no one will be allowed to enter the theory classroom.

After clocking in you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in a class. In all cases your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to your training or activity not related to your training will not be tolerated. You will be asked to stop such activity or to punch out for the remainder of the day, and you will receive a advising notice. Continued activities of this nature could result in your termination.

Students are required to punch in on their time card upon arrival at school each day, punch out at lunch time or whenever they leave the building, punch back in upon returning from lunch and punch out when leaving for the day. Students are to tally their daily hours of attendance on their time cards, indicate the daily total and add this to the previous total and indicate the cumulative total in the space provided.

An instructor prior to receiving credit must check each laboratory operation and/or practice operation. Students are to list each (instructor checked), laboratory operation and/or practice operation in the appropriate section of their time card. All daily operations are added to the applicable previous operations (if any) and the cumulative total is to be indicated in the space provided on the time card. Time cards are to be signed at the end of each day or when leaving school for the day by the student and an instructor. Time cards are NEVER to leave the building. Lost time cards will cause the loss of applied effort for the period covered on the lost time card. Students will be suspended for one day if they remove time cards from the building.

### **COMPLAINT PROCEDURE**

In the event a student, staff member, or any interested party has a complaint which can not be resolved to his/her satisfaction with the students immediate instructor, manager, director of the school, the student, staff member, or interested party is to make his/her complaint known in written form. A school representative will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information is needed a letter will be sent to the complainant outlining the additional information.

If no further information is required the committee will act on the complaint and a letter sent to the complainant within 15 calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or base on fact.

If the complainant is not satisfied with the final disposition of the complaint he/she may contact either the accrediting agency or the state bureau listed in page #4. Complaint forms are available from both agencies. The Complaint Committee at this school consists of Le Nguyen.

Documentation will be made and retained of the meeting with complainant and all written complaints and final outcomes. These records will be maintained through two (2) complete accreditation cycles, (approximately 10 years).

## **COURSES OF STUDY**

### **COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS) (O'NET # 68002, CIP# 12.0403)**

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours which include a minimum of 335 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. The minimum combined total clock hours of 1,600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### **COSMETOLOGY COURSE EDUCATIONAL GOALS**

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and styling publicist.

### **COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES**

The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, or platform artist. They will be versed in all areas of Cosmetology.

**COSMETOLOGIST COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Cosmetology, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Examination.

**COSMETOLOGIST COURSE LICENSING REQUIREMENTS**

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 Bureau of Barbering and Cosmetology Examination with an overall average of 75%.

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

COSMETOLOGY TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations	20	
2. Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.)	20	
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 diseases, including HIV/AIDS and Hepatitis B.)	20	
4. Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating Electrical devices and the various safety precautions used when operating electrical equipment.)	5	
5. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	10
6. Bacteriology, anatomy, and physiology.	15	
7. Wet hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-out.)	25	200
8. Thermal Hair Styling and Blow Drying (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)		
(A) Thermal styling	20	40
(B) Press and curl		20
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11. Haircutting (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12. Hair coloring and bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)	40	
Bleaching		20
Hair coloring		50
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	20
14. Facials		
(A). Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5	10
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	10	15

	(C) Facials Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	10	15
15.	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	10	20
16.	Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	10
17.	Manicuring and Pedicuring		
	A. Water and Oil Manicure, including nail analysis, and hand and arm massage	5	15
	B. Complete Pedicure, including nail analysis and foot and ankle massage.	5	10
	C. Artificial Nails		
	a. Liquid and powder Brush-on	10	50 Nails
	b. Artificial Nail Tips	10	50 Nails
	c. Nail Wraps and Repairs	5	20 Nails
18.	Additional Training		

(May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student records, modeling, desk and reception, and care and styling of wigs, payroll deductions, how to seek and obtain employment, preparations of employment applications, and salon management.)

The minimum combined total clock hours of 1600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

#### **MANICURIST COURSE OF STUDY (400 HOURS) (O'NET # 68005 B, CIP# 12.0403)**

The course of study for students enrolled in a manicurist course shall consist of four hundred (400) clock hours which include a minimum of 110 clock hours of technical instruction and practical operations covering all practices constituting the art of manicurist and pedicurist. The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

#### **MANICURIST COURSE EDUCATIONAL GOALS**

The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment, as a manicurist specialist, product demonstrator or nail artist.

#### **MANICURIST COURSE PERFORMANCE OBJECTIVES**

1. Acquire knowledge of laws and rules created by the Bureau of Barbering and Cosmetology.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

#### **MANICURIST COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate the Bureau of Barbering and Cosmetology Examination.

#### **MANICURIST COURSE LICENSING REQUIREMENTS**

A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the State Board Exam with an overall average of 75%.

