

**Lancaster Beauty School, Inc.
Chief Executive Officer – Gail Miner**

Student Handbook Catalog

LANCASTER BEAUTY SCHOOL

**44646 N. 10TH STREET WEST
LANCASTER, CA 93534
661-948-1672**

Lancasterbeautyschool.com

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Faculty / Qualifications

The faculty and staff members have been carefully selected for their experience, dedication, and concern for students of cosmetology. In some cases, instructors are credentialed vocational education teachers.

STAFF & FACULTY

Gail Miner.....	President, Director Financial Aid Director, Credentialed Vocational Education Instructor
Jeri McCarahan.....	Financial Aid Officer
Merlene (Kaye) Daggs.....	Instructor
Kyoko Fisher.....	Credentialed Vocational Education Instructor/Instructor and Supervisor
Sarah Fawbush.....	Instructor
Nicole Graves.....	Instructor Aid
Rosie Sanchez.....	Instructor
Jonna Bowser.....	Instructor
Nicole James.....	Instructor/Receptionist
Becki Gamboa.....	Receptionist

Instructional staff members possess current state licenses issued by the Board of Barbering and Cosmetology. In addition, all instructors possess a minimum of three years experience in the industry.

Administration

Lancaster Beauty School is owned by Gail Miner, and is under her directorship. Gail Miner has been active in all phases of the cosmetology profession for over 35 years as a teacher, financial aid officer, director, administrator, and school owner.

Facilities

Lancaster Beauty School is located at 44646 North 10th Street West, close to the center of town. All courses are taught at this site. The school has a parking area of over 36,000 square feet. In the school there are designated areas for freshmen, seniors, theory, manicuring, barbering, and esthetics. There is also a student lounge, patio, facial room. The school accommodates approximately 200 students at any one time in an area of 10,675 square feet. The Administrative Office is located at 44636 10th Street West.

The school's facilities and equipment are well maintained and functional. The school provides each student a station and a chair for the clinic area. There are manicuring stations, tables, stools, and facial beds for student use, as well as multi-functional facial machines for student use in the facial department. The theory areas are set up with video equipment and chairs. Each student is provided with a kit that includes the equipment necessary for his/her specific area of training (books and items such as blow dryers, curling irons, makeup, acrylic nail kits, doll head and other needed items). A complete kit list is available upon request. The atmosphere provides an ideal environment for learning the profession of beauty and cosmetology. The Institution is wheelchair accessible and has handicapped accessible restrooms available. Each area in the school has a refrigerator to accommodate students' food and drink. Each classroom has lockers.

Library and Other Learning Resources

Library resources are available for use that includes videos, DVDs, Styling books, as well as current magazine publications. Resources are accessible on campus and in the administration office. Students may access the library Tuesday through Friday, 10:00 a.m. to 7:00 p.m. There is a check in and out system for removing the resources from the library.

History

The Lancaster Beauty School was founded in 1960 to provide the Antelope Valley with a quality educational and training program in all phases of cosmetology.

Professional Membership

Our school and faculty are active in the following organizations:

- California Cosmetology Association
- California Teachers' Association
- National Federation of Independent Businesses. Inc.
- Lancaster Chamber of Commerce
- American Association of Cosmetology Schools
- California Association of Private Postsecondary Schools

Approvals

The College is approved by the Board of Barbering and Cosmetology in the State of California as a training institution to qualify graduates for State Licenses as Cosmetologist, Barber, Cosmetology Instructor, Manicurist or Esthetician. The College is also approved or registered with agencies which provide financial or other assistance to students.

- State Department of Rehabilitation
- United States Department of Education
- WIA – Workforce Investment Act
- Board of Barbering and Cosmetology
www.barbercosm.ca.gov
- Veterans Affairs

Lancaster Beauty School is a private institution whose approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Under section 94802 (a) of CPPEA, by operation of law, Lancaster Beauty School will be approved until June 1, 2013. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.574.7720 or 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833

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

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
www.bppe.ca.gov
P: 888.370.7589 or 916.431.6959, F: 916.263.1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Lancaster Beauty School has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal Law.

Veteran's Policy Statements

Credit for prior credit and training for veterans and eligible programs, CRF 21.4253(d) (3).

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified.

Probation policy – Standard of Progress, CFR 21.4253(d) (2) and (d) (4).

It is the policy of this institution that benefits will be terminated for individuals who are receiving Title 38 benefits who are on probation and whose grades and attendance averages remain less than satisfactory after 60 days for Cosmetology, Esthetician and 14 days for Manicuring students. The veteran or eligible person will have his/her veteran's benefits discontinued and any further certification of veteran's benefits terminated.

Reinstatement/Re-Enrollment Policy

It is the policy of this institution that any student on any funding program, including Financial Aid, Veteran's Assistance, etc. who withdraws from the institution, or is terminated, and is not making satisfactory progress at the time of withdrawal, may be able to re-enroll at a later time.

Accreditation

This Institution is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), the agency recognized by the United States Secretary of Education for cosmetology schools. As an accredited institution, Lancaster Beauty School participates in the Title IV Financial Aid Programs, allowing qualified students to receive financial assistance for tuition and other costs.

The address of the National Accreditation Commission of Cosmetology Arts and Sciences is 4401 Ford Street, Suite 1300, Alexandria, VA 22302 (Ph. 703-600-7600; www.naccas.org).

You may check the appropriate agency's web site for school approvals.

Student Review of Institution's Approvals Policy

Upon request, from an applicant, student, and/or parent the institution will show the individual the Institution's approvals.

The applicant can also access the agencies listed below at their web sites for current information regarding the Institution and its approvals.

- National Accreditation Commission of Cosmetology Arts and Science – www.naccas.org

- Bureau for Private Postsecondary Education – www.bppe.ca.gov
- Board of Barbering and Cosmetology – www.barbercosmo.ca.gov

Mission Statement

Our basic philosophy is to offer training to prepare successful graduates with the skills needed to secure employment in cosmetology arts and sciences, the massage field, and /or other related fields, and/or unrelated fields. With this in mind, we continually survey the profession to keep abreast of current trends, designs, and techniques required by employers. Teachers give "individual" as well as "class" instruction. This combination helps serious students to realize their goals.

The highest academic and career standards are maintained to assure graduates of superior capability in their profession. The curriculum is flexible enough to allow for new procedures and techniques as they are developed, yet solid enough to maintain high academic standards. The final objective is, of course, to graduate students who will secure and retain employment and advance their profession.

Admission Policy

Entrance is open to career-minded people who would be able to obtain and utilize the skills taught and become employed.

We admit students who are at least 16 years of age and have a high school diploma or its equivalent, a transcript showing completion, or a state-issued credential for secondary institution completion if home-schooled. If a student meets the minimum age of 18, but does not have the high school diploma or its equivalent, a prospective student must pass a federally approved Ability-to-Benefit Test for admission into the Lancaster Beauty School.

Special students are only those who are in our public high school program (Regional Occupational Program) receiving credits toward high school graduation for attending Cosmetology classes and will graduate from high school concurrently with their graduation from Beauty School. They must be at least 16 years of age and meet these requirements for admission as special students with the contracting agency. These students are not eligible for Title IV Funds.

To attend the Barbering Crossover program, you must have a current Cosmetology license in the state of California.

To attend the Cosmetology Crossover program, you must have a current Barbering license in the state of California.

Non-Discrimination Clause

Lancaster Beauty School does not discriminate on the basis of age, race, color, sex, religion, ethnic origin, disability, religion, veterans or national origin nor tolerate discrimination of any kind based on the above in its policies regarding admissions, staffing, instruction, and graduation. For information regarding Non-Discrimination or to resolve complaints contact the School Director.

Credit Evaluation

Appropriate credit will be granted for prior training or experience upon review and verification by the Board of Barbering and Cosmetology if from out of state. For consideration, the student needs to provide documentation to the school.

Lancaster Beauty School will accept all hours from another institution from California with a valid original Proof of Training from that institution. The tuition will be prorated for the hours remaining, plus a registration fee of \$75.00 and STRF fee. Any additional equipment or books will be charged for. All other qualifications for admission must be met.

Lancaster Beauty School does not accept credit for experiential credit, challenge examinations and achievement tests.

If a student wishes to transfer between programs at Lancaster Beauty School, the student must receive prior approval from the School Director.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Lancaster Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any one of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lancaster Beauty School to determine if your credits or diploma will transfer.

English Proficiency / Visa Services

All Lancaster Beauty School programs are conducted in the English language. The school does not offer visa services to prospective students from other countries.

GRADUATION REQUIREMENTS

COSMETOLOGY requirements for graduation are completion of 1600 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

MANICURIST requirements for graduation are completion of 400 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

BARBERING requirements for graduation are completion of 1500 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

ESTHETICIAN requirements for graduation are completion of 600 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

BARBERING CROSSOVER requirements for graduation are completion of 400 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

COSMETOLOGY CROSSOVER requirements for graduation are completion of 400 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

TEACHER TRAINING requirements for graduation are completion of 600 hours and the minimum requirements of Theory and Operations listed in the Curriculum.

To be eligible for graduation, every student must maintain a satisfactory grade in class and clinical practices, complete all assigned projects, maintain a passing average in theory, and pass the mock board. The student must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. The student must have all financial requirements fulfilled.

Diploma

Upon satisfactory completion of requirements by the Board of Barbering and Cosmetology, all students who have completed the program they enrolled in will be issued a diploma. Upon requirement of the institution and the Board, a Proof of Training will be issued. All fees due to the school must be paid in full before the school will release Proof of Training.

There is a \$25 fee for each request for a duplicate diploma or transcript.

For information regarding GED, contact AV College at www.av.edu/academics/GED or AV Adult School, 45110 Third Street East, Lancaster, CA 93535, 661-942-3042 or check www.gedtestinglocations.com.

ATB TESTING POLICY

Students may be admitted by passing the Wonderlic ability to benefit test or successfully transferring in or completing 25 clock hours. The hours would have to apply to a program offered at our institution but not necessarily apply to the program for which the student enrolls.

The student is officially enrolled under these criteria until the required hours have been met and is required to pay for 225 hours taken here.

The hours will be considered as transfer hours.

Financial aid is not available for the first 225 hours of the program under these criteria.

VACCINATION POLICY – No vaccinations are required.

Articulation Agreements

This institution has not entered into any transfer or articulation agreements with any other college or university.

RE-ENTRY POLICY

A student may re-enroll into Lancaster Beauty School with the director's approval.

If the student re-enrolls in the same fiscal year or the subsequent fiscal year, the student will return with the same ID number and satisfactory progress as when he/she left. If the student was on warning when he/she left, the student will be put on warning when he/she returns.

The student will be charged for the hours remaining at the rate of tuition when he/she returns, a \$75.00 registration fee and retail price for books or equipment needed for his/her training. The student will need to have books and equipment or purchase them.

Disclosure of Education Records

Lancaster Beauty School complies with the Family Educational Rights and Privacy Act (FERPA). Please see full discussion on page 31 of this catalog.

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, renew, and challenge information contained in their education records. Education records are defined as files, materials, and documents which contain information directly related to a student and are maintained by the institution. Students are not entitled to inspect the financial aid records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. There may be a charge for documents copied and/or completed.

The institution maintains records to include name, address, email address, and telephone number of each student who is enrolled in an education program. The institution maintains, for each student granted a diploma or certificate, permanent records of the following:

1. The diploma/certificate granted and the date on which that degree or certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Schedule and Calendar

A student may commence training approximately every two weeks. This is possible because our freshman classes primarily based on a weekly cycle. Graduation occurs following the required number of hours as specified for particular training programs.

The school is closed on Sunday and the following holidays: New Year's Day, The week of July 4th, Labor Day, Memorial Day, Thanksgiving Day, Christmas Eve through New Year's Day.

Cosmetology classes begin approximately every two (2) weeks.

Manicuring classes begin approximately every six (6) weeks.

Esthetician classes begin approximately every four (4) weeks.

Barbering classes begin approximately every two (2) weeks.

Crossover classes begin as needed or every two (2) weeks.

Currently no classes are being offered for Teacher Trainee.

