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LANCASTER BEAUTY SCHOOL

Catalog and Student Handbook

January 1, 2026 – December 31, 2026

44646 N. 10TH Street West
Lancaster, CA 93534
661-948-1672

lancasterbeautyschool.com

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LANCASTER BEAUTY SCHOOL

MISSION STATEMENT

The philosophy of Lancaster Beauty School (LBS) is to offer training to prepare successful graduates with the skills needed to secure employment in cosmetology arts and sciences, and /or other related fields, and/or unrelated fields. 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.

Both academic and career standards are maintained to assure graduates are capable 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 in their profession.

OWNERSHIP

Lancaster Beauty School is owned and operated by Strategic Global Solutions, LLC.

FACULTY & STAFF

The faculty and staff members have been carefully selected for their experience and dedication to students enrolled in programs at Lancaster Beauty School.

Staff

James Richardson	President/CEO
Patrick Richardson	Campus Director
Michelle Baron	Financial Aid Officer
Tatyana Mighty	Financial Aid Coordinator
Brittnie Lopez	Admissions Coordinator
Crystal Bailon	Administrative Assistant
Sequila Miller	Receptionist

Faculty

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.

Kyoko Fisher

Credentialed Vocational Education Instructor

- California State San Bernadino, CA
- Cosmetology License #KK16600
- Barber License #B81651
- Over 40 years of experience in cosmetology
- Over 14 years in barbering.

Marlene Daggs

Instructor

- Cosmetology License #KK16600
- Barber License #B101177
- Over 35 years of experience in cosmetology.

Marisela M. Basulto

Instructor

- Cosmetology License #KK361168
- Barber License #B87623
- Over 25 years of salon experience Over 10 years of instructional experience

Adrian Manzano

Instructor

- Barber License # B111071

Tracy Branch

Instructor

- Cosmetology License #KK464354

Fatima Khan

Instructor

- Cosmetology License #KK596120

Jose Navarro
Substitute Instructor
- Barbering License #B101834, Cosmetologist License #KK605476
- AA in Social Behavioral Science from AV College
- Teaching Education classes from Cal State Bakersfield

Casey Ferguson
Substitute Instructor
- Esthetician License #Z120133

Deborah Luna
Substitute Instructor
- Cosmetology License #KK594551
- Esthetician License #Z119293

Tennille Gossom
Substitute Instructor
- Esthetician License # Z83780

HISTORY

The Lancaster Beauty School was founded in 1960 by Gail Miner to provide the Antelope Valley with a quality educational and training program in all phases of cosmetology. The school was purchased by Strategic Global Solutions in 2022.

FACILITIES AND EQUIPMENT

Lancaster Beauty School is located at 44646 N. 10th Street West, Lancaster CA 93534 close to the center of town. Lancaster Beauty School has a Secondary facility (satellite) located at 44640 N. 10th Street West Lancaster, CA 93534 and an additional classroom space at 44634 N. 10th St. West Lancaster, CA 93534. The school has a parking area of over 36,000 square feet. In the school there are designated areas for freshmen, clinic work, theory, manicuring, and esthetics. There are also a student lounge, patio, and 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 N. 10th Street West

The school's facilities and equipment are well maintained and functional. The school provides each student with 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, mannequin, 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.

Lancaster Beauty School is wheelchair accessible and has handicapped accessible restrooms available. Each area in the school has a refrigerator to accommodate students' food and drink.

School Parking

Students must park their vehicles in 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.

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 $1771.00 per month.

LIBRARY and OTHER LEARNING RESOURCES

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

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

Lancaster Beauty School 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 Cosmetologists, Barbers, Cosmetology Instructors, Manicurists, and Estheticians. The School is also approved or registered with agencies that provide financial or other assistance to students:

- State Department of Rehabilitation
- United States Department of Education
- Board of Barbering and Cosmetology www.barbercosmo.ca.gov

Lancaster Beauty School's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 93834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or (916) 574-8900 or by fax (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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website: 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 it under federal law.