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a practice finger. Such technical instruction and practical operations shall include:

MANICURIST TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	
2. Cosmetology Chemistry related to manicuring practices. (Shall 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 diseases, including HIV/AIDS and Hepatitis B)	15	
4. Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection 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
8. Application of Artificial Nails		
Nail Wraps and repairs	5	40 Nails
Nail Tips	10	60 Nails
Liquid and powder brush-on	15	80 Nails
9. Additional Training		

(May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student daily records, modeling, desk, reception, payroll deductions, how to seek and obtain employment, preparations of employment applications and salon management.)

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

### **TEACHER TRAINING COURSE OF STUDY (600 HOURS) (O'NET # 31304, CIP# 12.9999)**

The course of study for students enrolled in a teacher training course shall consist of six hundred (600) clock hours which include a minimum of 390 clock hours of technical instruction (lecture, demonstrations, classroom participation and/or examination) and the following minimum specified practical operations: The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

### **TEACHER TRAINING COURSE EDUCATIONAL GOALS**

The Teacher Training course is designed to prepare licensed students for the state instructors licensing examination and for profitable employment as a cosmetology instructor.

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by; the teacher training of teaching techniques and principles.

### **TEACHER TRAINING COURSE PERFORMANCE OBJECTIVES**

To develop the ability to:

- . Teach related information, manipulative operations, and techniques.
- . Use various teaching aids, such as instruction sheets, visual aids and tests.
- . Achieve professional competency as a teacher.
- . Develop personal characteristics that contribute to success in teaching.
- . Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- . Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn.
- . Develop a course content reflecting a comprehensive, correlated unit of study.
- . Develop instructional materials that will facilitate set-up and preparation of class.
- . Develop supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.
- . Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**TEACHER TRAINING COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Teacher Training with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Examination.

**TEACHER TRAINING COURSE LICENSING REQUIREMENTS**

An Instructor's license will be granted by the State of California only after the student has successfully completed and graduated from the Teacher Training course, has completed the 12th grade or an accredited senior high school course of study or has the equivalent education, holds a valid California Cosmetologist license, has provided a signed affidavit from his/her employer attesting to experience, and has passed the Bureau of Barbering and Cosmetology Examination with an overall average of 75%.

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

TEACHER TRAINING TECHNICAL SUBJECT	MINIMUM HOUR OF THEORY HOURS INSTRUCTIONS	MINIMUM HOURS OF PRACTICAL OPERATIONS
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	
2. Preparatory Instruction		
a. Instructional Techniques: Method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and use of questions to promote learning.	40	
b. Organization techniques: 4 steps teaching method; performance	30	50
c. Lesson planning: subject; title; outlines; development; and visual aids, etc.	60	50
d. Techniques of evaluation: purpose of tests; types of test; test administration; scoring; and grading, etc.	10	
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Cosmetology Act and Rules and Regulations. (Shall be conducted under supervision of a licensed instructor.)	140	
4. Supervising and training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100	

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

**COSMETICIAN COURSE OF STUDY (600 CLOCK HOURS) (O'NET # 68008, CIP# 120403)**

The course of study for students enrolled in a cosmetician course shall consist of sixteen hundred (600) clock hours which include a minimum of 190 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetician. The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

**COSMETICIAN COURSE EDUCATION GOALS**

The cosmetician course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetician specialist, product demonstrator or cosmetician.

**COSMETICIAN COURSE PERFORMANCE OBJECTIVES**

The licensed cosmetician will be prepared to seek profitable employment as a skin care specialist, skin care salon manager, salon owner, or product demonstrator. They will be versed in all areas of the skin care profession.

**COSMETICIAN COURSE GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations for a Cosmetician, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Bureau of Barbering and Cosmetology Examination.

**COSMETICIAN COURSE LICENSING REQUIREMENTS**

A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course as described above and passed the Cosmetician Bureau of Barbering and Cosmetology Examination with an overall average of 75%.

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

COSMETICIAN TECHNICAL SUBJECT		MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1.	The Barbering and Cosmetology Act and the Board's Rules and regulations	10	
2.	Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical make up, chemical skin peels, physical and chemical changes of matter.)	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 diseases, including HIV/AIDS and Hepatitis B.)	20	
4.	Electricity: (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical devices,..)	10	
5.	Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasize throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
6.	Bacteriology, anatomy, physiology, skin analysis and conditions.	15	
7.	Facials (A) Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.)	20	40
	Facials (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	30	60
	Facials (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be performed in accordance with Section 992 regarding skin peeling.)	20	40
8.	Eyebrow Arching and Hair Removal: (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)		
	Tweezers	5	10
	Wax and depilatories	20	40
9.	Make-up: (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40
10.	Additional Training (May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student daily records, modeling, desk, reception, payroll deductions, how to seek and obtain employment, preparations of employment applications and salon management.)		

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

## TUITION AND FEE SCHEDULE

<u>COURSE</u>	<u>TUITION</u>	<u>KIT</u>	<u>REG. FEE</u>	<u>TOTAL</u>
COSMETOLOGY	\$7,200.00	\$575.00	\$75.00	\$7,850.00
MANICURIST	\$ 800.00	\$375.00	\$75.00	\$1,250.00
TEACHER TRAINING	\$2,250.00	\$200.00	\$75.00	\$2,525.00
COSMETICIAN	\$2,250.00	\$475.00	\$75.00	\$2,800.00

This institution does not charge interest on student installment payments for fees, tuition or supplies.