Cosmetology/Barber 2012		Manicuring 2012		Esthetician 2012	
Jan 10, 24	July 17, 31	Jan 10	Nov 6	Jan 10	June 26
Feb 7, 21	Aug 14, 28	Feb 21	Dec 4	Feb 7	July 31
Mar 6, 20	Sept 11, 25	April 3		March 6	Aug 28
April 3, 17	Oct 9, 23	May 15		April 3	Sept 25
May 1, 15, 29	Nov 6, 20	June 26		May 1	Oct 23
June 12, 26	Dec 4	Aug 14		May 29	Nov 20
		Sept 25			

A special holiday may be declared for special or emergency reasons. Holy days of all religious beliefs may be respected and allowed.

Students are not allowed to miss hours contracted. If training is not completed by the prescribed time limit, all students are charged at the current hourly rate of tuition at the time of completion.

Each student will be required to take a Mock Board test. Students who do not take the test or fail the test as scheduled will be charged an additional \$300.00 to take a later test.

Requirements for State Examination

To be eligible for examination given by the state, a student must have **completed** the selected course at a licensed school of Cosmetology, be seventeen (17) years of age and have completed the 10th grade or equivalent.

The State Examinations are given in Glendale and Fairfield on a daily basis.

The Board of Barbering and Cosmetology will schedule a date for the Practical part of the exam first. After passing of the Practical Exam, a student will be scheduled for the written portion of the State Exam. The applicant must pass both exams in order to receive a license from the State of California.

STUDENT SERVICES

Placement

Job placement assistance is provided to students and graduates at no additional charge. However, it is understood that the School does not and cannot promise or guarantee either employment or level of income or wage rate to any Student or Graduate. The school offers job placement to help graduates' efforts to secure employment in the field represented by the program the graduate completed. Placement assistance includes but is not limited to professional appearance guidelines, job referral, and follow-up. Graduates are also entitled to continuous advice, and assistance is offered by the school staff as they enter the professional world of cosmetology.

Job placement assistance is also provided in the form of a Salon Opportunity List. A salon will call the school and ask for qualified applicants to apply for employment. Lancaster Beauty School will list the salon name, date, contact person, phone number, and type of employment available.

Externship Programs

Students who have achieved a minimum of 90% in both attendance and academics, have completed 60% of their course of study, and are current with their clinic operations have the opportunity to apply for the Externship Programs. These programs are designed to develop proactive partnerships between salons and spas, the institution, and students. Externships provide the students with real life, hands on experience at successful salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities.

School Uniform

The uniform you will need to start your training in cosmetology, barbering, esthetician and manicuring includes the following:

Cosmetology, Manicuring & Barbering Students

- Black or White Scrub (Nurse)-type Pants
- Black or White Leather type Shoes – no slip on
- Black Smock
- Black or White Socks or Nylons

Esthetician Students

- White Smock
- White Slacks
- White Nurse Type Shoes
- White Socks or Nylons

Only professional clothing is allowed. No gym clothes are permitted. See complete policy (p. 39).

Complaint Procedure

It is the policy of Lancaster Beauty School to give an opportunity for students to make a complaint in the following manner: A complaint is a written and signed expression of

discontent, disagreement, or disapproval with some events or series of events that the complainant perceives happened.

- The complainant will present a formal claim in writing to the Supervisor stating the facts of the event.
- The Director and the Supervisor will review the complaint.
- The complainant will be consulted by the Director or supervisor to review the complaint.
- The other parties, if applicable, will be consulted about the complaint.
- The Director or Supervisor will decide the issue. Some action may have to be taken.
- The complainant will be notified in writing concerning the decisions.

We encourage students, staff and customers to verbalize any potential complaints to the supervisor so that any problems can be resolved prior to a written complaint.

Persons seeking to file a complaint with the Bureau for Private and Postsecondary Education or NACCAS are advised to follow the procedure outline below.

1. The written complaint should outline the specifics of the complaint, as well as the requested action the student feels would rectify the situation.
2. In the event that the student finds it necessary to pursue the filing of the complaint with the Bureau after his contract with the school, the complaint must be stated in writing.
3. In the event, that the student finds it necessary to pursue the filing of the complaint with NACCAS after his/her contract with the school, the complaint must be stated in writing.

(See page 4 for the Bureau address and page 5 for NACCAS address and websites)

Student Lockers and Personal Items Policy

Students are responsible for their own personal property. The Institution is not responsible for loss or theft of any items. All articles should be labeled with permanent marker or engraved with the student's name. Each student will be assigned a locker for their use. All personal belongings and all valuable equipment, including purse, money, makeup, etc., should be kept in the locker.

Grading Methods and Reports

The school maintains complete records on each student or graduate for reference, as required by law. All students receive a complete Theory and Practical test after 1400 hours. It simulates actual State Board Exam procedures and constitutes a final exam. Individual tutoring (if needed) is available in preparation for the State Examination.

Each student is graded on each subject in theory and monthly on their practical work, appearance, and attitude. The grading system used by our school is as follows:

94% - 100% = A = Outstanding
 87% - 93% = B = Above Average
 80% - 86% = C = Average
 75% - 79% = D = Below Average
 Below 75% = F = Failing

Written progress reports are maintained by the school. These are reported to each student at the end of each month. A written report is kept, and will be presented to any student that requests this record in the future

Housing

Lancaster Beauty School does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Lancaster, CA rental properties start at approximately \$640 per month.

Administrative Office/Financial Aid Office Hours/Consumer Information Personnel

The personnel available for financial aid questions and information, consumer information and institutional policies are Gail Miner, Director/Financial Aid Director, and Jeri McCarahan, Financial Aid Officer/Administrative Assistance. One or more are available Mondays 8:30 a.m. to 11:00 a.m. and Tuesday through Friday 8:30 a.m. to 5:00 p.m. The address of the administration office is 44636 N. 10th Street West, Lancaster, CA 93534. The direct phone number is 661-948-7204 or the main school number is 661-948-1672.

Tuition and Fee Schedule

Course	Tuition	Kit	*Prices subject to change without notice			
			Registration	STRF	Total	Approx. Weeks
Cosmetology	\$14360.00	\$1525.00	\$75.00	\$40.00	\$16,000.00	40 to 64
Barbering	\$14460.00	\$1425.00	\$75.00	\$40.00	\$16,000.00	60
Esthetician	\$6680.00	\$725.00	\$75.00	\$20.00	\$7,500.00	15 to 25
Teacher Training	\$1820.00	\$100.00	\$75.00	\$5.00	\$2,000.00	15 to 25
Manicuring	\$2492.50	\$425.00	\$75.00	\$7.50	\$3,000.00	10 to 16
Barbering Crossover	\$4000.00	N/A	\$75.00	\$10.00	\$4,085.00	16
Cosmetology Crossover	\$4000.00	N/A	\$75.00	\$10.00	\$4,085.00	10 to 16

*Students who meet the California Student Tuition Recovery Fund criteria are required to pay \$2.50 for every \$1,000.00 rounded to the nearest \$1,000.00. See page 18 for additional information.

Textbooks

Cosmetology: Milady Standard Cosmetology – 2012 – ISBN: 1-4390-5930-6 /\$104.95
 Milady Standard Theory Workbook – 2012 – ISBN: 1-4390-5923-3/ \$44.95
 Milady Standard Practical Workbook – 2012 – ISBN: 1-4390-5922-5 / \$44.95
 Milady Exam Review – 2012- ISBN: 1-4390-5921-7/ \$33.90

Manicuring: Milady Standard Nail Technology – 2011 - 6th Edition – ISBN: 1-4354-97\$10295
 Milady Student Workbook – 2011 – 6th Editions – ISBN: 1-4354-9764-3/\$54.95
 Milady Exam Review – 2011 - 6th Editions – ISBN: 1-4354-9763-3/\$37.95

Barbering Milady Standard Barber – 5th Edition ISBN: 13:978143597153/9\$112.95
 Milady Workbook for Barber – 5th Edition ISBN: -13:9781435497139-44/\$54.95
 Milady Exam Review – 5th Edition - ISBN13:9781435497122/\$37.95

Esthetician Milady Standard Comprehensive Training for Estheticians - 2004 ISBN: 1562538055/\$143.95
 Milady Workbook for Estheticians 2004 ISBN: 1-56253-805-5/\$47.95
 Milady Skin Care and Cosmetic Ingredients Dictionary - 3rd Edition, ISBN: - 13:9781435480209/\$44.95

The institution is not aware of any information with regards to renting textbooks or purchasing used textbooks. There is not an alternative delivery program to the textbooks' content at this time.

In compliance with the Higher Education Opportunity Act (HEOA), postsecondary customers can find valuable information on pricing, previous edition's and alternate formats by visiting <http://www.cengage.com/highered> and searching by ISBN#, author, title or keyword for materials in your areas of interest.

Financial Aid Program

Lancaster Beauty School participates in Title IV programs, including the PELL Grant Programs, Supplemental Educational Grant Program and Direct Loans. If you are enrolled or accepted for enrollment, and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs. To determine eligibility, apply on-line at <http://www.fafsa.ed.gov/> School Code: 013010

PELL GRANT: Pell grants are available for qualifying students to assist them with their tuition costs. The school's computerized system will calculate the amount of need you are eligible to receive with the completion of the Free Application for Federal Student Aid (FAFSA). <http://www.fafsa.ed.gov/>

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT: This program is for students with exceptional financial need. Your eligibility can be determined after review of your PELL eligibility.

DIRECT LOANS: Direct Loans are available for qualifying students to assist them with their tuition costs. Your eligibility can be determined with the completion of the Free Application for Federal Student Aid. **Direct loans must be repaid.**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

VETERANS EDUCATIONAL BENEFITS

SCHOLARSHIPS: Scholarships may be offered periodically. The only scholarships offered are tuition allowances for specified time periods. All students that enroll during that time period are eligible for the scholarship.

TUITION POLICIES AND FEES

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For information on tuition assistance, please contact the Director.

The school reserves the right to change tuition and fees, make subject changes when necessary, and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

OVERTIME CHARGES

Students are not allowed to miss any hours. If training is not completed by the prescribed time limit, all students are charged the current hourly rate of tuition at the rate on the contract.

Each student will be required to take a Mock Board test. Students who do not take the test as scheduled will be charged an additional \$300.00 to take a later test. The Final exam is required before the student is considered graduate.

TERMS OF PAYMENTS

COSMETOLOGY: A payment of \$8000.00 is required at the time of enrollment. The balance of tuition is to be paid in nine (9) monthly installments of \$888.89.

BARBERING: A payment of \$8000.00 is required at the time of enrollment. The balance of tuition is to be paid in nine (9) monthly installments of \$888.89.

TEACHER TRAINING: A payment of \$2000.00 is required at the time of enrollment.

ESTHETICIAN: A payment of \$5000.00 is required at the time of enrollment. The balance of the tuition is to be paid in five (5) monthly installments of \$500.00 each.

MANICURING: A payment of \$3000.00 is required at the time of enrollment.

BARBERING CROSSOVER: Payment in full (\$4085.00) is required at the time of enrollment.

COSMETOLOGY CROSSOVER: Payment in full (\$4085.00) is required at the time of enrollment

ADDITIONAL FEES

An additional uniform smock can be purchased at Lancaster Beauty School. The cost is \$ 40.00 plus sales tax.

An optional extra class for the Cosmetology Student to attend two weeks in the Skin Care Department carries a lab fee of \$200.00.

COST OF STATE EXAMINATION

The pre-application fee is \$9.00 for all courses and the exam cost varies. Check with the school for the current costs. Passing the examination entitles the student issuance of a state license. All students must furnish their own model; and pay their own traveling expenses and state exam fees.

The State Examinations are given in Glendale and Fairfield on a daily basis.

The Board of Barbering and Cosmetology will schedule a date for your exam. You must pass both exams in order to receive a license from the State of California.

MOCK BOARD

Each student is required to take and pass a final written and practical exam prior to graduation. The exam is scheduled in the day 8:30a.m. to 5:00 p.m.

If you fail to attend or fail to pass the final exam, there will be a charge of \$300.00 to reschedule or retake. You will be charged a fee of \$25.00 if you need to take the written more than two times.