ACCREDITATION

Lancaster Beauty School is accredited by the National Accrediting Commission of Career 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 Title IV Financial Aid Programs, allowing qualified students to receive financial assistance for tuition and other costs.

The address of the National Accrediting Commission of Career Arts and Sciences is 3015 Colvin Street, Alexandria, VA 22314 (Ph. 703- 600-7600; www.naccas.org).

Policy for Student Review of Institution's Approvals

Upon request from an applicant, student, and/or parent, Lancaster Beauty School will show the individual the school's approvals. The applicant can also access the agencies listed below at their websites for current information regarding the School and its approvals.

- National Accrediting Commission of Career Arts and Science: www.naccas.org
- Bureau for Private Postsecondary Education: www.bppe.ca.gov
- Board of Barbering and Cosmetology: www.barbercosmo.ca.gov

VA BENEFITS: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill

ADMISSIONS

ADMISSION POLICY

General Admission Requirements. Entrance is open to career-minded people who would be able to obtain and utilize the skills taught and become employed. Lancaster Beauty School does not have program-specific admission requirements for Cosmetology, Barbering, Advanced Manicuring, Manicuring, Esthetician. However LBS offers a 600 clock hour Teacher Training program which would require as a pre-requisite for admission a practitioner diploma in the related field. The following admission requirements apply to all prospective students seeking admission to any program offered by Lancaster Beauty School:

- Provide documentation of having a high school diploma, official transcript showing secondary school completion, GED, or its equivalent.
- Provide evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

For information on completing a 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 out their website: www.gedtestinglocations.com.

Ability-to-Benefit (ATB) Policy

Lancaster Beauty School does not accept Ability-to-Benefit (ATB) students.

Non-Discrimination Clause

Lancaster Beauty School does not discriminate based on age, race, color, sex, religion, ethnic origin, disability, religion, veteran status, 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.

Grounds for Termination

I agree to Comply with the rules and regulations and understand that Lancaster Beauty School shall have the right to term in this contract and my enrollment at any time for violation of the rules and regulations as outlined in the catalog. I underst that Lancaster Beauty School reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

Re-Enrollment

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

If the student re-enrolls within 180 days, the student will return with the same ID number. If they enroll after 180 days, the student will return with a new ID number. Satisfactory academic progress will follow the student upon re-enrollment if they enroll in the same program. If the student was on warning when they left, the student will be put on warning when they return.

The student will be charged for the hours remaining at the rate of tuition in effect when they return, a $75.00 application fee, and the retail price for books or equipment needed for their training. The student will need to have books and equipment or purchase them.

English Proficiency and Visa Services

Lancaster Beauty School does not offer visa services to prospective students from other countries or English language services. Lancaster Beauty School does not offer English as a Second Language instruction. English Proficiency: Student must have the ability to speak and perform in English; We reserve the right to request the Test of English as a Foreign Language (TOEFL) "competent level" documentation.

Articulation Agreements

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

Vaccination Policy

No vaccinations are required.

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 in California with a valid, original Proof of Training from that institution that is approved by the California Board of Barbering and Cosmetology. The tuition will be prorated for the hours remaining, plus an application fee of $75.00 and the STRF fee. Any additional equipment or books will be charged for. All other qualifications for admission must be met.

Lancaster Beauty School does not award credit for experiential credit, challenge examinations, or 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 the institution to which you may seek to transfer. Acceptance of the diploma you earn at Lancaster Beauty School in any one of the educational 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 school are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this school 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.

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 they 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 requirements 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
Out-of-country applicants have the same requirements as out-of-state applicants.

GRADUATION

GRADUATION REQUIREMENTS

General graduation requirements for all students include:
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 Exam. The student must also have been in attendance for the required number of clock hours as set forth in the course of instruction. Students will not graduate if there are any outstanding balances or past due financial obligations to the institution.

Program-specific graduation requirements are as follows:
Cosmetology requirements for graduation are completion of clock hours and the minimum requirements of Theory and Operations listed in the Curriculum.

Barbering requirements for graduation are completion of 1000 clock hours and the minimum requirements of Theory and Operations listed in the Curriculum.