**Revised 08- 01- 2006**

### **EXTRA INSTRUCTION CHARGES**

The school is authorized to charge additional fees for any training required beyond the end of the contract period, this school's additional training charges are assessed at the current rate charged per hour at the end of the students contract period, for all remaining hours to be completed at the end of the student's contract period, deducting all excused absences. This amount is calculated by dividing the current tuition cost by the (student's course) total hours, and multiplying this amount by the hours remaining to be completed by the student.

The above rates would be calculated as follows:

Cosmetology	\$4.50	per hour of training beyond the enrollment agreement.
Cosmetician	\$3.75	per hour of training beyond the enrollment agreement.
Manicuring	\$2.00	per hour of training beyond the enrollment agreement.
Teacher Training	\$3.75	per hour of training beyond the enrollment agreement.

### **EXCUSED - UN-EXCUSED ABSENCES:**

Students who drop out or go over their contract period will be charged for un-excused absences as time attended or elapsed time in accordance with the refund policy. Excused absences are absences accompanied by a doctors note or other documentation certifying illness, doctor or dentist appointments, death in the family, jury duty or other special circumstances approved on an individual basis by the school' director. Documented excused absences will not be counted as time attended in the event of the student dropping out or going over the contract period.

Financial arrangements must be arranged prior to enrollment. At ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE, we have several payment plans available. Cash payment schedules can be arranged to suit a students' individual needs. Any payments you are required, or have arranged to make, will be clearly stated on the enrollment agreement.

This institution does not provide any type of scholarship programs.

**THIS INSTITUTION RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICES WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS.**

## REFUND POLICY

**BUYER'S RIGHT TO CANCEL:** You may cancel your enrollment contract, and receive a full refund without any penalty or obligation, through midnight of the fifth business day, after the first day of class. If you cancel, any payment you have made will be returned to you within 30 days following the school's receipt of your cancellation notice.

**REMEMBER, YOU MUST CANCEL IN WRITING** You do not have the right to cancel by just telephoning the school or by not coming to class. The cancellation date is determined by the post date or by date notification is delivered in person. This policy applied regardless of whether or not the student actually started the training. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to:

**Asian-American International Beauty College  
7871 Westminster Blvd.,  
Westminster, CA 92683.**

If you received any equipment from the school, which the enrollment contract indicates you must return if you cancel enrollment, you must return the equipment within 30 days of the date you sign a cancellation notice or otherwise request cancellation. If you do not return the equipment within this 30-day period, the school may deduct the amount the school paid for the equipment from the refund amount due you and you may keep the equipment.

**REFUND POLICY:** Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the uncompleted portion of the course less the cost to the school of any unreturned equipment and a registration fee not to exceed \$75.00. The refund shall be calculated in the following manner and shall make within 30 days after the date the school receives the student's written Notice of Cancellation.

If an applicant is not accepted for enrollment by the school, all moneys paid will be refunded to you immediately. In the event the school is permanently closed and no longer offers instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy and the enrollment agreement. If a course is canceled subsequent to a student's enrollment, the school shall at its option; provide a full refund of all Moneys paid; or provide completion of the course.

**ENROLLMENT TIME:** is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school.

$\frac{[\text{Contract Price}^* - \$75 \text{ reg. fee}]}{\text{Number of hours of instruction in the contract period}}$	=	$\frac{\text{Per Unit Cost of Instruction}}{\text{Per unit cost of Instruction}}$	-	75	=	$\frac{\text{Amount Paid for instruction}^{**}}{\text{Total no. of Hours for which the student has paid}}$
$\text{Total no. of hours of which student has paid}$	-	$\text{The number of hours which could have been completed when the student dropped}$	=			$\text{The number of hours which were paid for but not received when student dropped}$
$\text{Amount Paid for instruction}^{**} - 75 \quad \times$		$\frac{\text{Number of hours, which were paid for but not received when the student dropped}}{\text{Total number of hours for which the Student has paid}}$	=			$\text{Initial Refund Amount}$
	+	$\text{Initial Refund Amount}$	=			$\text{Actual Refund Amount}$
		$\text{Cost of Returned Equipment}$	=			$\text{Actual Refund Amount}$

\* "Contract Price" reflects the amount of tuition, fees and all other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

\*\* "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

**EXAMPLE:** Assume that a student enrolled in, and paid for, a 1600 clock hour program which costs \$3,845 (\$3,770 tuition; \$75 registration fee) and received, and paid for, equipment valued at \$225. The amount paid for instruction would be \$3,845. If the student withdrew at the point he or she was scheduled to have completed 1,200 clock hours and failed to return the equipment, the refund calculation would be:

$$\begin{aligned}
 [3,845 - 75] - 1600 &= 2.35625 & [3,845 - 75] : 2.35625 &= 1600 & 1,600 - 1,200 &= 400 \\
 \frac{[3,845 - 75] - X - 400}{1600} &= \$942.50 & \$942.50 &+ \$0 &= \$942.50
 \end{aligned}$$

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender(s) to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and any remaining balance will then be returned to you. (Refund Policy Contd.)