TRANSFER POLICY

CALIFORNIA

SCHOOL TO SCHOOL

In transferring from another school to Lancaster Beauty School a student must bring in a Proof of training issued by the previous school prior to starting at our institution. The

Proof of training must be original and include the following information:

1. Student's name – must match ID
2. School she/he attended
3. Clock hours received
4. Signature of the prior institution
5. Start date and last day of attendance

OUT OF STATE (STUDENT)

In transferring from another school outside the state of California, the student must bring the above information to Lancaster Beauty School for evaluation. The school will evaluate the hours and give credit for hours.

OUT OF STATE TO CALIFORNIA (D OPERATOR)

Licensed operators from out of state must contact the California Bureau of Barbering and Cosmetology for evaluation. They may receive hourly credit for any experience in the salon.

The Bureau will require documentation of education and any experience. They will send a package of forms and requirement by the state of California. The forms must be returned to the Bureau for evaluation. The Bureau will determine the necessary hours, if any are needed, to sit for the exam.

If any hours are needed prior to the exam, operators must bring the letter from the Bureau prior to enrollment.

OUT OF COUNTRY

The same applies as out of state applicant.

salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics.

B. Operations

Hand on practice of clinical operations.

	Theory	Oper.
1. Electricity	5	
2. Bacteriology, anatomy, and physiology	15	
3. Disinfection & Sanitation	20	10
4. Health & Safety/Hazardous Substances	20	
5. Cosmetology Act & Regulations	20	
6. Chemistry	20	
7. Wet hairstyling	25	200
8. Thermal Hairstyling	20	40
9. Press and curl		20
10. Permanent waving	20	80
11. Chemical straightening	20	25
12. Haircutting	20	80
13. Hair coloring and Bleaching	40	50/20
14. Scalp and hair treatments	5	20
15. Facials – manuals	5	20
16. Facials – electrical	10	15
17. Facials – chemicals	10	15
18. Eyebrow arching & hair removal	10	20
19. Make-up	15	10
20. Water and oil manicure	5	15
21. Pedicuring	5	10
22. Artificial Nails		
Liquid, powders & brush on	10	50
Artificial nail tips	10	50
Nail wraps and repairs	5	20
23. Job Search – Additional training	10	
24. Additional training	495	

All training hours will be fulfilled by completing the services in the curriculum.

MANICURIST – 400 HOURS

Course description – (DOT# 331.674-010, CIP # 12.0499)

Course Objective

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

The curriculum for students enrolled in the Course of Manicuring is as follows:

A. Theory

Lectures are given on all manicuring practices; including personal hygiene and good grooming; salesmanship, courtesy, neatness, and attitude in meeting the public.

B. Operations

Hand on practice of clinical operations.

Curriculum

COSMETOLOGY – 1600 HOURS

Course description (DOT# 332.271.010 CIP# 12.0403)

Course Objective

- A. To instruct the students in the fundamentals of Cosmetology for the effective advancement in the field of hair, facials, and nails.
- B. To instruct the student in all safety and sanitary measures in patron protection.
- C. To help instill in students attitudes and good habits of:
 1. Basic procedures
 2. Creativeness
 3. Self assurance
 4. Responsibility
 5. Ethics

The curriculum for students enrolled in the Course of Cosmetology is as follows:

A. Theory

Lectures are given on all cosmetology practices; including personal hygiene, good grooming;

	Theory	Oper.
1. Cosmetology Act & Rules	10	
2. Cosmetology Chemistry	10	
3. Bacteriology, sanitation, Sterilization, safety precautions, Anatomy and physiology	10	
4. Water and oil manicures	15	40
5. Pedicure; ankle & foot massage	10	20
6. Artificial nails;	15	80
7. Nail tips	10	60
8. Nail wraps and repairs	5	40
9. Health and Safety	15	
10. Sanitation	10	10
11. Job Training	10	
12. Additional Training	30	

All remaining hours will be fulfilled by completing the Services listed in the curriculum.

TEACHER TRAINING – 600 HOURS

CIP Code 13.1319

Course Objective

To train the students who are licensed cosmetologists to teach Cosmetology.

The curriculum includes:

1. Cosmetology Act & Regulations	10	
2. Preparatory Instructions	40	
3. Organization Techniques	30	50
4. Lesson Planning	60	50
5. Techniques of Evaluation	10	
6. Conducting Classroom Demonstrations	140	
7. Supervising and Training Students Assessment of student learning, Academic Advising, Course development and review, Administrative responsibilities, Career & Employment information.		210

4. Responsibility
5. Ethics

The curriculum for students enrolled in the Course of Skin Care is as follows:

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

	Practical	Theory
1. Barbering & Cosmo Act & Rules	10	
2. Chemistry	10	
3. Health & Safety/Hazardous Substances	20	
4. Electricity	10	
5. Disinfection & Sanitation	10	10
6. Bacteriology, anatomy, physiology skin analysis & conditions		15
7. Facials		
a. Manuals	40	20
b. Electrical	60	30
c. Chemicals	40	20
8. Eyebrow Arching & Hair Removal		
a. Tweezers	10	5
b. Wax & depilatories	40	20
9. Make-up	40	20
10. Job Training		10
11. Additional Training		160

ESTHETICIAN – SKIN CARE – 600 HOURS

Course Objective:

CIP Code 12.0401

- A. To instruct the students in the fundamentals of Skin Care for the effective advancement in the field of skin and skin care.
- B. To instruct the students in all safety and sanitary measure in patron protection.
- C. To help instill in students attitudes and good habits of:
 1. Basic procedures
 2. Creativeness
 3. Self assurance

COSMETOLOGY CROSSOVER FOR BARBERS – 400 HOURS

Course objective

CIP Code 12.0403

- A. To instruct the students in the fundamentals of Cosmetology for the effective advancement in the field of hair, facials, and nails.
- B. To instruct the student in all safety and sanitary measures in patron protection.
- C. To help instill in students attitudes and good habits of:
 1. Basic procedures
 2. Creativeness
 3. Self assurance
 4. Responsibility
 5. Ethics

The curriculum for students enrolled in the Course of Cosmetology Crossover for Cosmetologists is as follows:

	Practical	Theory
1. Barbering and Cosmetology Act		10
2. Cosmetology Chemistry		5
3. Health & Safety/Hazardous Substances		20
4. Theory of Electricity		5
5. Disinfecting & Sanitation	10	10
6. Bacteriology, Anatomy & Physiology		5
7. Wet Hairstyling	35	10
8. Thermal Hairstyling	15	5
9. Permanent Waving	35	10
10. Chemical Straightening	10	5
11. Haircutting	10	2
12. Hair coloring & Bleaching	15/5	20
13. Scalp & Hair Treatments	5	2
14. Facials		
Manual	2	5
Electrical	7	5
Chemical	15	10
15. Eyebrow Arching & Hair Removal	5	5
16. Makeup	10	5
17. Manicuring	15	5
18. Pedicuring	3	1
19. Artificial Nails –		
Acrylic, Fiberglass & Gels	10	5
Nail Tips	10	3
Nail Wraps, Silk & Paper	5	2
20. Job Search Training		10
21. Additional Training	13	

All training hours will be fulfilled by completing the services in the curriculum.

BARBERING – 1500 HOURS

Course objectives:
CIP Code 12.0402

- A. To instruct the student in the fundamentals of Barbering for the effective advancement in the field of hair cutting, styling, and shaving.
- B. To instruct the student in all safety and sanitary measures in patron protection.
- C. To help instill in students attitudes and good habits of:
 1. Basic procedures
 2. Creativeness
 3. Self assurance
 4. Responsibility
 5. Ethics

The curriculum for student enrolled in the Course of Barbering is as follows:

	Practical	Theory
1. Barbering and Cosmetology Act & Rules		20
2. Barbering Chemistry		20
3. Health & Safety/Hazardous Substances		20
4. Theory of Electricity		5

5. Disinfecting & Sanitation	10	20
6. Bacteriology, Anatomy & Physiology		15
7. Haircut & Hairstyling	750	25
8. Hairstyling		25
9. Shaves		40
10. Rest Facial		20
11. Shampoos		25
12. Scalp Manipulations		20
13. Hair Waving and Curling		20
14. Hair Coloring		5
15. Hair Processing and Relaxer		5
16. Job Search Training		10
17. Additional Training	385	10

All training hours will be fulfilled by completing the services in the curriculum.

BARBERING CROSSOVER FOR COSMETOLOGIST – 400 HOURS

Course objectives:

SOC Code 39-5012.00 CIP Code 12.0402

- A. To instruct the student in the fundamentals of Barbering for the effective advancement in the field of hair cutting, styling, and shaving,
- B. To instruct the student in all safety and sanitary measures in patron protection.
- C. To help instill in students attitudes and good habits of:
 1. Basic procedures
 2. Creative
 3. Self assurance
 4. Responsibility
 5. Ethics

The curriculum for students enrolled in the Course of Barbering Crossover for Cosmetologist is as follows:

	Practical	Theory
1. Barbering & Cosmetology Act		10
2. Barbering Chemistry		5
3. Health & Safety/Hazardous Substances		20
4. Theory of Electricity		5
5. Disinfecting & Sanitation	10	10
6. Bacteriology, Anatomy & Physiology		5
7. Haircut and Hairstyling	150	5
8. Hairstyling	5	5
9. Shaves	40	5
10. Rest Facials	20	5
11. Shampoos	5	5
12. Scalp Manipulations	5	5
13. Hair Waving and Curling	5	5
14. Hair Coloring	5	5
15. Hair Processing & Relaxing	5	5
16. Job Search Training		10
17. Additional Training	45	

All training hours will be fulfilled by completing the services in the curriculum.

Job Opportunities

When you complete your training and become a licensed Cosmetologist, Barber, Manicurist, Esthetician or Teacher, there are many levels of occupations you may enter. ALL AREAS NEED CONTINUING EDUCATION.

Examples: LICENSED COSMETOLOGIST: **SOC code 39-5012.00 .**

Please review O*Net website for additional information regarding Cosmetology Occupations at www.onetonline.org

1. General cosmetology knowledge covering all areas of the “Art of Hairstyling.” There are both chemical and non-chemical.
 - a. Chemical – Permanent Waving, Chemical Straightening, Hair Coloring, etc.
 - b. Non-Chemical – Hairstyling, Haircutting, Make-up Artist, Facial Expert.
2. All levels of Management.
3. Education Positions
4. Merchandising Field – Sales, Buyer, Seller, etc.
5. Scientific Field – Demonstrator, Research, etc.
6. Writing Field – Promotional Writer, Beauty Editor, etc.

Examples: MANICURIST (a specialized course of Cosmetology)

SOC Code 39-5092.00

Please review O*Net website for additional information regarding the Manicuring Occupation at www.onetonline.org

1. Basic knowledge of Nails, Hands, and Feet.
 - A. Will need continuing education after licensing.
 - B. Job Opportunities:
 1. Manicurist in Salon using licensed skills
 2. Owner of shop/management.
 3. Merchandising Field – Sales, Buyer, Seller, etc.
 4. Scientific Field – Sales, Buyer, Seller, etc.
 5. Writing Field – Beauty Editor, Promotional Writer, etc.

Examples: TEACHER TRAINING

SOC Code:25-1194.00

Please review O*Net website for additional information regarding Teachers for Vocational Education at www.onetonline.org

Requirement: Cosmetology License

1. Private Beauty Schools
 - a. Teacher of Cosmetology
 - b. Special Teacher of Cosmetology
 - c. Supervisor
 - d. Director and Owner
2. Public Vocational Schools
 - a. Teacher of Cosmetology
 - b. Substitute
 - c. Department Head
 - d. Guidance Counselor
3. Outside Beauty Schools

- a. State Board Inspector
- b. State Board Member
- c. Education Director for Manufacturer, etc.

Examples: ESTHETICIANS

SOC Code 39-5094.00

Please see O*Net for occupations in the Esthetician field at www.onetonline.org

1. Working with Physicians
2. Skin Care Salon
3. Spas
4. Working with Chiropractor
5. Working with Manufactures
6. Working as an assistant
7. Working with cruise lines

Examples: BARBERS

1. Basic Barbering knowledge covering all area of Haircutting, Shaving, and Hairstyling.
2. All levels of Management
3. Educational Positions
4. Merchandising Field
5. Scientific Field – Demonstrator, Research, Etc.
6. Writing Field – Promotional Writer, Beauty Editor, etc.

