

ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE

(MAIN LOCATION)

7871 WESTMINSTER BLVD.

WESTMINSTER, CA. 92683

(714) 891-0508 & FAX (714) 891-4604

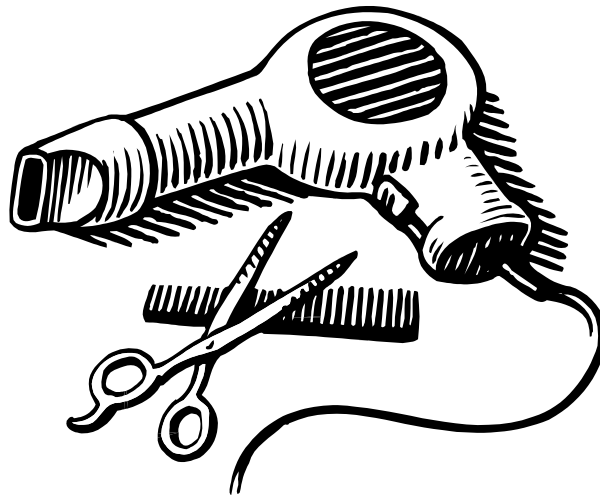
(ADDITIONAL CLASSROOM)

8528 WESTMINSTER BLVD.

WESTMINSTER, CA 92683

(714) 892-1156

See us at: www.aabeautycollege.com



SCHOOL CATALOG

2017-2018

(05/01/2017 – 06/30/2018)

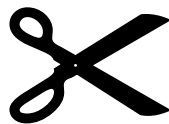


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AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU MAY OBTAIN A HARD COPY OF THIS CATALOG AND THE SCHOOL PERFORMANCE FACT SHEET AT SCHOOL OR YOU CAN LOOK IT UP AT WWW.AABEAUTYCOLLEGE.COM WEBSITE.

This catalog is updated annually.

APPROVAL DISCLOSURE STATEMENT:

ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE was granted institutional approval from the Bureau for Private Post-Secondary Education/Department of Consumer Affairs P.O. Box 980818 West Sacramento, CA 95798; pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

ACCREDITATION: This institution is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 4401 Ford Ave., Suite 1300, Alexandria VA 22302, (703) 600-7600, an agency recognized by the United States Department of Education** for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. Unresolved complaints may also be directed to the above agency.

Approved for the courses:

COSMETOLOGY	1600 CLOCK HRS,
MANICURIST	400 CLOCK HRS,
INSTRUCTOR	600 CLOCK HRS
ESTHETICIAN/SKIN CARE	600 CLOCK HRS.

Instruction is in residence with facilities occupancy level accommodating 299 students at any one time at the main facility 7874 Westminster Blvd, Westminster, CA 92683 and 89 students at the additional class room 8528 Westminster Blvd., Westminster, CA 92683. 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.

This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: **FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**
The following are state Programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12: **BOARD OF BARBERING AND COSMETOLOGY.**

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site below. Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov & Fax (916) 263-1897**

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with **Education Code Section 94915:**

FOR ADDITIONAL INFORMATION REGARDING THIS INSTITUTION YOU MAY CONTACT:

**BUREAU FOR PRIVATE POSTSECONDARY
EDUCATION (BPPE)
2535 CAPITOL OAKS DR. STE 400
SACRAMENTO, CA 95833**

**TELEPHONE (916) 431-6959
www.bppe.ca.gov**

**BOARD OF BARBERING
AND COSMETOLOGY(BBC)
2420 DEL PASO RD. SUITE 100
SACRAMENTO, CA 95834**

**TELEPHONE 1-800-952-5210
www.barbercosmo.ca.gov**

**NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS AND SCIENCES
(NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
TELEPHONE (703) 600-7600
www.naccas.org**

All information in the contents of this school catalog is current and correct and is so certified as true by: **Mr. Hieu Pham**, Director

THE INSTITUTION'S CATALOG AND THE ENROLLMENT AGREEMENT CONSTITUTE A BINDING CONTRACT BETWEEN THE STUDENT AND THE INSTITUTION.

EDUCATIONAL OBJECTIVES/MISSION STATEMENT

Welcome to **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE**, we offer you the basic training to pass the Board of Barbering and Cosmetology licensing examination. We place emphasis on how to be successful in the field of Cosmetology. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success as well as cosmetology core courses.

At **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE**, our goal is to graduate students who will be highly employable and capable of demonstrating the knowledge and experience received in their training. We strive to maintain a program of education that is constantly updated so students will have the knowledge and skills to compete with our current industry professionals, and to insure the constant educational growth of the faculty, students, teaching methods and techniques. The degree of your success will also depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Hieu Pham

Mr. Hieu Pham / Director

MISSION STATEMENT: We constantly are striving to prepare our students to acquire the knowledge and skills necessary to compete in today's current industry. Our vocational objective is to train and produce graduates sufficiently knowledgeable to pass the state licensing examination so that they may seek and find profitable employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, School Director, or School Owner.

The daily training operation of **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** is under the instruction of **Mr. Hieu Pham**, who brings many years of valuable educational experience within the beauty industry. The quality of **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions. These exciting activities are carried out in an environment that is characterized by spacious, well-lighted facilities, remodeled to meet functional school needs and salon-type equipment especially designed to properly enhance student training, **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious students. We will be pleased to answer all of your questions.

FACILITIES: Our facility is a spacious of 8,000 sq. ft. at the primary facility, located at 7871 Westminster Blvd., Westminster, CA 92683 and 3500 sq. ft additional instructional classrooms located at 8528 Westminster Blvd., Westminster, CA 92683, air-conditioned, one story modern facility. The facility is air-conditioned and we strive to provide a positive working environment. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student break area is provided for the students' use, which include microwave ovens and vending machines. All students is provided a locker to keep their uniform and private articles in. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our mission is to help the student become "salon-ready".