**KIT (SUPPLIES) REFUND POLICY:**

Once purchased, the equipment and materials specified on the equipment schedule become the property of the Buyer/Student unless the materials are returned in usable condition (excluding health or sanitary items) within ten (10) days following the date of the Buyer/Students' withdrawal from school. The Seller/School will refund only the amount that exceeds the documented cost of those materials. Clearly recognized health and sanitary restrictions prevent the school from accepting return of the equipment and or materials so specified on the equipment schedule.

**REFUND DUE TO: REJECTION OF APPLICANT OR SCHOOL CLOSURE:**

An applicant rejected by the Institution shall be entitled to a refund of all moneys paid.  
 If the Institution is permanently closed and no longer offers instruction after a student is enrolled, the student shall be entitled to a pro-rate refund.

**FORMAL TERMINATION:**

Formal termination of a student's enrollment will occur when one of the following takes place:

- A/ A student provides the school a notification in writing of his/her intention to withdraw;
- B/ The school dismiss a student for a violation covered in the rules and regulations of the school.
- C/ Students may be dismissed by the institution for failure to make tuition payments as scheduled in the enrollment agreement. All fees must be paid prior to graduation.
- D/ Students reaching the 21 consecutive absences (Calendar days per State regulations)
- E/ A student fail to return at the expiration of an authorized leave of absence. In this event the refund calculation will be made for the period of enrollment from the date instruction began to include the last day of the student's Physical attendance, prior to the authorized leaves of absence.

All refunds will be made within 30 days of formal cancellation or determination of withdrawal as stated above.

The refund policy as stated above is also published on the reverse side of the student enrollment agreement. The Federal Department of Education (USDOE) and the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) refund policies are available for review at the financial aid office.

\*\* NOTE: This institution calculates refunds under the State AB 1402/4052 requirements as stated above, and the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), and the Federal Department of Education's Pro-rata refund (DOE) requirements under PL 102-325, Sec 484B. The refund which delivers the highest refund amount to the student's benefit is the refund, which is used. The policy applies to all institutions participating in Title IV aid programs. Applies only to students attending the institution for the first time who withdraw during a period for which he/she received Title IV aid. Institutions are not required to apply Federal Prorata refund policy to students who did not receive Title IV aid. The policy does not apply if the student's last recorded date of attendance occurs after the point in chronological time at which 60% of the period for which the student has been charged has been completed. See the school administrator for the DOE or NACCAS refund requirements. In most cases the State refund policy will deliver the highest refund amount to the student's benefit.

# ASIAN AMERICAN INTERNATIONAL BEAUTY COLLEGE ORGANIZATION CHART

PRESIDENT/DIRECTOR  
TUYET NGA THI NGUYEN

GENERAL MANAGER  
LE NGUYEN

ASSITANT  
GENERAL MANAGER/  
PLACEMENTCOORDINATOR  
MINH TRIEU

MANAGER  
TUNG NGUYEN

<b><u>INSTRUCTORS</u></b>	
ANH NGUYEN PHAT PHAM THANH PHAN LIEU DAO THINH NGUYEN NATALIE NGA NGUYEN DUONG T. NGUYEN MAI T. NGUYEN TIFFANY NGUYEN	
TUYET NGA THI NGUYEN	(SUBSTITUTE)
TUNG NGUYEN	(SUBSTITUTE)
MINH TRIEU	(SUBSTITUTE)
LE NGUYEN	(SUBSTITUTE)

<b><u>ASSISTANT MANAGER/ FINANCIAL AID OFFICER/ PLACEMENTCOORDINATOR</u></b>
CAN LE
<b><u>ADMINISTRATOR FINANCIAL AID OFFICER</u></b> YEN BUI
<b><u>ADMINISTRATOR PLACEMENTCOORDINATOR</u></b>
<b><u>CLERK</u></b> HA NGUYEN TE NGUYEN

# **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE**

7871 WESTMINSTER BLVD. , WESTMINSTER , CA. 92683

TEL: 714-891-0508

FAX: 714-891-4604

## **RULES AND REGULATIONS**

Schools and businesses rely on standards and rules in order to operate successfully. To comply with the expectations from the Bureau of Barbering and Cosmetology, and to be professional, everyone must follow these rules:

### **ATTENDANCE:**

Student must be prompt, must attend full time, three quarter or half time as enrolled.

- \* Doctors' excuses are required for absences due to illness.
- \* School hours: Monday through Friday: 8:30 AM - 9:30 PM.  
Saturday: 8:30 AM - 5:00 PM.
- \* Students punch IN / OUT, time cards must be clearly legible.
- \* Students must clock own time cards.
- \* Students must report absence on a daily basis.
- \* Students who are not clocked in by 8:37 AM. Will not be allowed to clock in until 10:00 AM. .
- \* Students with an excess of three (3) un-excused absences within 30 days will be counseled, more than three advising in three months may result in suspension , probation or termination of enrollment .