Examples: COSMETOLOGY CROSSOVER

SOC Code 39-5011.00

Please review O*Net website for additional information regarding the Cosmetology Occupation at www.onetonline.org

Must have a current Barbering License from the California Board of Barbering and Cosmetology

1. Basic Cosmetology knowledge covering all area of Hair, Nails, Facial and Makeup.
2. All levels of Management
3. Educational Position.
4. Merchandising Field – Sales, Buyers, Sellers, Etc.
5. Scientific Field – Demonstrator, Research, Etc.
6. Writing Field – Promotional Writer, Beauty Editor, Etc.

Examples: BARBERS CROSSOVER

SOC code 39-5011.00

Please review O*Net website for additional information regarding Barbering Occupations at www.onetonline.org

Must have a current Cosmetology License from the California Board of Barbering and Cosmetology

1. Basic Barbering knowledge covering all area of Haircutting, Shaving and Hairstyling.
2. All levels of Management
3. Educational Positions
4. Merchandising Field – Sales, Buyers, Sellers, Etc.
5. Scientific Field – Demonstrator, Research, Etc.
6. Writing Field – Promotional Writer, Beauty Editor, etc.

Length of Programs

COSMETOLOGY: 1600 Hours

40 hours per week – completes in 40 weeks
30 hours per week – completes in 54 weeks
25 hours per week – completes in 64 weeks

MANICURING: 400 Hours

40 hours per week – completes in 10 weeks
30 hours per week – completes in 12 weeks
25 hours per week – completes in 16 weeks

ESTHETICIAN: 600 Hours

40 hours per week – completes in 15 weeks
30 hours per week – completes in 20 weeks
24 hours per week – completes in 25 weeks

TEACHER TRAINING: 600 Hours

40 hours per week – completes in 15 weeks
30 hours per week – completes in 20 weeks

BARBERING: 1500 Hours

25 hours per week – completes in 60 weeks

BARBER CROSSOVER: 400 Hours

40 hours per week – completes in 10 weeks

COSMETOLOGY CROSSOVER: 400 Hours

40 hours per week – completes in 10 weeks

Time Schedule

FRESHMAN TYPICAL DAILY PROGRAM

Tuesday:

8:30 - 9:45 Theory
9:45 – 10:00 Break
10:00 – 12:00 Scalp Treatment Demo
12:00 – 12:30 Lunch
12:30 - 4:30 Student Practice Scalp Treatment
4:30 - 5:00 Clean up and Record Keeping

Wednesday

8:30 - 9:45 Theory
9:45 – 10:00 Break
10:00 – 12:00 Facial Demo
12:00 – 12:30 Break
12:30 - 4:30 Student Practice Facials
4:30 - 5:00 Clean up and Record Keeping

Thursday

8:30 - 9:45 Theory
9:45 – 10:00 Break
10:00 – 12:00 Pediting
12:00 – 12:30 Lunch
12:30 - 4:30 Student Practice Pedicuring
4:30 - 5:00 Clean up and Record Keeping

Friday

8:30 - 9:45 Theory
9:45 – 10:00 Break
10:00 – 12:00 Hair Cutting Demo
12:00 – 12:30 Lunch
12:30 - 4:30 Student Practice Hair Cutting
4:30 - 5:00 Clean up and Record Keeping

Saturday:

8:30 - 9:45 Cold Waving Demo
9:45 – 10:00 Break
10:00 – 12:00 Student Practice Cold Waving
12:00 – 12:30 Lunch
12:30 - 4:30 Student Practice Cold Waving
4:30 - 5:00 Clean up and Record Keeping

SENIOR FLOOR TYPICAL DAILY PROGRAM

Tuesday through Friday:

8:30 - 9:45 Theory
9:45 – 10:00 Break
10:00 – 12:00 Practical Workshop
11:30 - 1:00 Staggered ½ hour lunch breaks
12:00 - 4:30 Practical Workshop & Theory Study
4:30 - 5:00 Clean up and Record Keeping

Saturday:

8:30 – 12:00 Practical Workshop
11:30 - 1:00 Staggered ½ hour lunch breaks
12:00 – 4:30 Practical Workshop & Theory Study
4:30 - 5:00 Clean up and Record Keeping

Breaks are taken when appropriate. Instructors supervise Senior Floor activities throughout the day.

FRESHMAN TYPICAL NIGHT PROGRAM

Monday:

5:00 - 7:00 Theory
7:00 - 7:15 Break
7:15 - 9:45 Theory
9:45 – 10:00 Clean up and Record Keeping

Tuesday:

5:00 - 7:30 Scalp Treatment Demo
7:30 - 7:45 Break
7:45 – 9:45 Student Practice Scalp Treatment
9:45 – 10:00 Clean up and Record Keeping

Wednesday:

5:00 - 7:30 Hair Cutting Demo
7:30 - 7:45 Break
7:45 – 9:45 Student Practice Hair Cutting
9:45 – 10:00 Clean up and Record Keeping

Thursday:

5:00 – 7:30 Manicuring
7:30 - 7:45 Break
7:45 - 9:45 Student Practice Manicuring
9:45 – 10:00 Clean up and Record Keeping

Friday:

5:00 – 7:30 Facials
7:30 - 7:45 Break
7:45 - 9:45 Student Practice Facials
9:45 – 10:00 Clean up and Record Keeping

SENIOR FLOOR TYPICAL NIGHT PROGRAM

Monday:

5:00 – 7:00 Theory
7:00 – 7:15 Break
7:15 - 9:45 Theory
9:45 – 10:00 Clean up and Record Keeping

Tuesday through Friday

5:00 – 7:00 Practical Workshop & Theory Study
7:00 - 7:15 Staggered ½ hour lunch breaks
7:15 - 9:45 Practical Workshop & Theory Study
9:45 – 10:00 Clean up and Record Keeping

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school within a course and within the same schedule. Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

DEFINITION:

At Lancaster Beauty School, satisfactory progress is defined by the following criteria:

1. A grade point average of 75% or above.
2. An attendance average of 67% or above of the scheduled hours of attendance.

1. MAXIMUM TIME FRAME – 1 ½ times the normal time frame for completion

- A. Cosmetology - 1600 hrs. (40 hrs. per week) completion time 15 months
- B. Cosmetology - 1600 hrs (30 hrs. per week) completion time 18 months
- C. Cosmetology - 1600 hrs (24 hrs. per week during High School months and 40 hrs. per week during summer months) completion time 22 months.
- D. Manicurist - 400 hrs. (40 hrs per week) completion time 15 weeks.
- E. Teacher Training - 600 hrs (40 hrs per week) completion time 22.5 weeks.
- F. Esthetician – 600 hrs (30 hrs. per week) completion time 30 weeks
- G. Esthetician – 600 hrs (24 hrs. per week) completion time 37.5 weeks
- H. Barber-1500 hrs (25 hrs. per week) completion time 22 months
- I. Cosmetology Crossover-400 hrs. (40 hrs per week) completion time 15 weeks.
- J. Barber Crossover – 400 hrs. (40 hrs per week) completion time 15 weeks.

Students who fail to complete the course within the maximum time frame will not be making satisfactory progress and only students considered to be making satisfactory progress are eligible for Federal Aid.

2. ACADEMICS AND ATTENDANCE

Progress Evaluations are issued to the students for each payment period: Cosmetology - every 450 hours; Teacher Training - every 300 hours; Manicuring - every 200 hours; Esthetician - every 300 hours; Barber - every 450 hours; Barber Crossover - every 200 hours; Cosmetology Crossover - every 200 hours.

Grading Policy for Theory and Practical:

- A - 94%-100%
- B - 87%-83%
- C - 80%-86%
- D - 75%-79%
- F - Below 75%

Satisfactory Progress:

Students with a minimum of a 75% average in both Theory and Practical maintaining 67% attendance are deemed to be making satisfactory progress.

- A. Theory example: Subject Bacteriology - Test 100 Points possible - Homework 100 Points possible; test 75 Points earned. Homework 100 Points earned = 80% - B
- B. Practical Example: Permanent Wave - 10 steps - 10 Points possible. Permanent Wave 10 steps completed, 8 Points earned = 80% - B
- C. Attendance Example: 750 hr. earned, 800 hr. possible = 94% - A

3. PROGRESS EVALUATIONS

Students who meet requirements at the time of evaluation will be considered making satisfactory progress until the next evaluation. Student must meet attendance and academic requirements on at least one evaluation by mid-point of the course.

4. WARNING

Students who fail to meet requirements on any level will be given a written WARNING notice stating that they have one pay period to meet the requirements for satisfactory progress. During this time frame the student will be considered as making satisfactory progress and financial aid funds can be disbursed to eligible students. If the student does not make satisfactory progress at the end of the WARNING period, the student will be determined as not making satisfactory progress and all financial aid will be terminated.

Students may meet the requirements in the following ways.

Theory – Students must turn in all missing homework assignments. Only (1) one make-up test is given; therefore, if that is missed, the instructor will assign an outline on subject.

Practical - Printed practical assignments will be issued to students. Evaluations are done by practical evaluations of each step and students' oral answers to each step on printed assignments.

Attendance: Students must bring their attendance up to 67% of the required attendance prior to the next pay period. At the end of the warning period, the student's progress will be re-evaluated. If student fails to meet minimum requirements, all financial aid will be terminated.

5. APPEAL PROCEDURE

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is, illness, death in the family, etc.) The student must include in the appeal, why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation.

After a successful appeal, the student will be placed on academic probation for the following payment period. The student must be in SAP at the end of the probationary period or all financial aid will be terminated.

6. RE-ESTABLISHING ELIGIBILITY

The student whose financial aid has been terminated for unsatisfactory progress and remains in school will not be paid any additional financial aid until she/he has completed the hours previously paid for and has a 75% CGPA and will be able to complete the program within the maximum time frame.

7. LEAVE OF ABSENCE

Should a student find it necessary to take a leave of absence, it MUST be requested in writing and approved by the institution. A student's satisfactory progress status will be the same when returning from a Leave of Absence as when ~~they~~ he/she left the school. A leave of absence may be up to 60 days. Under special circumstances (i.e. medical, surgery, etc.) the school MAY grant a leave up to 180 days with documentation. A leave of absence extends contract period and maximum time frame by the same number of days taken on the leave of absence.

8. COURSE INCOMPLETE, REPETITION, AND NON CREDIT REMEDIAL COURSES

These do not have an effect upon the satisfactory progress standards.

9. RE-ENTRY STUDENTS

If a student re-re-entering the institution they will enter in the same progress status as when they left. All previous hours and degrades are counted.

10. TRANSFER OF CREDIT

Transfer hours will be considered when determining the maximum time frame for completion of the program.

11. WITHDRAWALS

If the student withdraws from the program, the student's maximum time frame is normally not affected but the student's status at the time of withdrawal could affect the student's financial aid eligibility if they were to return.

after theory at 10:00 a.m. if he/she has made arrangements with the school to be late.

If a student is absent 14 consecutive calendar days, the Institution must make a determination on the student's enrollment status.

After the first five days of school, if a student withdraws or fails to attend classes for 14 consecutive calendar days, the student is responsible for any charge he/she may have incurred, such as equipment received, tuition for hours he/she was scheduled for, and a registration fee. If the student drops within the first five days and completes and returns the notice of cancellation, he/she will be charged for equipment received. Students are asked to read the "Notice of Cancellation" Policy. If the financial aid has not been completed, the student will be responsible for the balance due to the school. If there is a refund due to the Department of Education, the student will be responsible for the balance due to the school after the refund.

If a student misses over the allowed absent hours, he/she will be charged an additional hourly fee for all hours over.

All fees must be paid prior to the student receiving proof of training.

The Director advises the students on an as-needed basis most any time of operation.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost eligibility for financial aid can be reinstated by improving their academic average, attendance average, or both, to the designated standards of the satisfactory progress definition.

Attendance Policy

Students are expected to attend school on their contracted schedule. You are considered making satisfactory progress if you attend a minimum of 67% of scheduled hours per month, which includes any medical tardiness or any other reason for missing whole or part of any day. A leave of absence must be requested in writing, submitted to the Director, and approved. You are required to make up any test that you miss. Because the courses are based on hours, missing school necessitates a postponement of your anticipated completion date. Each hour missed extends your program. In order to graduate, you must complete the hours for the courses that you are enrolled in.