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

LIBRARY RESOURCES: Our campus has a library resource area in which current periodicals; Styling magazines, Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checkout for overnight use and the School Supervisor who is in charge of this process.

ENGLISH AS A SECOND LANGUAGE (E.S.L): We do not offer classes in bilingual. Classes will be conducted in English or Vietnamese. The school catalog and all required disclosures including the school Enrollment Agreement will be provided in English and Vietnamese.

COURSES OF STUDY: **COSMETOLOGY COURSE: (1,600 Clock Hours), Manicurist Course (400 Clock Hours), Esthetician/Skin Care Course (600 Clock Hours) & Instructor (600 Clock Hours).** The course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices

constituting the art of cosmetology, manicuring, Skin Care and instructor training. **Educational Goals:** The courses of study are designed to prepare students for the state licensing examination and for profitable employment as a:

COSMETOLOGIST - 1600 HOURS.	CIP Code# 12.0401	S.O.C. Code# 39.5012.00
ESTHETICIAN/SKIN CARE - 600 HOURS.	CIP Code# 12.0409	S.O.C. Code# 39.5094.00
INSTRUCTOR - 600 HOURS.	CIP Code# 12.0413	S.O.C. Code# 25.1194.00
MANICURIST - 400 HOURS.	CIP Code# 12.0410	S.O.C. Code# 39.5092.00

The study course is defined as consisting of 40 weeks @ 40 hours per week in length however students may enroll under different weekly schedules and as a result the course weeks may vary in length.

ADMISSIONS / FINANCIAL AID INFORMATION AND HOURS:

ADMISSIONS: Applicants for Admissions may secure information on Monday through Friday between 10:00 a.m.- 7:00 p.m. **Person to contact: Main office (7871 Westminster Blvd., Westminster, CA 92683): Ms. Hue Luu, Ms. Nancy Han, Ms. Lam Loan or Mr. Ngau Vo,**

Admissions phone number: (714) 891-0508.

Additional office (8528 Westminster Blvd., Westminster, CA 92683): Ms. Quyen Nguyen

Admissions phone number: (714) 892-1156.

FINANCIAL AID: Applicants or students may secure Financial Aid information Monday through Fridays between 10:00 a.m. - 7:00 p.m. **Person to contact (main office only): Ms. VICKIE VU Financial Aid Officers @ (714) 891-0508.**

PLACEMENT ASSISTANCE: Monday - Thursdays between: 10:00 a.m. through 17:00 p.m. **Person to contact: Mr. Ngau Vo Placement @ (714) 891-0508**

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students may be sent on interviews and assisted with additional salon placement referrals. **Mr. Ngau Vo** assists students in placements as often as needed; **however, the school does not guarantee placement to any student.**

HOUSING ASSISTANCE: Our institution does not offer any type of housing assistance.

ADMISSION POLICY: Enrollees are admitted as students need to meet one of the following criteria:

A) Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements), GED . If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

B) This policy applies to only **NON-AID (Title IV)** students lacking a High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the **(COMPASS Test published by ACT). Three (3) tests** will be administered and you must receive the minimum scores listed per test in order to pass the Compass ATB test: **Writing Skills (32), Reading (62) & Pre-Algebra (25)** This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after 1 week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

C) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

D) Teacher training applicants must have the High School diploma or its equivalent in addition to a valid cosmetology license.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit of state Board hours and provided it is within 5 years from the date of their withdrawal, which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

CREDIT EVALUATION: Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted according to the BBC Rules and Regulations. Students transferring from another school of Cosmetology must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the BBC letter of credit hours from the California Board of Barbering/Cosmetology.

NOTE: All transfer hours are subject to our school director's approval.

ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. **THE COURSE SCHEDULES ARE BASED ON WEEKLY ATTENDANCE AND ARE AS FOLLOWS:**

COSMETOLOGY 1600 CLOCK HOURS: FULL-TIME: 34 HRS WEEKLY=48 WKS, 30 HRS WEEKLY=53.33 WKS., 28 HRS WEEKLY=57.14 WKS. & 24 HRS WEEKLY=66.66 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=80 WKS., 16 HRS WEEKLY=100 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

ESTHETICIAN/SKIN CARE & INSTRUCTOR: FULL-TIME: 30 HRS WEEKLY=20 WKS, 28 HRS WEEKLY=21.42 WKS & 24 HRS WEEKLY=25 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=30 WKS., 16 HRS WEEKLY=37.5 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.

MANICURIST: FULL-TIME: 30 HRS WEEKLY=13.3 WKS, 28 HRS WEEKLY=14.3 WKS & 24 HRS WEEKLY=16.6 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME. PART-TIME: 20 HRS WEEKLY=20 WKS., 16 HRS WEEKLY=25 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME

FRESHMAN-CLASS ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 24.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future career. The hours spent in the freshman class are as follows: **Cosmetology 200-400 hrs. Manicuring 40-70 hrs. Esthetician/Skin Care 60-100 hrs.** **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** considers the freshman classes to be the foundation for your future.

TEXTBOOKS/EQUIPMENT/SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. You may elect to purchase your kit & books elsewhere and you must obtain a complete kit checklist from the administrative office and your kit must be complete within the first 07 days of classes. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CLASS START DATES 2017-2018: Classes of a limited size are scheduled to begin every week on the Mondays. Graduation occurs following the completion of the required number of clock hour's theory hours and practical operations as specified in the curriculum.

CALENDAR / HOLIDAYS: The school is closed on Saturday & Sunday and the following holidays: New Year's Day, Presidents Day, Vietnamese New Years' Day, Memorial Day, July 4th, Labor Day, Veteran 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.

ORIENTATION CLASS: Orientation classes for all students are held on Friday mornings of each week from 9:00-11:30 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission. During orientation, you will be introduced to your campus staff and learn about our policies and expectations, financial aid regulations and student services.

STATEMENT OF NON-DISCRIMINATION: **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or area origin or residence in its admissions, instruction, or graduation policies.