### **APPEARANCE:**

- \* Clean white uniform coat is required with black pants or skirt (covered the knee)
- \* Shoes must have closed toes and no high heel.
- \* Supplies for personal services must be furnished by student.
- \* No gum chewing, smoking, food, coffee or cokes at stations, desk, table or classroom.

### **EQUIPMENT:**

- \* Kits and equipment must be kept in a sanitary condition, according to Bureau of Barbering and Cosmetology rules.
- \* Mirrors and stations must be kept clean by students.

### **SERVICE:**

- \* Never talk patrons out of service you do feel like performing.
- \* Do not argue with patron.
- \* Greet patrons by name, be polite.
- \* Never complain in front of patrons.
- \* Do not talk over the heads of the patrons to others.
- \* Remember that extra services or service on long hair requires special fees to paid first , at the front desk .

The rules are designed to form excellent work habits and attendance, to aid in completing your course as soon as possible, so that you may become employed as a cosmetologist, manicurist, cosmetician or instructor . Violation of school rules & regulations may result in suspension, or termination .

### **Immediate Withdrawal:**

- 1/ Perpetration of theft of any object belonging to another student, customer and school .
- 2/ Physical or vulgar abuse of another individual committed on campus grounds.
- 3/ Use of drugs, alcohol or behavior altering substance.
- 4/ Causing class disruption after being warned for the same infraction in the past.
- 5/ Clocking another student time card or have another student do the same for you.
- 6/ Forging any information on time cards.

### **One Week Suspension:**

- 1/ Leaving school grounds without supervisor permission.
- 2/ Failure to come to school without necessary equipment.
- 3/ Not following class / floor instructor directions without authorization of instructor.
- 4/ Use of foul language, ethnic, racial or sexual slurs.
- 5/ Use of products, services not charged on service ticket, or using any other products other than those carried by school .
- 6/ Carrying any time cards (own or another student) off school grounds.
- 7/ Refusing to perform services or being impolite to a patron.
- 8/ Smoking or eating outside of designated area.
- 9/ Spreading gossip about another student, staff or patron.
- 10/ Assigning patron services to another student and receiving personal services without permission of instructor in charge .

The five ( 5 ) Violations leading to One Week Suspension :

- 1/ Improper Attire (uniform ), unauthorized substitutes .
- 2/ Practice of improper sanitation and sterilization measures .
- 3/ Failure in daily clean up of work area and assigned duty at end of day .
- 4/ Failure to clock in and out in the proper manner .
- 5/ Being late or leaving class or clinic without proper authorization .

### **General:**

- 1/ Three suspensions constitute sufficient cause for withdrawal from this school.
- 2/ It must be realized that above guidelines do not encompass all violations that may occur and therefore are not all inclusive and / or limit any action by the school in any way, shape or form .
- 3/ These guidelines maybe revised at any time as the school administrator deems necessary to meet internal , state and federal standards .

I (STUDENT) have read and agree to abide by these rules .

## CONSUMER INFORMATION

### PART B

#### COST OF ATTENDANCE

The total amount it will cost a student to go to school.

This Institution uses annual budgets published by the CALIFORNIA STUDENT AID COMMISSION.

Elements included in the budget:

Tuition	Actual cost (Course Cost)	(See school catalog)
Registration Fee	Actual cost	(See school catalog)
Books and Supplies	Actual cost	(See school catalog)

Living cost allowance: (monthly figures)

	Single at home	Student off campus
Room and board	\$ 372.00	\$ 990.00
Transportation	\$ 106.00	\$ 118.00
Personal/misc.	\$ 314.00	\$ 274.00

#### METHOD OF PAYMENT

Many of our students apply for financial aid. During our interview of prospective students, we compute a need analysis based on the amount of income or resources compared to the cost of education, room & board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid Application. For those students who are able to pay their own way through school, the financial officer will develop a personalized payment program for each individual.

#### PAYMENT PERIODS

Completion of each 450 hour increment and 15 weeks for courses of 900 clock hours or more. Mid-point of the program for course of less than 900 clock hours.

**ENROLLMENT TIME:** is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school. Any moneys due the applicant or student shall be refunded promptly after formal cancellation by the student or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of scheduled return.

Students who terminate prior to course completion will be charged a \$ 75.00 administrative fee.

If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition.

If a course is canceled subsequent to enrollment, the school shall at its option:

1. Provide a full refund of all moneys paid; or
2. Provide completion of the course.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you received funding any remaining balance will than be returned to you.

#### RECOVERIES

Recoveries resulting on funds paid to students for personal expenses, which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the programs in the following order, First to FEDERAL PELL Grants, second to FSEOG.