Hour may be made up with the approval of the administrative office.

If a student clocks in after 8:30 a.m., he/she will not be allowed in Theory and will not receive time for class. The student may clock in

CAMPUS SECURITY ACT

Any person witnessing some form of criminal action or other emergency should report it to the Supervisor on duty at Lancaster Beauty School. The Supervisor on duty will investigate the incident and if needed it will be reported to the Los Angeles County Sheriff. The Supervisor will prepare a memorandum regarding the incident.

All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises. The receptionist, school manager or supervisor, instructor, and/or the receptionist will lock up. There will always be two employees closing the facility. Mountain High Alarm provides security in that they check the building twice nightly for problems or unlocked doors.

Lancaster Beauty College does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the Los Angeles County Sheriff Department.

During orientation and theory as well as staff meetings, students and employees are informed about the importance of secure premises. Students and employees are encouraged to group together when walking to their cars and the bus. They are also reminded that they can assist in crime prevention by ensuring that all doors are locked; that they do not walk alone to their cars or to the bus, and that they report any suspicious situation to the school's Supervisor. We also schedule the Sheriff to come into theory and give advice on crime prevention.

If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a school related activity, and wishes to report the offense, it is the school's policy that the offense be reported at once to the school director or administrator in charge will also contact the Administration staff immediately so that an investigation can begin as soon as possible.

Lancaster Beauty College does not recognize any off-campus student organization.

Our Company Policy for our employees requires them to sign a drug policy prior to hiring. All students also sign a drug policy prior to enrollment. The sale or use of alcohol and illegal drugs are not permitted in Lancaster Beauty School or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities. This school has in place a Drug and Alcohol Abuses Prevention Program required under Public Law 101-226.

In compliance with the Public Law 1025-26, the following information on campus crimes is reported for your review. The following criminal offenses were reported to campus security personnel or local police authorities as having occurred on campus:

CRIMINAL OFFENSE – ON CAMPUS

	2010	2009	2008
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* SEX OFFENSES – FORCIBLE	0	0	0
* SEX OFFENSES – NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSAULT	0	1	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT	0	1	0
(Do not include theft from a motor vehicle)			

* ARSON 0 0 0

CRIMINAL OFFENSES – PUBLIC PROPERTY

FOR EACH OF THE FOLLOWING CRIMINAL OFFENSES, THE NUMBER OF OCCURRENCES REPORTED TO HAVE OCCURRED ON PUBLIC PROPERTY.

	2010	2009	2008
*MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0
*SEX OFFENSES – FORCIBLE	0	0	0
*SEX OFFENSES – NON-FORCIBLE	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
*ROBBERY	0	0	0
*AGGRAVATED ASSAULT	0	0	0
*BURGLARY	0	0	0
*MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	0	0	0
*ARSON	0	0	0

HATE CRIMES - ON CAMPUS

FOR THE CRIMINAL OFFENSES LISTED BELOW THE NUMBER OF REPORTED TO HAVE OCCURRED ON CAMPUS THAT MANIFEST EVIDENCE OF PREJUDICE BASED ON RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY/NATIONAL ORIGIN OR DISABILITY. GENDER, DISABILITY THAT TOOK PLACE.

	2010	2009	2008
*MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
* NEGLIGENT MANSLAUGHTER	0	0	0
* SEX OFFENSES – FORCIBLE	0	0	0
* SEX OFFENSES – NON-FORCIBLE	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
* ROBBERY	0	0	0
* AGGRAVATED ASSAULT	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	0	0	0
* ARSON	0	0	0
* SIMPLE ASSAULT	0	0	0
* LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0
* Destruction/damage/vandalism Of property	0	0	0

HATE CRIMES – PUBLIC PROPERTY

	2010	2009	2008
* MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0
*SEX OFFENSES – FORCIBLE	0	0	0
*SEX OFFENSES – NON-FORCIBLE	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
*ROBBERY	0	0	0
*AGGRAVATED ASSAULT	0	0	0
* BURGLARY	0	0	0
* MOTOR VEHICLE THEFT	0	0	0
* ARSON	0	0	0
* SIMPLE ASSAULT	0	0	0
* LARCENY-THEFT	0	0	0
* INTIMIDATION	0	0	0

IN ADDITION TO THE ABOVE CRIMES, THE FOLLOWING NUMBER OF ARRESTS WERE MADE IN THE FOLLOWING YEARS

<u>ARREST – ON CAMPUS</u>	2010	2009	2008
DRUG ABUSE VIOLATION	0	1	0
LIQUOR LAW VIOLATIONS	0	0	0
<u>ARREST – PUBLIC PROPERTY</u>			
WEAPONS: Carrying, possessing, etc.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
<u>DISCIPLINARY ACTIONS – ON CAMPUS</u>			
WEAPONS: Carrying, possessing, etc.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
ILLEGAL WEAPONS POSSESSIONS	0	0	0
<u>DISCIPLINARY ACTIONS – PUBLIC PROPERTY</u>			
WEAPONS: Carrying, possessing, etc.	0	0	0
DRUG LAW VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

This information is updated on an annual basis, and it is available to students, employees, and applicants upon request.

EMERGENCY RESPONSE, TIMELY WARNING, AND EVACUATION PROCEDURES

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Lancaster Beauty School, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the institution e-mail system to students and staff of the institution.

The institution has a “Safety Program” in place for evacuation of the institution in the case of an emergency, illness, or other threat.

Return to Title IV Policy (R2T4)

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals, a student’s withdrawal date is the date the school received notice from the student that he/she is withdrawing.

For unofficial withdrawals, a student’s withdrawal date is 21 calendar days after his/her last day of physical attendance.

The school’s determination that a student is no longer in school for unofficial withdrawals is determined after 21 days of non attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours completed in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student’s account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student, and the school must receive the student’s permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG

Refunds will be made to the federal programs within 30 days of the student’s last day of attendance.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

IMPORTANT NOTICE TO STUDENTS RECEIVING FEDERAL STUDENT AID
Effective October 7, 2000

The United States Department (USDE) has published new Federal Regulations and guidelines that would determine the individual student's eligibility for funds from the Federal Pell Grants, Federal Supplemental Educational Opportunity grant and Federal Direct Loan Program receiving at this institution. If the student completes the course of study, or if the student graduates from the course as scheduled, the new Federal Regulation will have no effect on the student's eligibility for those funds.

In setting the new guidelines, the USDE has emphasized the importance of attending school in order to be eligible for aid. The more absences incurred by the student the more possibilities that the Federal Aid eligibility may be lost. Losing federal funds will result in the student's liability for unpaid tuition. Balances owed to the school due to loss of federal funds will be collectable by the institution with the assistance of a collection agency when ever necessary.

Therefore, be advised that as of Oct. 7, 2000, if you withdraw from school, the chances assessable for the payment period in course, and the financial aid received within that same payment period will be taken into consideration when calculating the percentage of aid earned based on the percentage of the payment period attended by the student.

Funds return to USDE as unearned federal aid will decrease the tuition payments originally made to the school and will increase the tuition balance owed by the student.

The key solution so that no one is affected by these regulatory changes is to attend school as scheduled and complete the course of study.

OMBUDSMAN OFFICE

The following information is available for student loan borrowers in order to contact the department's office of the Ombudsman.

Office of Ombudsman, Student Financial Assistance,
U.S. Department of Education, Rm, 3012, ROB # 3
7th and D Streets, SW Washington, DC 20202
(202) 219-1547 or (877) 557-2575

Consumer Disclosures

Instruction is in residence with facility occupancy level accommodating 125 students at any one time in the main building.

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. These programs include State Department of Rehabilitation, PELL grants, WIA, SEOG Grants, and Federal Direct Loans.

The following state boards, bureaus, departments or agencies set minimum standards for your program of study: Barbering and Cosmetology Program and Department of Education.

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

Statistics for Lancaster Beauty School

For information regarding student body diversity in the categories of gender and ethnicity of enrolled full-time students who receive Federal Pell Grants, Retention rates of certificate seeking first time full-time undergraduate students or other information regarding Lancaster Beauty School see <http://nces.ed.gov> or College Navigator at <http://nces.ed.gov/collegenavigator>

Financial Aid Applicants

Financial Aid is available to those that qualify.

To determine eligibility apply on-line: www.fafsa.ed.gov/ School code: 013010

FINANCIAL AID - CONSUMER INFORMATION

Financial Aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. Financial aid is to make education accessible, not to make it free of cost to you or your family. Based on a combination of approvals, authorization, and accreditation, qualifying students are eligible to apply for and receive tuition aid and financial assistance while attending the college.

A list of these programs includes:

Federal PELL Grant: Does not require repayment (FPELL)

Federal Direct Loans - Subsidize: **Must be repaid**

Federal Direct Loans - Unsubsidized: **Must be repaid**

Federal Direct Plus Loans: **Must be repaid**

SEOG – Supplemental Educational Opportunity Grant: This program is for students with Exceptional financial need.

FINANCIAL AID - GENERAL INFORMATION

Financial Aid is available to those who qualify. The financial aid application for this institution is the Free Application for Federal Student Aid (FAFSA) and it must be completed for each July that a student would be enrolled. Application must be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office. 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. If you wish to apply for financial aid or you have questions and need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding student aid programs may be found in "The Student Guide" and the "Free Application for Federal Student Aid" available at the school. A student can also check out the resources at the Department of Education website at www.FederalStudentAid.ed.gov and you can apply online at www.fafsa.ed.gov.

COMPLIANCE STATEMENT

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

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money available to help qualifying students meet the cost of college attendance. Financial aid includes grants and loans. Grant monies 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 loans can be arranged to require payment after a grace period of several months after 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.

U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS

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

Federal PELL Grant Program (FPELL)

Federal Direct Federal Stafford (Subsidized and Unsubsidized) and PLUS loans

SEOG

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Have a valid Social Security Card
- Be admitted as a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Must be a citizen or an eligible non-citizen;
- Not be in default and must not owe an overpayment on a Title IV loan or grant;
- Not have borrowed in excess of loan limits;
- Have financial need;
- Have verification completed if required;
- Maintain satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male born on or after January 1, 1960);
- Not be enrolled in secondary school;
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a high school diploma (or its equivalent), a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

STUDENTS RECEIVING AID MUST:

- Maintain satisfactory progress as described in the institutional policy.
- Apply for financial aid as scheduled each academic year and meet all deadlines.
- Comply with all forms and documents required by the FAO to complete your file.
- If selected for verification, fully complete that process.
- Use the funds ONLY for educational expenses.
- Inform the FAO of changes in your personal information
- MUST plan and manage their student loan debt. Loans going in Default would seriously affect students' credit rating and ability to receive additional aid or in fact any commercial credit.

APPLICATION FOR AID, PROCEDURES, AND FORMS

Financial aid applications for this institution consist of the following:

- Free Application for Federal Student Aid (FAFSA). To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, (your parents' tax return if you are dependent), your spouse's tax return (if you are married). You may also need copies of your W-2's, social security benefit statements and other agency records. Documentation to substantiate the data entered on the form may be required by the financial aid office. 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.

- Since your application is processed electronically, the school will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid.
- In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with the financial aid officer. These forms will gather personal data and will remain in your academic file.

Guaranteed Loans

- Federal Direct Sub and Unsub / SLS PLUS application
- Loan Application
- Forms and assistance in completing the loan process are available at the school.

Each loan program has different application, promissory notes, loan fees, disbursement, interest rate, grace period, deferments, repayment plans, delinquency rules, and default procedures.

However, for each loan program you apply for, you must receive entrance counseling and take an entrance interview at the school to ascertain your knowledge of the responsibilities in accepting a loan before any disbursements can be made. Before you graduate or withdraw, and receive your graduation documents or transcripts, you **MUST** receive exit counseling and attend and complete an exit interview. Please review the *Funding Your Education Beyond High School and Your Federal Student Loan: Learn the Basics and Manage your Debt* at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

http://studentaid.ed.gov/students/publications/repaying_loans/index.html

FEDERAL DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan program, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment.

FEDERAL DIRECT UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students.