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents or guardians of dependent minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student (or parent, guardian if student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Please refer to F.E.R.P.A. Policy Page 22.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

DRUG ABUSE PREVENTION PROGRAM: The College makes the following information available to its students, staff, and instructors. Any individual associated with **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

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 I13 Santa Ana, CA 92701
(714) 834-2011

CAREER COUNSELING: Students are advised/counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for Licensing Examination.

STUDENT CLOCK HOUR POLICY: The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Student will be given up to 8:37 A.M. (seven (7) minutes) to clock in and receive credit the lecture hours. Starting at 8:38 am, it will count as 10:00 a.m.. A thirty (30) minutes lunch break shall be taken when a student attends more than 6 hours a day. If you are attending less than a 6 hours class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. **Instructors may not sign a student in or out. If an error is made on the student time card the instructor must draw a line through the error and make the correction and the student and instructor must initial the change.**

You must clock in and out for the lunch break and you must leave your time card in the appropriate designated area. If you fail to clock in and out for lunch you will be subject to disciplinary action. If you are unable to take your lunch at the designated time (11:30 a.m. – 1:30 p.m.) you must report to your immediate Instructor and he/she will resign your lunchtime for that day only. Only your immediate Instructor may reassign your lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of the day, the new time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day's time card. The time card must be signed by the student/instructor daily. Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the rooster. **The time cards are the property of the school and must remain in the school at all times.** After clocking in you are required to maintain applied effort, personal grooming and remain in the building; reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension / or termination.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits. Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portion of the time card concerning operations are to be applied efforts of the student; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following time frame the Board gives for each operation: **Shampoo/set**

= 1/2 to 1 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 1 to 1 1/2 hours, Facial = 1/2 to 1 hours, Manicure = 1/2 hour & Hair cut = 1/2 to 1 hour Using the above, the Board would understandably not consider a student capable of performing more

VOTER REGISTRATION: We encourage all eligible students to vote and be registered. For information of how and where to register please contact: www.sos.ca.gov/elections or you can call (800) 345-8683

NOTICE OF STUDENT RIGHTS

1. **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "REFUND POLICY" published on pages 14 of this catalog

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, PO BOX 980818 WEST SACRAMENTO, CA 95798 (888) 370-7589**
Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

GRIEVANCE PROCEDURE: It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may mail it to the Director:
MR. HIEU PHAM @ 7871 WESTMINSTER BLVD. WESTMINSTER CA 92683
4. All grievances regardless of the nature will be turned over to the owner and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within **10** days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling **(888) 370-7589** or by completing a complaint form, which can be obtained on the bureau's Internet Web site below. Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to
BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov & Fax (916) 263-1897. OR NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS), 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, (703) 600-7600.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP): STANDARDS: (This policy will be provided to applications prior to enrollment.)

This institution expects all its students to maintain Satisfactory Academic Progress as established by this institution. This policy applies to students enrolled in any course at the institution, regardless of attendance status (part-time or full time).

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matters prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

The student must:

1. Maintain a cumulative academic average of "C" (70%) or better as a qualitative factor to determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract as a quantitative factor. 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 x 30 = 20).
3. A *maximum time frame* in which a student must complete the educational course or program that is no longer than 150% of the length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms, or

clock hours completed. Students who exceed 150% of course length are considered to NOT be making satisfactory academic progress and will be terminated.

4. Students on an approved Leave of Absence will have their contract period and *maximum time frame* extended by the same number of days as the leave of absence.

5. Evaluation periods are done at least by midpoint of the academic year or program for all students, whichever comes earlier. (Note: All evaluations must be completed within seven (7) business days following the established evaluation points)

6. Students who meet minimum requirements are considered making satisfactory academic progress until their next scheduled evaluation.

7. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance. Students will be notified of any evaluation that impacts their financial aid eligibility.

8. A student's successful course completion percentage is based on the number of successfully completed hours divided by the cumulative number of hours attempted by the student.

9. Students will have access to SAP evaluation results at the time of the evaluation and upon request.

10. The institution allow for an initial status of satisfactory academic progress *warning* for students who are not considered meeting minimum standards for Satisfactory Academic Progress. (The institution may elect to place the student on satisfactory academic progress *probation* without first placing the student on *warning*. See Warning and Probation below.

EVALUATION PERIODS:

Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each PP (payment period). USDOE defines an academic year as being 900 clock hours and 26 calendar weeks, a payment period is defined as 450 clock hours and 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods and 26 weeks = 900 clock hours and 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hour payment periods = 700 clock hours and 22 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: The evaluations(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula.

Cosmetology: PP (1) 450 hours and 13 calendar weeks, PP(2) 900 hours and 26 calendar weeks, PP (3) 1250 hours and 37 calendar weeks and PP (4) 1600 hours and 48 calendar weeks. Based on Full-time enrollment.

Esthetician / Skin care & Instructor: These courses shall be prorated based on the above definition of an Academic year 600 clock hours and 18 weeks . PP (1) 300 hours and 9 calendar weeks and PP (2) 600 hours and 18 calendar weeks. Based on Full-time enrollment.

Manicurist: The first evaluation must occur no later than the mid-point (which is 200 hours) of: the academic year or the course and/or program, whichever occurs sooner.

Note: In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450, 300 or 200 clock hours, or at the time of actual completion of the remaining hours, whichever occurs sooner. **All evaluation must be completed within seven (7) business days following the established evaluation points.**

WARNING:

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

PROBATION:

The institution may allow for the status of probation for Students who are not considered meeting minimum standards for Satisfactory Academic progress if:

- a) The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the *warning* or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student must provide a written appeal and demonstrate that they will be able to reach satisfactory Academic Process by the end of the probationary period.

If the students who meet Satisfactory Academic Progress by the conclusion of the warning/probationary period will be removed from academic warning/probation and will retain eligibility for the Title IV aid. Students will be notified of any evaluation that impacts the student's eligibility for financial aid.