#### REFUNDS

In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days the withdrawal date in the following order: First to FEDERAL PELL Grants, second to FSEOG, and third to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

#### FINANCIAL AID

Due to various approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending this school. Listing of these programs include: Federal Pell Grants, Federal Supplemental Education Opportunity Grant.

## **GENERAL FINANCIAL AID INFORMATION**

If you wish to apply for financial aid, or you have questions, or you need sections of the handbook clarified, contact the financial aid office at this school.

## **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, 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. This school does not discriminate on the basis of race, religion, creed, color, nationality, sex, or age in their admission policies or in access to employment or the administration of their programs.

## **FINANCIAL AID PHILOSOPHY**

This school believes that the talents, hopes, and ambitions of all people are among our nation's most valued possessions. With this thought in mind, this school continues to promote scholarship, grant and loan opportunities for qualified, deserving students, who would normally be deprived of a college education because of inadequate funds, to attend college. The following principles have been adopted for our financial aid program.

### **PRINCIPLES**

1. This school will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. Expected family contribution toward the student's cost of education. This school expects parents to contribute financially, according to their means. Taking into account their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial aid will be offered after determining whether the family's resources are insufficient enough to meet the student's educational expenses. The amount of aid offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

### **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants, loans and part-time work. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid 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 half-time. 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 half-time basis.
- . be a citizen or an eligible non-citizen.
- . not owe a refund on a Federal Pell Grant or FSEOG at any school
- . not be in default on a Federal Perkins Loan or Federal Stafford Loan/FSLs/FPLUS 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, a GED, or have demonstrated the ability to benefit.
- . agree to use any Federal student aid received solely for educational purposes.

### **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

Schools frequently do not receive enough Campus-Based funds to satisfy all the student financial needs. The school awards Campus-Based funds on **STUDENTS WITH VALID ISIR/SAR WITH A CALCULATED EFC OF ZERO AND ARE NOT EXPECT TO RECEIVE FUNDS FROM OTHER THAN TITLE IV FUNDS**. Therefore, the school emphasizes the self-help Concept of student financial assistance.

The self-help Concept is on a first-come, first-serve basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. All loans must be repaid.

The self-help Concept lists types of financial assistance in the following order:

1. Family Contributions;
2. Other Resources;
3. Federal Pell grants;
4. Federal Supplemental Educational Grant
5. Federal Stafford, Plus or SLS Loans (This institution does not participate in these programs)

## DEFINITIONS

### ACADEMIC YEAR

The definition of the Academic Year for this institution is 900 clock hours in 30 weeks.

### AWARD YEAR

The period of time between July 1 and June 30.

### CLOCK HOUR (AS DEFINED IN THE FEDERAL REGISTER)

A 50 to 60-minute class, lecture or recitation: or  
a 50 to 60 minute faculty supervised laboratory, shop training, or internship.

### 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 an I-151 or I551 (Alien Registration Receipt card)

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

- . "Refugee"
- . "Asylum Granted"
- . "Indefinite Parole" and/or "Humanitarian Parole"
- . "Cuban-Haitian entrant, Status Pending"
- . "Conditional Entrant" (Valid only if issued before April 1, 1980).
- . A suspension of deportation case pending before Congress.
- . "I-688" with valid expiration date

### 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.
- . "I-688a", "I-688b" or "I-688c" (Amnesty applicant)

### DEPENDENT STUDENT

An individual that does not meet the Independent student criteria. This student is required to submit with his/her application student, spouse (if applicable) and parents income and assets data.

### INDEPENDENT STUDENT

An individual who meets one of the following criteria:

1. An individual at least 24 years old by December 31 of the award year (2006-2007 award year)
2. An orphan or ward of the court.
3. A veteran of the armed forces of the United States.
4. An individual with legal dependents other than a spouse.
5. A graduate or professional student who will not be claimed as an income tax exemption by his/her parents for the first calendar year of the award year.
6. A married person who will not be claimed as an income tax exemption by his or her parents for the first calendar year of the award year.
7. A person whom has been determined by the aid administrator to be independent because of unusual circumstances.

### PARENT(S)

For purposes of the financial aid programs, "parent" is mother and/or father or adoptive parents or legal guardian. Not foster parents.

### EXPECTED FAMILY CONTRIBUTION (EFC)

The amount that has been calculated as expected family contribution to offset the student cost of attendance.

### NEED

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

### DETERMINING NEED

The U.S. Department of Education approves the Effective Family Contribution formula. This school uses it to compute the ability of

the family to contribute to the cost of the student's training. Each year certain aspects of EFC are adjusted. This accounts for both actual inflation in the previous year and projects inflation for the next analysis year. The yearly Consumer Price Index (CPI) analysis determines inflation rates.

Revision in FICA, federal, state, and local taxes reflect changes in the law and recently available IRS data.

The Federal Pell Grant uses the Federal Pell Grant Index (PGI) number on the Student Aid Report (SAR) to determine eligibility for the Family Contribution (FC) number obtained. This determines the student's (or family's) ability to contribute to the Cost of Attendance (COA).