These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following three exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

- (3) Student would pay a combined organization / guarantee fee of 6.5% rebated directly to U.S. Department of Education.

Students may receive both subsidized and unsubsidized loans provided that the combined amount borrowed does not exceed applicable loan limits, and that the student's eligibility for a subsidized Federal Stafford loan can be determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrower must be given a single repayment schedule.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

Disbursement: Lenders issue checks payable 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.

For additional information, read the pamphlet "Direct Loan Entrance Interview"

FEDERAL PELL GRANT PROGRAM Funds received under this program are not subject to repayment.

Deadline: FAFSA applications must be received by July 1 of the award year for which the application is intended for. SAR or ISIR must be submitted to the financial aid office by June 30 of the award year for which aid is requested, or your last day of enrollment, whichever comes first. A valid ISIR requires signatures of student, spouse, and/or parents, if applicable.

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

Disbursement: Financial aid disbursements are made on the basis of each payment period. First payment period is available upon completion of all required documentation and confirmation of enrollment status. Second and subsequent payment periods are available once the student completes the required number of instructional weeks **AND** the required number of credits or hours in the payment period. They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY

As of 10/7/00, 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 course, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to receive.

To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy per cent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidelines 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 after ninety (90) days from the documented withdrawal date. Collection agency expenses will be added to the balance owed to the school.

DETERMINING NEED

The information you report on the FAFSA (Free Application for Federal Student Aid) form when you apply for aid is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. Lancaster Beauty School utilizes the FAFSA for students applying for aid. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

COST OF ATTENDANCE

Financial aid is awarded as follows:

Cost of attendance: Estimates of cost of attendance for the academic year or period of enrollment are derived from the California Student Aid Commission’s annual budgets. These estimates include a cost for room, board, personal expenses, and transportation used for need determination only. To these costs, the actual institutional charges for an academic year or the period of enrollment are added to calculate the total cost of attendance.

Elements included in the budget:

	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):		
Student living	Student Living with parents	Student Living off campus
Room and board	\$591.00	\$1201.00
Transportation	337.00	256.00
Personal / misc.	21400	374.00

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

Please refer to the following booklets for additional information Expected Family Contribution (EFC): EFC is calculated by the Department’s contractor utilizing a Congressional formula that takes the student resources to which a series of allowance are applied.

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

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

- Pell awards are calculated first
- Expected cash contribution from the student
- Direct Subsidized loans
- Direct Unsubsidized loans
- Direct Parent loans (PLUS) on Title IV Student Aid Programs

Funding Your Education Beyond High School.

http://studentaid.ed.gov/students/publications/student_guide/index.html

Your Federal Student Loan: Learn the Basics and Manage your Debt is at

http://studentaid.ed.gov/students/publications/repaying_loans/index.html

In making the awards, all available resources are taken into consideration before loans are included in the aid package. The main goal of the financial aid officer (FAO) at the school is to account for all available resources to the student to cover his/her educational expenses and avoid as much as possible the burden of a loan.

AWARD CONCEPT, SELECTION OF RECIPIENTS, AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based 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, he/she 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)

DEFINITIONS

The following are definitions of some common financial aid terms:

ACADEMIC YEAR: A period of not less than 30 weeks of instructional time 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 15 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 30 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: Fifty to 60 minutes of supervised instruction during a 60-minute period.

DEPENDENT STUDENT: 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: An individual other than the spouse that has been supported and will continue to be supported (50% or more of those 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 / 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).
- An individual with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designation
 - a. Refugee
 - b. Asylum Granted
 - c. Indefinite Parole and/or Humanitarian Parole
 - d. Cuban-Haitian entrant
 - e. Conditional Entrant (valid only if issued before 1980)
 - f. An individual with an approval form I-797
 - g. An individual with I-668 with valid expiration date

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

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- I-688a, I-688b, or I688c (Amnesty Applicant)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

1. Was born before January 1, 1985
2. A graduate or professional student
3. Is married (or 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, step parent or legal guardian - not foster parents.

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

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

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 grants programs are 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 of the student's withdrawal date.

Students may make repayment arrangements with the U.S. Department of Education within the 45 days 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 the U.S. Department of Education.

VERIFICATION PROCESS FOR THE 2010-2011 AWARD YEAR

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and 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 regulations, the school will not disburse Direct Loans or Campus-Based aid until completion of the verification process.

WHO MUST BE VERIFIED:

The policy of this school shall be to verify those students selected by the needs analysis (ISIR) system for verification.

Verification is a process to “confirm” the accuracy of the information reported on the Free Application for Federal Student Aid (FAFSA). If your file is selected for verification, certain information must be proven. You will be required to complete a verification worksheet before aid can be disbursed.

VERIFICATION EXCLUSIONS: Conditions that exclude applicants from verification include:

- Death - Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration - Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration statuses - Applicant arrived in the U.S. during either the award year or the calendar year.
- Certain spouse/parent statuses: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification - If the student completed the verification at another institution prior to transferring to this school and if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
- Pacific Island residency status - Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be a legal resident of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be a citizen of one of these territories. To document the basis for this exclusion, the applicant's permanent mailing address must be verified.
- No funds disbursed - the applicant will not receive federal aid funds.

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

- Total number of persons in the household.
- Number of family members in the household now enrolled as at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2008).
- U.S. income tax paid for the base year (2008).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits.
 - Child support.
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Earned income credit
 - Interest on tax free bonds

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

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet. The financial aid officer will advise the student regarding the required verification worksheet.

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

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 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 in postsecondary educational institutions.
- Change in dependency status.

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

Campus-based applicants whose dependency status changes during the Award Year must have their EFC re-calculated. This process does not apply if the change occurs due to marriage.

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD

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

The school then gives the applicants the following options:

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

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

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

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

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

STUDENT'S RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs, clinic practice, class structure, 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.
- 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 receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application. Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign. 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 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.
- Read, understand, and agree to comply with Lancaster Beauty School's policies, satisfactory progress, rules, and regulations.

DRUG POLICY

Lancaster Beauty School (hereinafter referred to as this institution") has a policy of maintaining a Drug-Free Workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances (drug and alcohol) is prohibited in this institution's workplace. The workplace for this institution is defined in Paragraph 2 (below).

In compliance with the Drug-Free Workplace Act of 1988, this institution's "workplace" consists of the following location:

- a. the entire campus facility,
- b. any location used for an off-site school function, i.e. completion, hair show, graduation, etc.

Students and employees must comply with the policy while off-site if they are participating in any activities with this institution in any capacity. Non-compliance with the terms in Paragraph 1 (above) will result in the following action being taken by this institution.

- a. Mandatory counseling, rehabilitation given by a Federal, State or local health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation,
- b. Notification of the proper law enforcement authorities,
- c. Termination of enrollment/employment. All students and employees must read, understand and sign the following statement:

I understand that Lancaster Beauty School, by participating in Title IV Federal Funds Programs, must establish a policy of a Drug-Free Workplace and as a student/employee of Lancaster Beauty School, I must acknowledge and agree to abide by the terms of Paragraph 1. I must notify the school Director of any criminal drug statute conviction of a violation occurring in the workplace not later than ten days after such conviction. I understand that this institution has established a Drug-Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the workplace;
2. This institution's policy of maintaining a Drug-Free Workplace.
3. Any available drug counseling, rehabilitation and student/employee assistance program; and
4. The penalties resulting from abuse violations occurring in the workplace (see Paragraph 3 above).

DRUG AND ALCOHOL PREVENTION PROGRAM NOTICE TO STUDENT AND EMPLOYEES

The Lancaster Beauty School has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

PHASE ONE

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the Uses and Effects as it relates to alcohol.

PHASE TWO

THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT.

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Lancaster Beauty School, 4466 N. 10th Street West, Lancaster, CA 93534, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

PHASE THREE

LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS

Please refer to **Schedule B.**

PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT
Non-compliance will result in the following action being taken by this institution:

- The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Community service with one of the above stated agencies
- Termination of enrollment or employment

SCHEDULE A

ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B

DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Alcohol Abuse Helpline and Treatment
Alcohol Abuse Helpline – Mental Health
Drug, Narcotic, Alcohol, Cocaine Services & Hospital Referrals
Alcohol & Drug Dependency
A.V. Council
311 East Ave K-4
Lancaster, Ca 93535
661-948-5046
2. Advance Counseling Center of A.V.
(Counseling for marital and family problems,
Alcohol, drug abuse and behavior problems.) 661-945-6706
3. Pregnancy Helpline
800-672-2296
4. Western Pacific Medical Corp.
Medical and Substance Abuse
45335 N. Sierra HWY.
Lancaster, CA 93534
661-949-8599
5. Antelope Valley Counseling Center
43723 20th Street West
Lancaster, CA 93534
661-948-0871
6. Mental Health Services
Alafia Mental Health
1331 West Ave J #202
Lancaster, CA 93534
661-940-9094
7. Alcohol and Drug Abuse Service
AA
661-945-5757
8. Abuse and Family Violence
661-945-6736

SCHEDULE C
FEDERAL PENALTIES AND SANCTIONS FOR
ILLEGAL POSSESSION OF A CONTROL
SUBSTANCE

21 U.S.C.844 (a)

- First conviction: Up to one year imprisonment and fined at least \$1000, but not more than \$100,000 or both.
- After one prior drug conviction: At Least 15 days in prison, not to exceed two years and fined at least \$2500, but not more than \$250,000 or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5000, but not more than \$250,000 or both.
- Special sentencing provision for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fine up to \$250,000 or both if:
 - a. 1st conviction and the amount of crack possessed exceeds five grams.
 - b. 2nd crack conviction and the amount of crack possessed exceeds three grams.
 - c. 3rd of subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853 (A)(2) and 88(A)(7) – Forfeiture of personal and real property used to possess or facilities possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 861 – (A) (4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a – Civil fine up to \$10,000 (pending adoption of final regulations)

21 U.S.C. 853a – Denial of Federal benefits, such as student loans, grants, contract, and professional and commercial licenses up to one

year for the first offense up to five years for second and subsequent offenses.

18 U.S.C. 922(g) – Ineligible to receive or purchase a firearm.
Miscellaneous – Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy. etc., are vested within the authorities of individual Federal agencies.

**LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL
POSSESSION OF A CONTROLLED
SUBSTANCE AND ALCOHOL**

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF CALIFORNIA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE.

BLOOD ALCOHOL LEVEL .08

- 1ST OFFENSE: Jail: From 96 hours to 6 months, Fine: From \$1,000 to \$1,600 License Suspension: 6 months
Must complete a driving under the influence program. May be ordered to install Ignition Interlock Device. Insurance Required for Restricted Licensee.
- 2nd OFFENSE: Jail: 90 Days to 1 Year, Fine: From \$1,000 to \$1,900, License Suspension: 2 years. May apply for restricted driver's license (IID required). Must complete a driving under the influence program. Certificate required for restricted licenses.
- 3rd OFFENSE: Jail 120 days to 1 year, Fine: From \$1,000 to \$2,000. License suspension 3 years. Designation as a habitual offender. May apply for restricted driver license after 1 year. Ignition Interlock Device required/ Must complete a driving under the influence program, Certificate required for restricted license.

• **SEXUAL HARASSMENT**

Sexual harassment is considered to be a sexual offense. In basic terms, sexual harassment is defined as any unwelcome advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. The key is "UNWELCOME" sexual behavior. For example, a group of employees may be telling dirty jokes that are unwelcome to some employees.

There are five types of sexual harassment:

- Suggesting or insinuating that employment, higher grades or future promotions will be given in exchange for sexual favors.
- Demeaning language focused on gender: sexual comments about a person's body; telling sexual jokes or stories; spreading rumors about a co-worker or fellow student's sex life, asking or telling about sexual fantasies, preferences or history.
- Staring at a person's body; sexual gestures focused on body parts; giving personal, unwanted gifts; following a person; sending suggestive letters, notes, illustrations or photographs.
- Any manner or unwanted touching, including brushing up against another person suggestively or touching yourself in a sexual manner in front of others.
- A sexually-poisoned work or school environment where the atmosphere makes it difficult for an employee or student to work or feel comfortable. This includes a wide range of behaviors and actions from displaying sexually suggestive pictures, cartoons, and illustration, to telling suggestive stories and jokes or using sexual gestures.