If at the end of the probationary period, the student has still not met both the minimum attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive remaining Title IV funds, and may be terminated at the discretion of the institution.

Students who lose Title IV funds must become cash paying. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished Satisfactory Academic Progress in accordance with the attendance and grading standards.

APPEAL PROCEDURES:

Students must initiate the Appeal Process. 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 five (5) days of the determination (for the evaluation period in question) and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The basis that a student can file an appeal: The death of a relative of your immediate family, an injury or illness of the student or a relative of your immediate family, (Immediate family relative defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children) or other special circumstances; To file an appeal you have to have experienced a death in the family (providing a death certificate), an injury or illness (supported by a physician statement) or other special circumstance that can be documented. The appeal must also state your own explanation describing the reasons for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision prior to the beginning of the current probationary period. 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 (a copy of the decision will also be retained in the students file) within a reasonable time frame (5-10 days). The decision of the committee shall be final. A student that prevails upon the appeal process or re-entering the program after an interruption of training or having re-established satisfactory progress, and determined to be 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 next scheduled evaluation.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS:

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS:

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence or reasons, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

LEAVE OF ABSENCE:

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

We do allow a Leave of Absence except for students that may experience a severe medical or legal problem(s) which may make it difficult for them to attend class. The institution may allow a student under such severe medical or legal circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period.

In order for an LOA to qualify as an approved LOA:

1. The LOA must be requested in writing and signed in advance unless unforeseen circumstances prevent the student from doing so. In unforeseen circumstances in which the student is not able to request a LOA prior, the institution will document the reason and collect the LOA request at a later date. The beginning date of the approved LOA would be the first date the student was unable to attend school.

The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the school official approving the LOA. There must be a reasonable expectation that the student return to school after the LOA.

2. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course

extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 45 days, depending on the financial source.

3. A student granted an LOA that meets the above requirement is not considered to have withdrawn, and no refund calculation is required at that time.

This policy has been revised and becomes effective September 19, 2016.

EXCUSED OR UNEXCUSED ABSENCES: In case of illness or emergency on any day, the student must call in to the School Director to report his/her absence before 8:15 a.m. that morning. Evening students must report absence by 4:00 p.m. that afternoon. This is consider an excused absence; any other absences are unexcused.

ATTENDANCE STATUS:

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. **See page (4) for more information.**

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

GRADING SYSTEM	PRACTICAL POINTS
100% - 90% = A = Excellent	4 = A
89%- 80% = B =Above Average	3 = B
79% - 70% = C =Average	2 = C
69% - 60% = D=Unsatisfactory	1 = D
59% - 00 %= F=Fail	0 = F

SCHOOL RULES / POLICIES:

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:

School hours: Monday through Friday: 8:30 AM - 9:00 PM and Saturday: 8:30 AM - 5:00 PM. Student must be prompt, must attend full time, Three-quarter or half time as enrolled. Students will receive credit for properly documented time only.

Students punch IN / OUT, time cards must be clearly legible.

IN punches will be rounded to the next ¼ hour and OUT punches will be rounded to the last ¼ hour.

Students must clock own time cards. Students must report absence on a daily basis.

Students who are not clocked in by 8:38 AM will not be allowed to clock in until 10:00 AM.

Students must clock out for lunch except those who attend 6 hours or less need not take a lunch break.

Doctors' excuses are required for absences due to illness. Students with an excess of three (3) un-excused absences or tardy within 30 days will be counseled.

More than three advising in three months may result in probation, suspension, or termination.

APPEARANCE:

Clean white or black uniform coat is required with black or blue pants or skirt (knee length or longer)

No high heel shoes and must have closed toes and.

Students must furnish their own equipment and implements for the practical operations

No gum chewing, smoking, food, coffee or cokes at stations, desk, table or classroom.

EQUIPMENT:

Supplies for personal services must be furnished by all students. Kits and equipment must be kept in a Sanitary Condition at all times according to Bureau of Barbering and Cosmetology rules. Mirrors and stations must be kept clean by students.

SERVICE:

Greet patrons by name. Be professional, courteous and polite. Never talk patrons out of services that you do not feel like performing. Do not argue with patron. 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 be paid first at the front desk.

TARDINESS: A student who is tardy Days (08:38 a.m.) & Evenings (05:08 p.m.), cannot clock in until the theory class is over and may not attend the class. Students who are habitually tardy (3 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.

MAKEUP HOURS/WORK: The only makeup work allowed is when permitted by the Instructor in Charge; others are not permitted. Students may make-up missed class hours at the end of their scheduled class day with instructor approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an instructor is present. Due to absences, all assignments, tests and homework may be made up.

Students who are absent on theory test day, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a **zero** for calculating monthly grade point average.

CONDUCT: Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated. Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If a student's conduct is determined inappropriate by their instructor or other faculty member they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues the student will be terminated from the program. The college will not tolerate the use of alcohol or drugs at any time.

TERMINATION: Any student absent more than **fourteen (14)** consecutive days (calendar days) without notifying the Director will be terminated. There are various violations that will result in termination of a student from the program. Students at Asian-American International Beauty College are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are not able to do this they will be terminated from the program. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Director requesting that their case be re-evaluated and discuss the changes that have been made to solve the problem that caused their termination. At the discretion of the Director the student may be readmitted. If not, they will be unable to continue training at Asian-American International Beauty College.

PROGRESS POLICY: Considering the varied capabilities of Individual student, some may progress from one phase of training to another at a more rapid pace. However, all student; must satisfactory complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. **Successful graduates will be awarded an appropriate certificate upon completion of their training program.**

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 does the same for you.
6. Forging any information on time cards.