The EFC is subtracted from the COA, and the school awards financial aid to cover as much of the student need as possible.

The EFC bases need on information furnished in the Application for Federal Student Aid (AFSA). The FC number produced is for nine months for Dependent students, and twelve months for Independent students. In application, the FC number is pro-rated to the length of the defined Academic Year.

### **NEED ANALYSIS SYSTEM**

The approved need analysis systems used by this Institution. Determining the student's family contribution by the R.G.M. LOCAL AID MANAGEMENT SYSTEM which is approved for Type 9 allowing certification of Stafford/GSL Loans at the school level.

### **TRANSFER STUDENT (FINANCIAL AID TRANSCRIPT REQUIRED):**

A student who attended another eligible institution on at least a half-time basis. A financial aid transcript must be obtained even if the student says he/she did not receive financial aid at the other institution. If a financial aid transcript is required no financial aid may be advanced until the financial aid office receives the completed transcript.

### **INTEGRATED VERIFICATION PROCESS**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and 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 Federal Pell or Campus-Based aid until completion of verification.

### **WHO MUST BE VERIFIED**

The policy of this school shall be to verify those students selected by the need analysis system for verification.

In the absence of conflicting documentation, applications excluded from verification include:

- Legal residents of the Trust Territory of the Pacific Islands, Guam, American Samoa, and the Mariana Islands. This includes dependent students whose parents are also legal residents of one of these Islands.
- Dependent students whose parents are residing in a country other than the United States. This applies to other than the United States and only if the student cannot contact the parents by normal means.
- . Dependent students whose parents are dead, or are physically or mentally ill, or whose parents' address is unknown.
- . Immigrants who arrived in the United States during either calendar year in the Award Year.
- . Those submitted for an Award Year if the applicant dies during the Award Year.
- . Those submitted if the applicant is imprisoned at the time of verification.
- . Those submitted when the applicant does not receive financial assistance, for reasons other than their failure to confirm information on the application.
- . Other exclusions, on a documented individual case basis, at the discretion of the Financial Aid Officer.

An applicant need not document spouse information or provide a spouse's signature if:

- . The spouse is residing in another country and the student cannot contact the spouse by normal means of communication.
- . The student cannot locate the spouse because their address is unknown.

. The spouse is dead, or mentally or physically ill.

### **VERIFICATION ITEMS**

Examine the data items listed in 34 C.F.R. 668.56. Difference data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

. Adjusted Gross Income (AGI) or Adjusted Gross Family Income (AGFI) for the base year.

. U.S. income tax paid for the base year.

. Total number of family members in the household, if that number is greater than two for dependent students, and one for independent students.

. The number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.

. The factors relating to an applicant's independent student status.

Untaxed income and benefits for the base year, including:

. Social Security benefits.

. Child support, if the school has information regarding child support or has reason to believe the student-received support.

. Income tax deduction for a payment made to an Individual Retirement Account or Keogh account.

The following other untaxed income and benefits:

. Untaxed dividends and capital gains.

. Foreign income omission, if the school has information regarding the omission or has reason to believe the student omitted foreign income.

. Earned income credit.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 668.16 (f).

### **DOCUMENTATION REQUIRED**

To confirm adjusted Gross Income (AGI/AGFI), and Income Tax Paid. , applicants shall provide the appropriate income tax return(s) (IRS 1040, 1040A, OR 1040EZ) of the applicant, his/her spouse, and/or his/her parents. The student must provide a signed copy of the income tax return. In certain specified cases, the student must provide the IRS Form W-2. For non-tax filers, the school's Financial Aid Officer must provide appropriate forms to update and certify items for the Federal Pell Grant, Campus-Based programs:

. Number of family members in the household,

. Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions, Independent student status.

. Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for Dependent students and one for Independent students. Use the worksheets for update and verification of data.

Applicants shall follow the instructions in the Verification Worksheet. The school's Financial Aid Officer may require/provide other appropriate forms.

### **TIME PERIOD FOR PROVIDING DOCUMENTATION**

Applicants must provide the Admissions or Financial Aid Officer the IRS forms 1040, 1040A, or 1040EZ during the admissions and advising process and provide all required documentation no later than two weeks from the enrollment date.

If the student makes corrections to Part 2 of the Federal Pell SAR, they must complete and process them within two weeks from the enrollment date, or the date the school receives the SAR, whichever occurs first.

If copies of the income tax returns are not available from the applicant, spouse, and/or parent(s) within two weeks from the enrollment date, request the "IRS listing of Tax Account Information" directly from the Internal Revenue Services. The school must allow no more than 60 days for its receipt.

#### **APPLICANTS 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 the household now enrolled as at least half-time students in postsecondary educational instructions.
- . Change in dependency status.

Federal Pell Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-Based applicants whose dependency status changes during the Award Year must have their FC recalculated. 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 DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)**

If the student can not provide all required documentation, the school can not complete the verification process within two weeks from the date of enrollment. 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.