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

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

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

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

Hairstyling Hybird requirements for graduation are completion of 600 clock hours and the minimum requirements of Theory and Operations listed in the Curriculum

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

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. Per the requirements of the Board, a Proof of Training will also be issued upon request. All fees due to the school must be paid in full before the school will release Proof of Training.

Lancaster Beauty School has the right to withhold transcripts and grades for nonpayment of tuition.

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

REQUIREMENTS for STATE LICENSING and 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, have completed the 10th grade or equivalent, have a Social Security card and government-issued photographic identification.

You will also need to provide background information to the Board of Cosmetology regarding any conviction(s), professional license or registrations that have been denied, suspended, revoked, or placed on probation. Contact the Board of Barbering and Cosmetology for additional information at www.barbercosmo.ca.gov

Effective January 1, 2022, the practical exam is no longer required for all license types. The Board began offering the national examination developed by PSI services for all license types.

Candidates only need to pass the written exam to become licensed. Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice.

DISCLOSURE OF EDUCATION RECORDS

Lancaster Beauty School complies with the Family Educational Rights and Privacy Act (FERPA).

Students and parents or guardians of 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 school. 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 except for accrediting commissions or governmental agencies so authorized by law. There may be a charge for documents copied and/or completed.

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

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

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

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 rights to students and parents/guardians of dependent minors. 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
6. the school.
7. NACCAS staff, commissioners and evaluators for NACCAS.
8. U.S. Department of Education.
9. Persons who need to know in case of health and safety emergencies.
10. State and local authorities, within a juvenile justice system, pursuant to specific state law.
11. 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 filing cabinets.

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 six 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 any time.

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

ACADEMIC POLICY

SCHEDULE and CALENDAR

A student may commence training approximately every two weeks. This start schedule is possible because our freshman classes are based primarily on a weekly cycle. Graduation occurs following the required number of hours as specified for each training program. If a program is full, the start dates are subject to change.

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

Cosmetology classes begin every week.
Hairstyling classes begin every week.
Manicuring classes begin every week.
Advanced Manicuring classes begin every week.
Esthetician classes begin every twelve (12) weeks.
Barbering classes begin every week.
Teacher Training Courses are currently not being offered.

A special holiday may be declared for special or emergency reasons. Holidays of all religious beliefs may be respected and allowed; however, you will accumulate absent hours.
Students are not allowed to miss contracted hours. 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.

GRADING METHODS and REPORTS

Lancaster Beauty School maintains complete records on each student and graduate for reference, as required by law. All students in all programs will receive a complete Theory and Practical test prior to program completion. The test simulates the 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 is graded monthly on their practical work, appearance, and attitude. The grading system used by the school is as follows:

Percentage	Letter Grade	Signifying
94 - 100%	An	Outstanding
87 - 93%	B	Above Average
80 - 86%	C	Average
75 - 79%	D	Below Average
Below 75%	F	Failing

Progress Reports
Written progress reports are maintained by the school. These reports are given to each student at the end of each month. Each report retained will be presented to any student that requests additional report of this record(s) in the future at a fee of $5.

Tests
An examination will be given after completion of each chapter or term of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next test date or available schedule.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment., It is applied consistently to all students enrolled within a specific course and within the same schedule (full time and part time). This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Science (NACCAS) and the federal regulations established by the United States Department of Education.

Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds.

DEFINITION:
At Lancaster Beauty School, satisfactory progress is defined by both cumulative quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study and must meet the following criteria.
A grade point average of 75% or above.
An attendance average of 67% or above of the scheduled hours of attendance.