TUITION AND FEE SCHEDULE Effective 01-01-2015

COURSE	TUITION (*R)	REG. (**NR)	KIT/BOOKS (**NR)	STRF FEE (**NR)	OTHER FEE (**NR) (Admissions Test)	TOTAL	WEEKS OF INST.
COSMETOLOGY	\$ 8,800.00	\$ 075.00	\$ 600.00	\$ 0.00	\$ 25.00	\$ 9,500.00	40-100
ESTHETICIAN /SKIN CARE	\$ 3,300.00	\$ 075.00	\$ 475.00	\$ 0.00	\$ 25.00	\$ 3,875.00	15-37.5
INSTRUCTOR	\$ 3,300.00	\$ 075.00	\$ 600.00	\$ 0.00	\$ 25.00	\$ 4000.00	15-37.5
MANICURIST	\$ 400.00	\$ 075.00	\$ 175.00	\$ 0.00	\$ 25.00	\$ 675.00	10-15

(*R) = REFUNDABLE = TUITION ONLY
(**NR)=NON REFUNDABLE

S.T.R.F. WILL BE CHARGED IN ADDITION TO THE ABOVE PRICES @ \$0.00 PER 1,000.00 OF ALL FEES AND ROUNDED DOWNWARD/ UPWARD TO THE NEAREST THOUSAND.

EXAMPLE: TOTAL COST FOR A COURSE IS \$10,705.00 = 11,000.00 x \$.00 = \$ 0.00 EFFECTIVE 01-01-2015.

Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include sales tax. NOTE: Length of time in course depends on number of scheduled hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time scheduled as specified in Enrollment Agreement. If a student exceeds the expected schedule graduation date as outlined in the enrollment agreement, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$5.50, Manicurist: \$1.00, Cosmetology Instructor \$5.50 & Esthetician/Skincare \$5.50 per hour.**

BRUSH-UP: Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment. A minimum numbers of hours will be required and must be approved by the School Director prior to enrollment.

METHOD OF PAYMENT: Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student is qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to start of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. Payments can be paid by: cash, money order, check or Title IV. We do not take credit card or offer any Federal Loan at this moment.

SCHOLARSHIPS: Asian-American International Beauty College does not award any institutional scholarship, occasionally the college may have promotional incentives and will announce the incentives and conditions to receive such incentive. If a student experiences a severe financial hardship they may consult the financial aid office to inquire as to any assistance that may be available to them.

BANKRUPTCY: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

REFUND POLICY

NOTICE OF STUDENTS RIGHTS AND OBLIGATIONS:

+ **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

+ The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

+ **Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 % of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid fund, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of \$ 75.00 and admission test of \$ 25.00 and ability to benefit test of \$ 85.00 **are non refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would **are non refundable.** **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

Hypothetical Refund Example: in accordance to the state pro-rata policy. Assume that a student, upon enrollment in a 1,600-hour course, total pays \$5,500.00 and which \$5,125.00 for tuition, \$75.00 for registration, and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment (due to sanitary reasons) he/she obtained. The pro-rata refund to the student would be \$3,203.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good *condition* within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Hourly cost	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation	
<u>\$5,125.00</u>	\$5,125.00	1,600	600	1,000	Total paid	\$5,500.00
1,600	x \$3.203	-(600)	X <u>\$3.203</u>	X <u>3.203</u>	Less:	
=	=	=	=	=	Adm. Fee	\$75.00
\$3.203	1,600	1,000	\$1,922.00	\$3,203.00	Equipment	\$300.00
					Tuition	<u>\$1,922.00</u>
					Total refund	<u>\$3,203.00</u>

"Contract Price" reflects the amount of tuition, fees and 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 all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

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

- | |
|--|
| 1. The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. |
| 2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. |
| 3. The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. |
| 4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. |

RETURN OF TITLE IV: Special note to students who are receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENT TUITION RECOVERY FUND (STRF): "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero cents (\$0.00).

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION: THE INSTITUTION MAY WITHHOLD A STUDENT'S TRANSCRIPT OR GRADES IF THE STUDENT IS IN DEFAULT ON A STUDENT TUITION CONTRACT. IF THE PROGRAM OF STUDY IS CONSISTS OF ONLY ONE PROGRAM, THE INSTITUTION MAY WITHHOLD THE GRADES OR THE TRANSCRIPT UNTIL THE TUITION OR LOAN OBLIGATION IS PAID IN FULL.

Refunds: If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is,

- 1) Unsubsidized Loans from FFELP or Direct Loan,
- 2) Subsidized Loans from FFELP or Direct Loan,
- 3) Perkins Loans,
- 4) PLUS (Graduate Students) FFELP or Direct Loan,
- 5) PLUS (Parent) FFELP or Direct Loan,
- 6) Pell Grant,
- 7) Academic Competitiveness Grant (ACG),
- 8) National SMART Grant,
- 9) Federal SEOG,
- 10) Other. This order would apply in accordance to the aid programs available at the institution.

COURSE CANCELLATION: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

- 1) Provide a full refund of all money paid; or
- 2) Provide for completion of the course at schools in the neighborhood.

SCHOOL CLOSURE: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Asian American International Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma / certificate you earned in Cosmetology / Esthetician / Instructor or Manicuring (course of study), is also at the complete discretion of the institution to which you may seek to transfer. If the credit hours or diploma/certificate that you earned at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution you are transferring. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Asian American International Beauty College to determine if your credits, diploma or certificate will transfer.

Note: Academic transcripts will not be released until tuition charges are paid in full.

FINANCIAL AID—CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college.

A list of these programs include:

Federal PELL Grant: Does not require repayment (FPELL)***

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)***

FDirect Stafford Loans - Subsidize: Must be repaid

FDirect Stafford Loans - Unsubsidized: Must be repaid

FDirect Plus Loans: Must be repaid

*****denotes the programs available at this institution**

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 the school. Additional information regarding the student aid programs available at **Asian-American International Beauty College** may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1 (800) 433-3243. (Internet access is also available @ <http://www.fafsa.ed.gov>) or <http://studentaid.ed.gov>)

Note: This institution does not offer FDirect Stafford Loans - Subsidize nor Unsubsidized and FDirect Plus Loans

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

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that 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 and loans. 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 FPELL Grant or FSEOG at any school; not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school; have financial need; be making satisfactory progress (as defined by the school's policy) in the course of study; be registered for selective service (if a male born on or after January 1, 1961); have signed a statement of educational purpose; have signed a statement of updated information; have a high school diploma, (or its equivalent) a GED, agree to use any federal student aid received solely for educational purposes.