LEGAL GUIDELINES – HOW TO AVOID SEXUAL HARASSMENT

- Assume that none of your co-workers or fellow students likes sexual comments or gestures, and do not say them or do them at all.
- A company's sexual harassment policies extend to all off campus functions, as well as in the office or classroom.
- Your co-workers' and fellow students' personal lives and homes are private. Do not intrude.
- Statements or stories that demean people based on gender or sexual preference are illegal.
- Sweep generalizations based on gender or sexual persuasions are unacceptable.
- Do not talk to co-workers or other students about your dating, sexual or marital life.
- Compliment people only on the quality of their work, not their appearance.
- Address your co-workers, teachers or fellow students respectfully and by their correct names only.
- Sexual storytelling and joking in the work place are unacceptable.
- Speak to a person's eyes, not any other part of the body.
- Be respectful of the privacy of a co-worker or fellow student's work space.
- Displaying or sending sexual notes, photographs, illustrations or cartoons is unacceptable.
- Demeaning and degrading language and behavior based on gender or sexual persuasion is illegal.
- A handshake is an acceptable gesture. Any other touch may be sexual harassment and illegal.
- Involvement between non-married co-workers is discouraged.

If a student or employee has been the victim of any sexual offense, including sexual harassment on campus or during a school related activity, and wishes to report the offense, it is the school's policy that the offense be reported at once to the school director or administrator in charge. They must contact the Administration staff immediately so that an investigation can begin as soon as possible. Students who become victims of sexual offenses on campus involving another student(s) will be given the option of transferring to another class to avoid contact with the accused individual.

Student Tuition Recovery Fund

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepays 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 California residents who students were 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 cost.
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.

REFUND POLICY

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Lancaster Beauty School, 44646 North 10th Street West, Lancaster, CA 93534. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess

of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

PROCEDURE FOR KEEPING ACCOUNT OF STUDENT HOURS AND PRACTICAL OPERATIONS:

Each student is registered in a biometrics time clock the first day of class. The student is responsible for clocking in and must clock in and out each day he/she is in attendance. If a student fails to clock in or out he/she will not receive hours for that time. The clock is downloaded to the institution's computer to collect the data, which is processed weekly. Time sheets are posted in the theory classroom and at the front desk for the student to check his/her attendance for the prior week. The practical and theory work that is completed by the student is collected on an individual work sheet for each student weekly. An instructor verifies the information, signs the forms, and the information is posted to the student's records in the computer software. Lancaster Beauty School uses software designed to accumulate hours, operations, theory, test results and financials for each student. Students are given account numbers when they start school and all information regarding each student is posted to his/her account.

COPYRIGHTED MATERIALS POLICY AND SANCTIONS

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the Institution's information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This is not all-inclusive, and the student needs to be aware of the severe sanctions resulting from violation of these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed upon. A court can, at its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information see the Web site of the U.S. Copyright Office at www.copyright.gov.

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Exceptions to the above rule are:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. NACCAS staff, commissioners and evaluators for NACCAS;
7. U.S. Department of Education;
8. Persons who need to know in case of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific state law;
10. Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

Records will include, but not be limited to:

1. Required enrollment applications and supporting documents;
2. Progress reports;
3. Student financial aid reports;
4. Payments and tuition evaluation data balances; and
5. Other evaluation data.

Student school records are safeguarded and maintained in fire proof file cabinets. Student academic records are kept in files located in the teacher's office.

Parents or eligible students may obtain additional copies of documents for a fee of \$2.00 per copy. Student school records are maintained for a minimum of five years.

Lancaster Beauty School may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a Lancaster Beauty School "opt out" form at anytime.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the

Institution 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 20202-5920

www.ed.gov/policy/ge/guid/fpco/ferpa/index.html

INSTITUTIONAL CODE OF CONDUCT REGARDING LENDER RELATIONSHIPS & LOANS

(Based on Federal Regulations & Higher Education Opportunity Act)

I ETHICAL PRINCIPLES

All decisions and actions made or taken by any of the Institution's financial aid office employees or any other officers and employees who have contact with guaranty agencies or lenders (for federal or private loans) shall be consistent with the following principles:

1. **STUDENT CHOICE:** Students must be given a genuine, fair and equal opportunity to choose among and between all lenders and loans, federal and private, which choice shall not be limited to those made lenders or loans made available or recommended by the Institution.
2. **STUDENT INTERESTS:** The Institution must seek to establish relationships with those lenders which offer the best benefits for students – interest rates and fees, payment terms and services.
3. **AVOIDANCE OF CONFLICTS:** No director, officer or employee of the Institution should have any relationship – as director or employee or representative – with any lender or guaranty agency nor accept anything of value, other than making marketing items and nominal conference refreshments, from any lender. The Institution should not accept any service or thing of value from any lender or guaranty agency, other than training for financial aid staff relevant to loan processing, loan processing materials and financial literacy materials, emergency staffing services, entrance and exit counseling services conducted under the supervision of a financial aid officer of the Institution, and reimbursement of reasonable costs for domestic travel to training conferences hosted by lenders and/or guaranty agencies.
4. **INSTITUTIONAL DISCLOSURE:** If the Institution develops and uses a preferred lender list, the selection process and criteria must be disclosed in writing to students. If any lender or guaranty agency offers to make philanthropic contributions to the Institution for institutional aid or student financial assistance, there can be no promise of preferred status or other commitments given in exchange for or because of such contributions.

5. **STUDENT PRIVACY:** All student financial information – about need, resources, loans and other aid – must be kept confidential and, without written student authorization, not shared with outside parties, other than the United States Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

II. **CODE OF CONDUCT:** All directors, officers, employees and other representatives of the Institution (“Institutional Representatives”) are required to comply with each of the following rules in this Code of Conduct for Lender Relationships & Loans (Code”) and to also promptly inform either the Institution’s ethics officer, legal counsel or president (as directed by the Institution in writing) if they become aware of facts indicating that there may have been a violation of the Code:

1. **PROHIBITED RELATIONSHIPS:**

- a. No Institutional Representative shall act as an officer, employee, consultant or sales representative for any guaranty agency or lender, no financial aid officer or employee of the Institution (including any officer of the Institution with responsibility for overseeing the financial aid office and/or the Institution’s relationships with lenders) shall serve on the board of directors of a lender, and no other employee, officer and director of the Institution shall serve as an uncompensated member of the board of directors of any lender, unless such individual has confirmed in writing that he/she will abide by the Institution’s published conflict of interest policy and has obtained written permission from the ethics officer, legal counsel or president of the Institution.
- b. No financial aid officer or employee of the Institution shall serve on any advisory board for any guaranty agency or lender, nor shall any other Institutional Representative serve on such a board, unless such service has been approved in writing by the ethics officer, legal counsel or president for the Institution.

2. **PROHIBITED INVESTMENTS**

No Institutional Representative shall purchase or accept any stock bond or other equitable or legal interest in any guaranty agency or lender, nor any option to acquire such an interest, but this prohibition shall not preclude ownership in units in a mutual fund holding such stocks or bonds.

3. **PROHIBITED BENEFITS TO INDIVIDUALS:**

No Institutional Representative shall accept any prize, gift, compensation, entertainment (including concert and sporting event tickets), meals, travel cost reimbursement or other benefit from any guaranty agency or lender (“Prohibited Benefits”), but this does not include promotional items of nominal value, conference meals and refreshments open to all attendees, and reimbursement of reasonable costs for domestic travel to attend conferences or seminars providing training on the administration of loans or to attend advisory board meetings focused on best practices. If any lender or guaranty agency attempts to offer any Institutional Representative any Prohibited Benefit, he or she shall promptly report this to the Institution’s ethics officer, legal counsel or president (WHERE REQUIRED: and to the state department of

education for any state in which the Institution maintain a campus.).

4. **PROHIBITED BENEFITS OR INDUCEMENTS TO INSTITUTION:**

- a. The Institution shall not accept any payment or benefit of any kind from any guaranty agency or lender, including without limitation any rebate or share of revenue and any computer software or hardware (at no charge or at below market rates), as consideration for entering into a contractual relationship or for placing a lender on a preferred lender list.
- b. The Institution shall not accept from any lender any “opportunity pool,” revenue sharing arrangements or similar funding arrangements offered for use in making private loans to higher risk students in exchange for promises or concessions by the Institution.
- c. The Institution may accept philanthropic contributions from a lender or guaranty agency, only if such contributions are made without any expectation or promise of any preferred status, advantage, recommendation, business volume, or other benefit.

5. **PROHIBITED PROMOTIONS:**

The Institution shall not allow its name, logo, emblem or mascot, or any other words, symbols or photographs readily associated with the Institution to be used by any guaranty agency or lender in any advertisement, publication or other communication suggesting that the Institution has endorsed loans or services offered or guaranteed by the guaranty agency or lender. The Institution shall assure that all materials provided to students about federal or private educational loans shall prominently identify the name of the lender.

6. **PROHIBITED REPRESENTATIONS & SERVICES:**

- a. The Institution shall not allow any employee, agent or representative of any lender or guaranty agency to represent himself or herself to the public, or to otherwise act, as an agent or representative of the Institution.
- b. No Institutional Representative shall represent him or herself to the public, or otherwise act, as an agent or representative of any lender or guaranty agency.
- c. The Institution generally shall not accept any assistance from a lender or guaranty agency for financial aid office or call center staffing, but may accept: staffing assistance on a short term basis in the event of a disaster creating emergency needs; entrance and exit counseling services when supervised by a financial aid officer of the Institution; and financial literacy materials not promoting any lender or guaranty agency.

7. **PROHIBITED INDUCEMENTS BY INSTITUTION:**

Institution shall not offer or provide to any guaranty agency or lender any inducement to secure any business relationship, any particular kind of loans or scholarships, services or other benefits. This prohibition includes, but is not limited to, any promise of loan volume, preferred status, or any other advantage or benefit.

8. PREFERRED LENDER LISTS:

The Institution shall comply with the following requirements for any list of preferred federal or private student loan lenders (“Lender List”) given to students and parents:

- a. The Lender List shall include a prominent reminder that students may choose to use a lender not on the list and that the Institution is required to process loan documents for any eligible lender selected by students;
- b. The Institution shall include on the financial aid webpage of its website a prominent reminder that students are not required to use any federal or private lender recommended by the Institution and may select any other lender;
- c. The Lender List shall clearly disclose the Institution’s selection process and selection criteria
- d. Criteria for selecting preferred lenders shall emphasize student interests and benefits – competitive rates and high quality service, along with business reputation, financial strength and processing capabilities of the lender;
- e. Terms offered by preferred lenders must be equally available to all of the Institution’s eligible students;
- f. The Institution’s financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months & make changes when appropriate;
- g. The Lender List shall include comparative information for listed lenders, including interest rates, origination fees & repayment terms, including all information required by the DOE’s Model Disclosure Form for presentation of information required by the federal Truth in Lending Act (TILA);
- h. The Lender List shall include information on the maximum amount of federal grant and loan aid available to students;
- i. The Lender List shall disclose all types of financial aid that may be available from the Institution;
- j. At least three unaffiliated lenders for federal loans and two unaffiliated lenders for private loans shall be listed (periodic reviews of the DOE lender affiliation webpage shall be conducted in order to determine affiliation status of all listed lenders); if one or more lenders withdraw and fewer than three unaffiliated lenders remain, then the Institution shall cease to use a preferred lender list and instead shall only offer contact information for all lenders willing to make loans;
- k. If any lender listed is affiliated to another lender on the list, such affiliation shall be disclosed on the list;
- l. No lender will be included which has offered any payments or other benefits to the Institution to seek preferred status;
- m. No lender will be included which is known to sell its loans to another lender but has not disclosed such relationship;
- n. No lender shall be included which offers prizes or other benefits to students for applying for loans; and

- o. No lender shall be included which makes unsolicited mailings of loan applications to students.

9. LOAN PROCESSING ARRANGEMENTS:

- a. The Institution shall not use any software or processing system or practices that create a ‘default’ arrangement through which a student borrower is automatically referred to any one or more federal or private student lenders, whether or not any such lenders have been designated by the Institution as ‘preferred lenders.’
- b. The Institution shall not use any financial aid processing or packaging practices that delay certification of borrowers choosing federal or private student loan lenders not on the Institution’s Lender List.