If a Federal Pell Grant applicant has not processed Part 2 of the SAR within two weeks of enrollment, the school must advise them that they are not eligible for financial aid. The school will then provide applicants with the following options:

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

#### **INTERIM DISBURSEMENTS**

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

#### **TOLERANCES**

For the Federal Pell SAR, with an original PGE of zero, the school shall use the Zero PGI Charts to determine whether the applicant must resubmit their SAR because of a change in information. The student must make appropriate corrections on Part 2 of the SAR. A new PGE is computed when required as a result of comments on the SAR, and/or as a result of data item changes. This occurs regardless of the absolute error amount.

For the Campus-Based the school shall recalculate an applicant's FC if:

- . There are any errors in non-dollar items used to calculate the FC, and/or
- . There is an absolute dollar error of \$800 or more.

#### **NOTIFICATION OF RESULTS OF VERIFICATION**

The school shall notify the applicant of additional information/documentation needed for verification. This occurs through contact with the Financial Aid Officer, or by mailing to the applicant's resident address a VERIFICATION FOLLOW-UP form. This form indicates additional items needed.

The school shall notify the applicant of any change in the originally computed Federal Pell Grant award. The student shall sign and date the SAR certified for payment.

The school shall notify the applicant when they complete verification by:

- . Obtaining the student's signature and date on the SAR certified for payment.
- . Providing the student a receipt for any Campus-Based funds credited to their tuition account.

### **REFERRAL PROCEDURE**

The school shall forward to the Secretary of Education the name, Social Security number, and other information, on any applicant receiving funds. The school reports on possibly incorrect information, after they make a reasonable effort to resolve the discrepancy.

Upon implementation of the regulation, the school shall refer to appropriate authorities the name, Social Security number, and other information about the applicant to satisfy 34 C.F.R. 668.14(g).

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- \* The name of its accrediting and licensing organizations.
- \* About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- \* What the cost of attending is, and the policy on refunds to students who drop out.
- \* What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- \* What the procedures and deadlines are for submitting applications for each available financial aid program.
- \* How it selects financial aid recipients.
- \* How it determines financial need.
- \* How much of your financial need, as determined by the school, has been met.
- \* How and when you will be paid.
- \* To explain each type and amount of assistance in your financial aid package.
- \* What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- \* To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- \* How the school determines whether you are making satisfactory progress and what happens if you are not.
- \* What special facilities and services are available to the handicapped?

#### **It is the student's responsibility to:**

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

### **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS**

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

Federal Pell Grant Program  
Adult Educational Program

### **APPLICATION PROCEDURES AND FORMS**

Financial aid applications for this institution consist of the following: Application for Federal Student Aid (AFSA). 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. Applicants will also be required to complete the following:

- . Student questionnaire.
- . Enrollment contract.
- . ASFA - Regular form will apply to most of the students.
- . ASFA - Correction form is to be used only under the direction of the financial aid officer.
- . ASFA - Special condition form will apply only to those students that experience a change in their family's financial situation for the worst due to death, separation, divorce, loss of full time job or loss of non-taxable income.
- . Statement of educational purpose.
- . Statement regarding prior financial aid. No defaulted loans nor refunds due are outstanding.
- . Statement of registration compliance.
- . Statement of utilization of funds and disbursement procedures.
- . Verification process if selected for verification. Includes documentation regarding income, assets and family status.

### **ADDITIONAL CONSUMER INFORMATION:**

It is the students' responsibility to comply with all obligations involved in the receipt of Federal and/or State Aid. For more information about these programs, including application procedures, eligibility requirements, amounts of eligibility, rights and obligations pertaining to each program including Loan consolidation consult the following sources: The federal pamphlet Federal Student Aid Fact Sheet has information about Federal Pell Grants, SEOG, Federal Perkins, and Stafford/GSL. The state pamphlet California Student Financial Aid Workbook has information about Cal Grants. Your local district rehabilitation office has information about vocational rehabilitation. Your local veteran's administration office has information about VA aid. Some of these handbooks are available at the financial aid office.

For more information regarding the specific requirements each Financial Aid Program. Please refer to the U.S.D.E. Student Guide, available at the Financial Aid Office

### **FEDERAL PELL Deadline**

ASFA applications must be received by June 30, 2007 (for 2006-2007 award year). SAR's must be submitted to the financial aid office by June 30, 2007, or your last day of enrollment in 2006 whichever comes first. A valid SAR/ESAR requires signatures of student, spouse and parents as applicable.

### **Renewal process**

A Federal Pell Grant award received in one award year (July 1 to June 30 of the following year) is never automatically renewed in the next award year. A student must re-apply for the Federal Pell Grant and submit a copy of the new SAR to the financial aid office.

### **Disbursement**

On the basis of per payment period via a check payable to the student or co-payable to the school and student. It is the students' responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each program from which aid is requested.

## REVISION

FACULTY	08-01-2006
ORGANIZATION CHART	08-01-2006
TUITION	08-01-2006