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 costs of attending for those students eligible for financial aid considerations:

Federal PELL Grant: Does not require repayment (FPELL)

Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)

APPLICATION PROCEDURES AND FORMS: Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours or on the internet @ <http://www.fafsa.ed.gov> or <http://studentaid.ed.gov> In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

DISBURSEMENT: Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. Federal PELL Grant Program Funds received under this program are not subject to repayment from the student.

DEADLINE: FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 27, of the award year from which aid is requested from, or your last day of enrollment in 2016, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

RENEWAL PROCESS: A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

DISBURSEMENT: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant and have a zero (0) EFC first. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds still available, a second priority will be given to students having a higher EFC or Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Asian-American International Beauty College will implement the following Federal Pell Grant cross-over Award Year Policy: Federal Pell Grant Payment Periods crossing from June 30, 2016 to July 01, 2017 will be paid out of the funds from either year on a student – by-student basis.

DEADLINE: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY: As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to receive.

To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid.

Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

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

DETERMINING NEED: Asian-American International Beauty College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic

Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Nine Month Student Expense budget for the 16-17 Academic year.

Tuition & Fees: Actual institutional charges

Books & Supplies: \$ 1,665.00 per academic year

Living cost allowance (monthly figures):

	Student living with parent	off campus
Room and Board, Food	\$ 489.00/month inc. housing \$4,401.00/year	\$1,218.00/month inc. Housing \$10,962.00 /year
Transportation	\$ 130.00/month \$1,170.00 /year	\$146.00 mo \$1,314.00 /year
Personal/misc.	\$ 345.00/month \$3,105.00 /year	\$316.00/month \$2,844.00 /year

(cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees total, excluding allowances based on actual institutional charges: \$ 1,149.00 per month with parent, Off campus \$1,865.00 per month.

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. 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 Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Monday of each week or Tuesday when Monday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year preceding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 40 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/16 to 6/30/17 period. Therefore, the awards to those students will be up to \$ 400.00 (May be increased up to \$600.00 under special circumstances) through the entire period. As of July 1, 2016 the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

VACCINATION POLICY: We do not have a policy but all students must have their required vaccinations up to date and it is the student's responsibility to maintain their vaccination schedule.

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

ACADEMIC YEAR: A period of not less than 26 calendar weeks with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 calendar weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 calendar weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A 50 to 60 minutes of supervised instruction during a 60 minutes period.

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

DEPENDENT STUDENT: Is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

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

FAMILY CONTRIBUTION (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

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 I-551 (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

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 visa or J2 visa exchange visitor visa only.

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

1. Was born before January 1, 1993
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

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

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

RECOVERIES: Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student's withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

REFUNDS: In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and 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.

TRANSFER STUDENT: A student, who attended a Post-secondary institution before the enrollment at Asian-American International Beauty College, is no longer required to obtain a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

DISLOCATED WORKER: A dislocated is a person that meets all of the following requirements:

1 • He was terminated or laid off from employment or received a notice of termination or layoff.

He is eligible for or has exhausted his unemployment compensation, **or** he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren't covered under a state's unemployment compensation law; **and** • He is unlikely to return to a previous industry or occupation.

2. A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.
3. A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.
4. A person who is employed at a facility at which the employer made a general announcement that it will close.
5. A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.
6. A displaced homemaker, someone who meets all of the following requirements:
 - she has been providing unpaid services to family members in the home;
 - she has been dependent on the income of another family member but is no longer supported by that income;
 - and**
 - she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An “underemployed” person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills. Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

VERIFICATION PROCESS: 2016-2017 and 2017-2018 Institutional Verification Policy

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

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

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

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

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

Data items include: For all applicants: Household size, Number in college, Supplemental Nutrition Assistance Program (SNAP, formerly food stamps), Child support paid

For non-tax filers: 2015 Income earned from work

For tax filers: 2015-2016 Adjusted gross income (AGI), U.S. income tax paid, Education credits, Untaxed IRA distributions, Un-taxed pensions, IRA deductions, Tax-exempt interest.

DOCUMENTATION REQUIRED: *AGI, taxes paid, and other tax data.*

The Department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return **and not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements. For the retrieved data to be acceptable documentation of tax data, it is necessary that **neither students nor parents change the data after it is transferred from the IRS**—if the data is changed, the student/parent will need to provide other documentation as explained below.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an **IRS tax return transcript**. There are a few ways to request a tax transcript: online at www.irs.gov, by calling [1-800-908-9946](tel:1-800-908-9946), or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website. Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a *tax return transcript*, but because that document only contains the information on the original return, they must **also** request a *tax account transcript*, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, she must use IRS Form 4506-T rather than Form 4506T-EZ.

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

Household size: To document the household size (see instructions on FAFSA questions 72 and 93), the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person

in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

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

Completion of the Department's sample verification worksheet will satisfy the requirements for both items.

SNAP benefits (food stamps): If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2016 or 2017, the student must provide a signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The institutional FAO at his/her option, may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

Child support paid: If the ISIR indicated that the student or parent paid child support in 2015-2016, the student will need to provide a statement signed by her or, if he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the child or children it was paid for. **A completed verification worksheet accomplishes this.**

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2016, whichever is earlier.

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

* Number of family members in the household

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

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD (S): If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2016, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options: The student may continue training on a cash payment basis. The student may withdraw, or the student may make other financial arrangements to cover the school cost.

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

TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the \$25.00, there is no requirement to recalculate the students EFC.