10. FEDERAL AND PRIVATE COMPARISONS:

If the Institution provides students with information on loans from private lenders, it shall provide each student with a separate written reminder of the potential availability of federal student loans and a written comparison of the principal terms of such loans to the principal terms of federal student loans, including eligibility conditions, interest rates, origination fees, and repayment options & terms.

11. LIMITATIONS ON STUDENT INFORMATION DISCLOSURES:

In the absence of a signed authorization from specific students or parents (in the case of minors) or documentation showing that the specific students or parents have filed an application with a specific lender, the Institution shall not disclose any information about the financial needs, resources and loan options or considerations of its students to any prospective lender or to any other person or entity, excluding those entities and persons to which disclosure is authorized under FERPA statutory and regulatory provisions.

12. PREFERRED LENDER LIST DISCLOSURES:

The Institution shall annually give written disclosure to the U.S. Secretary of Education and to students about all lenders selected for inclusion on any Preferred Lender List published by the Institution, explaining the reasons why the lenders were selected, identifying the student benefits they provide, and providing the Model Disclosure Form information and (If required by state law) shall provide the same written report to any state education department with oversight of the Institution.

13. PUBLICATION OF CODE:

A copy of this Code shall be provided at least annually to all employees of the Institution, each of whom shall be required to sign a written certification confirming that he/she has received and read the Code. This Code shall be posted on the Institution’s website and, upon request; a paper copy of the Code shall be given to all students either in written mailings or email notices.

VOTER REGISTRATION POLICY

Lancaster Beauty School is located in the State of California and the Department of Motor Vehicles in this state has enacted the motor vehicle/voter registration provisions of the National Voter Registration Act. In addition, the institution will provide voter registration cards in the administration office.

No student will be allowed time off for holidays other than the above specified. If a student misses school for any other holidays, the time off will be considered absent hours.

GAINFUL EMPLOYMENT INFORMATION

COSMETOLOGY-CIP CODE -12.0403

MEDIAN LOAN DEBT – 8662.50

PROGRAM GRADUATED ON TIME – 34%

SOC CODE – 39-5012.00

MANICURING – CIP CODE - 12.0499

MEDIAN LOAN DEBT - \$0.00

PROGRAM GRADUATED ON TIME – 29%

SOC CODE – 39-5092.00

ESTHETICIAN – CIP CODE – 12.0401

MEDIAN LOAN DEBT - \$3666.00

PROGRAM GRADUATED ON TIME – 25%

SOC CODE – 39-5094.00

BARBER – CIP CODE – 12.0402

MEDIAN LOAN DEBT - \$12,000.00

PROGRAM GRADUATED ON TIME – 60%

SOC CODE – 39-5011.00

FOR INFORMATION REGARDING OCCUPATIONS VISIT

The Department of Labor's O*NET at
www.onetonline.org

LANCASTER BEAUTY SCHOOL RULES AND REGULATIONS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. She/he treats clients, instructors, and fellow students with courtesy and awareness. She/he is constantly taking time to follow rules of good grooming and proper sanitation. The following rules are important. If you disobey them, you may be dismissed from the school. None of these rules are "picky" or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional designer you want to be.

The school is closed on the following legal holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
July 4 th Break	Christmas Break

At all times, clock in upon entering the school and clock out upon leaving the school. This rule applies to the lunch periods also. After six (6) hours of attendance, you must take a 30-minute break. The clock-in procedure is necessary to meet the State Board requirements for documenting the number of hours you are in school. Clocking in when you are not actively engaged in Cosmetology on the school premises is also considered fraud. Students who leave the premises without clocking out will be subject to suspension or withdrawal. You must clock in and out.

Remembering to clock in and out is the student's responsibility. Each student must clock in and out as this is the only method of recording time.

When you clock out for lunch, you must also sign out at the desk. You must also have your instructor's permission before leaving your assigned area. It is extremely important that you clock out as directed. A student who does not respond to a page from the desk and is clocked in will be clocked out for the day. If you arrive late in the morning, you will not be allowed to clock in until after the theory class is completed.

Applied effort must be signed for daily by both the instructor and the student. In order to receive credit, applied effort slips must be turned in to the office in accordance with instructions received.

Any schedule other than days (40 or 30 hours per week), high school schedule (22 hours) or nights (25 hours per week), must be approved in advance by the office.

All students are to attend five hours of theory per week. A minimum of 1/4 hour of sanitation must be completed daily by each student. Clean up assignments are a part of your training as required by the State Board of Cosmetology in their rules and regulations. Each student is required to do their part as assigned.

All students must have approved equipment and textbooks with them at all times. The school cannot be responsible for your property if lost or stolen. We recommend that you mark all of your equipment and personal belongings with your name or initials. Students must provide their own lock for their locker when it is assigned.

No student is allowed to perform any service without a sales slip from the desk. Students must escort their clients to the front desk to pay for their services upon the completion of those services. All students must pay student prices for beauty supplies used for personal use. You must pay for your products in advance and give your sales slip to an instructor before receiving any product.

For any personal services performed on family or friends on the premises, the full service price will be paid. There are no discounts offered for friends or relatives of students.

No drugs or alcoholic beverages are allowed on the premises of any Cosmetology school within the State of California. Any student found in violation of this rule will be dismissed immediately.

No weapons are allowed in the school or on the school premises

No eating, drinking, or smoking is permitted on the clinic floor or during any classes.

No visitors are allowed in the school.

If you are absent, you must report the reason to the office. The office must be notified before your session starts (before 8:30 a.m. or 5:00 p.m.). The office must be notified every day you are not in attendance or if you are going to be late. Notify the school as far in advance as possible about scheduled appointments made during school so the school can reschedule your appointments. All hours missed with the exception of leaves of absence will be deducted from allotted hours students are able to miss. A student not in attendance on Saturday without consent or a doctor's excuse will be suspended from school for three (3) days. Saturday students who are not in attendance by 10:00 a.m. will be suspended for three (3) days also. Any night student not in attendance on Friday or Monday nights without a doctor's note to verify the absence will be suspended for three (3) days.

Prior consent for absence for a day student (Saturday), or absence for a night student (Monday or Friday night) must be in writing to the office well before the date of the absence, or the student will be suspended for three (3) days. Exceptions will be determined by the administrative office and reviewed on an individual basis.

Leaves of absence will be granted by the school when in the estimation of the school director, if it is in the best interest of the student and his/her education. A leave of absence will be granted for an extended illness substantiated by a doctor's note or a death in the immediate family. During a leave of absence, you must vacate your station and locker. Personal effects left in the lockers after 30 days will be removed, and the school assumes no responsibility for these items. They will be disposed of in any way convenient.

In order to maintain satisfactory progress in school, you must have good attendance monthly and a grade point average of not less than 75% on your theory tests. Satisfactory progress is defined as follows: You must maintain an attendance average of 67% or above of the scheduled hours of attendance. If you fall below satisfactory progress, you may be withdrawn from school. Irregular school attendance may result in suspension or dismissal from the school.

Any student found to be involved in stealing from another student or from the school will be dismissed immediately.

Any student guilty of willful destruction of school property will be dismissed immediately.

Any student in direct violation of an instructor's direction may be suspended from school immediately.

Foul language is a characteristic of a limited vocabulary and will not be tolerated anywhere in the school.

A test is given after each chapter in theory is completed. If you miss a test, it is your responsibility to make up the test promptly. If you do not make up the test, it will count as 0 and averaged in with your theory grade. If you receive 0 on a test, it can drop your grade point average drastically. If this happens, it is nearly impossible to reestablish satisfactory progress. If you do not turn in outlines when due, 25 points will be deducted from your test grade.

Each student will be given a progress report each month. Please keep your reports as there will be a fee of \$5.00 to receive an additional report.

Students must park their vehicles on the side or back parking areas. The front parking is reserved for customers of the complex. The owners of the complex advise us that cars in violation of this rule will be towed. The school assumes no responsibility if this happens to you.

Personal work is not permitted on Saturday. In order to have personal work, you must be maintaining satisfactory progress. Students must have permission from their instructor to have personal work done. The student must be in theory, have their practical work and assignments done.

A lounge is provided in the school for students. Students must keep the lounge clean at all times. A dirty lounge will not be tolerated. Smoking is not allowed in the lounge or in any other part of the building.

At the end of each day, personal equipment that has been used must be sanitized and made ready for the next day. Stations, chairs, and mirrors must also be cleaned.

Your tuition must be paid promptly when due in accordance with your contract. The school reserves the right to interrupt training whenever a student is behind in the payment of tuition. All tuition and personal charges must be paid in full before you complete school.

The school receptionist is responsible for the efficient operation of the desk. No loitering by students will be allowed and no students are allowed behind the desk at any time for any reason unless authorized by the receptionist, instructors, or the school supervisor.

Changes to the appointment book will be made by the receptionist and instructors only.

Students will not be called to a business phone for personal calls unless they are of an emergency nature. We strongly recommend that you NOT have your friends, spouses, etc., calling several times each day you are here. Please be sure to talk to them about personal calls before you begin training.

UNIFORM POLICY

FEMALE AND MALE

WHITE OR BLACK PANTS - All white or all black cotton, polyester, or blend. Professional type. Scrubs. No knit, jersey, stretch, or stirrups. No sweat pants. Must be cleaned and pressed. Pants must be worn to the ankle. No elastic bottom pants or leggings. No jeans or denim. No skirts, shorts, or dresses. No stripes of any color or style.

WHITE OR BLACK SHOES - All black or white shoes. Must be SOLID black or white, no designs or markings. Nurse or professional leather type shoes. No high tops - must not go above the ankle. No canvas tennis shoes, no suede or absorbent material. Shoes must be worn totally on the feet. Shoes must be polished and clean. Shoes must be solid on the bottom, no heels or high shoes. No boots. No open heel, toes and top of foot must be covered, shoe must be solid. No slip ons or clogs. Shoe laces must match the color of the shoes.

BLACK OR WHITE SOCKS OR NYLONS - Nylons must be skin color or white. Socks must be solid white with white shoes and black with black shoes. Socks cannot be worn over the pants.

BLACK SMOCK - School brand - Black only. Uniform must be worn on the shoulders, arms through the holes. Buttoned and not

worn around the waist. Smock must be worn over all clothing. No alteration of the uniform. Pockets and sleeves must be kept intact.

BLOUSE OR SHIRT MUST BE WORN UNDER UNIFORM SMOCK -Blouse or shirt must be kept intact. No rips or tears. Breast, belly, and underarms must be covered by everyone. No bathing suits, tank tops or halter tops. Shirts must be tucked in and look neat if they are below your smock.

NO HATS, TURBANS, SCARVES, OR CAPS ALLOWED.

BADGES - MUST BE WORN AT ALL TIMES AND CANNOT BE ALTERED.

FOR ALL STUDENTS: Shoes must be polished and clothes must be clean and in good repair. Any student not in correct uniform will be dismissed from school.

All students will be given a Mock Board exam toward the end of training. These are scheduled in advance and you will be notified of the date when it is scheduled for you. Students not taking the scheduled test will be charged an additional \$300.00 to take a later test or an additional test due to failure. This test is given for your benefit to prepare you for the State Exam. You will not be allowed to graduate from the school until the Mock Board Exam has been taken and passed. The written test is \$25.00 if you fail twice. If you cancel, you will be charged the fee also.

There is a weekly attendance sheet at the front desk. Each week, your hours are posted on this sheet. Each week, you need to sign this attendance sheet to verify your weekly hours.

You must complete all clinical and theory work, required hours of training, all tests, pass all final exams, and have paid the school in full to receive your diploma, your proof of training or participate in a graduation ceremony.

No cell telephones, radios, TV's, cassettes, head phones or beepers are allowed at school. No blue tooth devices may be worn while in school.

Each student is issued a handout package on class start day. Students are responsible for retaining these handouts in their notebooks. The school will not replace any lost handouts. Additional handout booklets may be purchased for \$25.00.

Each student has the privilege at all times to confer with the School Director on school or personal problems which might affect their program of enrollment.

The school reserves the right to make any changes in the above rules and regulations at any time. The school will notify all students of any changes made to these rules by posting such changes on the bulletin board.