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

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (F.E.R.P.A.):

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day **ASIAN-AMERICAN INTERNATIONAL BEAUTY COLLEGE** receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school then the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Asian-American International Beauty College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Asian-American International Beauty College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the Asian-American International Beauty College.

Asian-American International Beauty College Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Asian-American International Beauty College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

•To other school officials, including teachers, within the Asian-American International Beauty College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) •To the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) •To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35) •In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility

for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)) •To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)) •To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

•To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) •To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) •To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10)) •Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)) •To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

•To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)) •To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT RIGHTS AND RESPONSIBILITIES

+ The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; 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 application 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.
- 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, 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. **ALL STUDENTS MUST PROVIDE A SOCIAL SECURITY CARD THAT IS SIGNED AND THE SCHOOL WILL MAKE THE COPY WE WILL NOT ACCEPT A COPY FROM THE STUDENT.**
- 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 or are advanced to you or credited to your school account.

*If you wish to register to vote and you can download a voter registration form at the following internet address:
www.sos.ca.gov/nvrc/fedform/

CURRICULUM FOR COSMETOLOGY COURSE**(1,600 HOURS):**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

THEORY SUBJECT MINIMUM HOURS OF TECHNICAL INSTRUCTION	REQ. HOURS
HEALTH & SAFETY: BBC RULES AND REGS.	20
COSMETOLOGY CHEMISTRY, ELECTRICITY	40
DISINFECTION AND SANITATION	50
BACT., COM. DISEASES, HIV/AIDS & HEPATITIS B	60
MATERIAL DATA SHEETS, ANATOMY & PHY.	80
HAIRSTYLING: ANALYSIS & SHAMPOOING	10
FINGERWAVING, PIN CURL, COMB-OUT	15
CURLING W/HOT COMBS & IRONS, BLOWDRYING	20
STRAIGHTENING, WAVING	20
PERMANENT WAVING & CHEM. STRAIGHTENING	40
HAIRCOLORING & BLEACHING	60
HAIRCUTTING	45
EST: FACIALS-MANUAL: CLEANSING/PACKS/MASKS	7.5
EST: CHEMICAL: PEELS, PACKS, MASKS & SCRUBS	10
EST: ELECTRICAL: ELEC. MODALITITES, DERMA	7.5
EYEBROW BEAUTIFICATION & MAKE-UP	25
MANICURING/PEDICURING: WATER, OIL MAN.	5
HAND/FOOT/ARM/ANKLE MASSAGE	5
ARTIFICIAL NAILS& WRAPS:LIQUID & POWDER	10
BRUSH-ONS, ARTIFICIAL NAIL TIPS, WRAPS& REPAIRS	15
SALON MANAGEMENT, BUSINESS ETHICS	25
ADDITIONAL TRAINING (OPTIONAL)	

PRACTICAL MINIMUM PRACTICAL OPERATIONS	REQ. OPERATION
DISINFECTION AND SANITATION	20
HAIRSTYLING: ANALYSIS & SHAMPOOING	50
WET HAIR STYLING & BLOW DRYING	75
THER. HAIRSTYLING (HOT COMBS/IRONS) & UP DOS	125
PIN CURLS, BRAIDS, BARREL CURLS	55
PERMANENT WAVING & CHEM. STRAIGHTENING	120
HAIR CUTTING	130
BLEACHING	75
HAIR COLORING-HIGHLIGHT/WAVE	100
SCALP & HAIR TREATMENTS	50
EST: FACIALS-MANUAL: CLEANSING/PACKS/MASKS	15
EST: CHEMICAL: PEELS, PACKS, MASKS & SCRUBS	15
EST: ELECTRICAL: ELEC. MODALITITES, DERMA	15
EYEBROW BEAUTIFICATION & MAKE-UP	30
MANICURING / PEDICURING: WATER, OIL MAN.	25
PEDICURING	10
ACRYLIC NAILS - NAILS - LIQUID / POWDER	80
ARTIFICIAL NAIL TIPS (NAILS)	20
NAIL WRAPS & REPAIRS (NAILS)	20
ADDITIONAL TRAINING (OPTIONAL)	
SUMMARY OF DAILY CLOCK HOURS	1600

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring and learn the application of brush-on nails, nail wraps and nail tips.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

PROGRESS POLICY Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

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

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

CURRICULUM FOR MANICURIST COURSE**(400 HOURS)**

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

THEORY SUBJECT MINIMUM HOURS OF TECHNICAL INSTRUCTION	REQ. HOURS
COSMETOLOGY ACT: BBC RULES AND REGS.	10
COSMETOLOGY CHEMISTRY (NAIL)	10
HEALTH / SAFETY / HAZARD SUB. / HIV / AIDS & HEPATITIS B	15
DISINFECTION AND SANITATION	20
BACTERIOLOGY / ANATOMY / PHYSIOLOGY	10
WATER / OIL MANICURES INCLUDING MASSAGE OF THE HAND AND ARM	25
COMPLETE PEDICURE INCLUDING FOOT / ANKLE MASSAGE	25
APPLICATION OF ARTIFICIAL NAILS: ACRYLIC LIQUID AND POWDER BRUSH-ON	15
APPLICATION OF ARTIFICIAL NAILS: NAIL TIPS	10
APPLICATION OF ARTIFICIAL NAILS: NAIL WRAPS AND REPAIRS	5
SALON MANAGEMENT	5
ADDITIONAL TRAINING (OPTIONAL)	
PRACTICAL	MINIMUM PRACTICAL OPERATION-HOURS
DISINFECTION AND SANITATION	10
WATER AND OIL MANICURES	40
COMPLETE PEDICURE INCLUDING FOOT / ANKLE MASSAGE	20
ACRYLIC: LIQUID AND POWDER BRUSH-ON NAILS	80
NAIL TIPS	60
NAIL WRAPS AND REPAIRS	40
ADDITIONAL TRAINING (OPTIONAL)	
SUMMARY OF DAILY CLOCK HOURS	400

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

MANICURIST PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED: Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring 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 Cosmetology Licensing Exam with an overall average of 75%.

CURRICULUM FOR ESTHETICIAN/SKIN CARE COURSE**(600 HOURS)**

The curriculum for students enrolled in the ESTHETICIAN/SKIN CARE course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Skin Care, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

THEORY SUBJECT MINIMUM HOURS OF TECHNICAL INSTRUCTION	REQ. HOURS
COSMETOLOGY ACT: BBC RULES AND REGS.	10
HEALTH / SAFETY / HAZ. /HIV & AIDS	50
DISINFECTION, SANITATION AND STERILIZATION	10
BACT. / ANATOMY / PHYSIOLOGY	20
ESTHETICIAN CHEMISTRY	15
ELECTRICITY & MACHINES	10
FACIALS / MANUAL	20
FACIALS / ELECTRICAL	20
FACIALS / CHEMICAL	30
EYEBROW ARCHING-TWEEZE / WAX	25
HAIR REMOVAL WAX & DEPILATORIES	20
MAKE-UP	20
ADDITIONAL TRAINING / SALON MANAGEMENT & SPA SKILLS	15
PRACTICAL	MINIMUM PRACTICAL OPERATION-HOURS
DISINFECTION, SANITATION AND STERILIZATION	20
FACIALS / MANUAL	50
FACIALS / ELECTRICAL	50
FACIALS / CHEMICAL PACKS / MASKS	60
EYEBROW ARCHING-TWEEZING	40
HAIR REMOVAL WAXING & DEPILATORIES	50
MAKE-UP	40
CLIENT PREPARATION & RECORD PREP.	25
ADDITIONAL TRAINING (OPTIONAL)	
SUMMARY OF DAILY CLOCK HOURS	600

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER: Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Aesthetics.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all ESTHETICIAN/SKIN CARE services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all ESTHETICIAN/SKIN CARE services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to /Skin Care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Esthetician / Skin care with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician / Skin care course as described above and passed the licensing exam with an overall average of 75%

CURRICULUM FOR INSTRUCTOR COURSE**(600 HOURS)**

The curriculum for students enrolled in an Instructor training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation & examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

THEORY SUBJECT

1. The 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 aides and the use of questions to promote learning. (B) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc. (C) Lesson planning: Subject; title; outlines, development; and visual aids, etc. Techniques of evaluation: purpose of tests; types of tests; test administration, scoring and grading etc.	40 30 60
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act/ Rules and Regulations. (Shall be conducted under the 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

TECHNICAL SUBJECT PRACTICAL OPERATIONS

(A) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	50
(B) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50
SUMMARY OF DAILY CLOCK HOURS	600

*** A student enrolled in the instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

INSTRUCTOR TRAINEE PERFORMANCE OBJECTIVES: To help develop the ability to: Teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids and tests. To provide information about: A specific teaching techniques used by the vocational teacher in the working area and in the classroom.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that will contribute to success in teaching.

SKILLS TO BE DEVELOPED: 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 in even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

REQUIREMENTS FOR COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by school with an average grade of 70% or better and all fees are paid in full he or she will be awarded a diploma certifying his or her graduation. Possess a high school diploma.

LICENSING REQUIREMENTS: Currently the Board of Barbering & Cosmetology does not offer a Licensing Exam for instructors.

ORGANIZATIONAL CHART

MTT PHAM LLC,
OWNER

TAM PHAM - CEO
MANAGING PARTNER

THIEN PHAM - CFO
MANAGING PARTNER

HIEU PHAM
DIRECTOR

VICKIE VU
FINANCIAL / FINANCIAL AID OFFICER

NGAU VO
PLACEMENT / ADMISSIONS

ADMISSIONS
HUE LUU, LAM LOAN, JACLYN DO, NANCY HAN AND QUYEN NGUYEN

INSTRUCTORS:
COSMETOLOGY:
XUAN NGO, MARY MARTINEZ, HUE LUU AND QUYEN NGUYEN-(ADDITIONAL LOCATION)

ESTHETICIAN / SKIN-CARE:
HANH PHAM, MINH PHAM, AND THUY NGUYEN-(ADDITIONAL LOCATION)

MANICURING:
HOANG NGUYEN, XUAN TRAN, DAM TIEN
ANNA HO-(ADDITIONAL LOCATION)
QUANG NGUYEN-(ADDITIONAL LOCATION)

FLOAT INSTRUCTORS:
MAI THI NGUYEN, NANCY HAN AND NGA TO NGUYEN-(ADDITIONAL LOCATION)

EDUCATIONAL FACULTY QUALIFICATION LIST

XUAN NGO LICENSED COSMETOLOGIST	INSTRUCTOR 06 YEARS – SINCE 2010
MARY MARTINEZ LICENSED COSMETOLOGIST	INSTRUCTOR 26 YEARS – SINCE 1990
HUE LUU LICENSED COSMETOLOGIST	INSTRUCTOR/ADMISSION 10 YEARS – SINCE 2006
ANNA NGOC BICH HO LICENSED COSMETOLOGIST	INSTRUCTOR 10 YEARS – SINCE 2006
HANH T. PHAM LICENSED COSMETOLOGIST	INSTRUCTOR 12 YEARS – SINCE 2004
MINH PHAM LICENSED COSMETOLOGIST	INSTRUCTOR 11 YEARS – SINCE 2005
THUY NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 10 YEARS – SINCE 2006
HOANG NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 07 YEARS – SINCE 2009
XUAN TRAN LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2011
TIEN HOANG DAM LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2011
QUANG NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2012
MAI THI NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 13 YEARS – SINCE 2003
NANCY HAN LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2012
QUYEN NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2012
NGA TO NGUYEN LICENSED COSMETOLOGIST	INSTRUCTOR 05 YEARS – SINCE 2012