MAXIMUM TIME FRAME-A student must complete the educational course or program that is no longer than I ½ times or 150% of the approved length of the educational course or program based on 100% attendance schedule measured in clock hours. The maximum time frame for each course is listed below:

COURSES
Cosmetology - 1000 hrs. (30 hrs. per week) Completion time 50 weeks 1500 hrs.
Barbering - 1000 hrs. (30 hrs. per week) Completion time 50 weeks 1500 hrs.
Cosmetology - 1000 hrs. (25 hrs. per week) Completion time 60 weeks 1500 hrs.
Barbering - 1000 hrs. (25 hrs. per week) Completion time 60 weeks 1500 hrs.
Manicuring-400 hrs. (24 hrs. per week) completion time 25 weeks 600 hrs.
Advanced Manicuring- 600 hrs. (24 hrs. per week) completion time 37.5 weeks. 900 hrs.
Teacher Training - 600 hrs. (30 hrs. per week) completion time 30 weeks. 900 hrs.
Esthetician - 600 hrs. (24 hrs. per week) completion time 37.5 weeks 900 hrs.
Hairstyling- 600 hours (24 hrs per week) completion time 37.5 weeks 900 hours

Students who exceed the maximum time frame shall be terminated from the program and thereafter would be permitted to re-enroll in a program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

ACADEMIC YEAR AND ATTENDANCE EVALUATIONS

Program	Academic Year	FT Academic Weeks (days)	FT Academic Weeks (nights)
Barbering	900	26	26
Cosmetology	900	26	26
Advance Manicuring	900	26	
Manicuring	900	26	
Esthetician	900	26	
Teacher Training	900	26	
Hairstyling	900	26	

Qualitative factors determine academic performance using grades, and /or work project completed and/or comparable factors measurable against a norm. Progress Evaluations are issued to the students for each payment period:

EVALUATION PERIODS
Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Course	Evaluation Period	Clock hours	Full-Time Weeks
Barbering, Cosmetology	1st	450	13
	2nd	900	26

Course	Evaluation Period	Clock hours	Full-Time Weeks
Esthetician	1st	300	12.5
	2nd	600	25

Course	Evaluation Period	Clock hours	Full-Time Weeks
Manicuring	1st	200	8.33
	2nd	400	16.66

Course	Evaluation Period	Clock hours	Full-Time Weeks
Advanced Manicuring	1st	300	12.5
	2nd	600	25

Course	Evaluation Period	Clock hours	Full- Time Weeks
Teacher Training	1st	300	10
	2nd	600	20

Course	Evaluation Period	Clock hours	Full- Time Weeks
Hairstyling	1st	300	12.5
	2nd	600	25

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
Transfer Hours
Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution and do not include transfer hours.
Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of

evaluation ensures that students have had at least one evaluation by midpoint in the course.
All evaluations will be completed within seven business days following the established evaluation points.
Grading Policy for Theory and Practical:

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

Students who meet a minimum of 75% average in both Theory and Practical and they also meet a minimum of 67% attendance are deemed as making satisfactory progress until their next evaluation.

Theory example: Subject-Bacteriology -Test I 00 Points possible -Homework I 00 Points possible; test 75 Points earned. Homework I 00 Points earned= 80% B

- Practical Example: Permanent Wave -IO steps -IO Points possible. Permanent Wave IO steps completed; 8 Points earned= 80% B
- Attendance Example: 750 hr. earned; 800 hr. possible= 94% A

LEAVE OF ABSENCE:
Should a student find it necessary to be out of school for an extended period, a leave of absence should be requested in writing. If the student is not making satisfactory progress before the interruption of training, the student will resume his/her training in the same status as prior to the interruption. During an approved leave of absence, the student may receive Pell that was already earned, but Direct Loan disbursements cannot be made. The leave of absence must be approved by the school. In the case of an emergency the school MAY grant a leave of absence for up to 180 days with documentation. A leave of absence extends the contract period and maximum time frame by the same number of days taken on the leave of absence.

PROGRESS EVALUATIONS
Students who meet the minimum requirements for attendance and academic performance at the time of evaluation will be considered making satisfactory progress until the next evaluation. All students will be notified in writing and will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. If there is any impact of the student eligibility for financial aid the student will be notified. Satisfactory progress evaluations are based on actual hours completed. A signed copy will be maintained in the students' file which they may review upon request. Student must meet attendance and academic requirements on at least one evaluation by mid-point of the academic year or the course/program whichever is sooner. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING
Students who fail to meet minimum requirements for attendance or academic progress are placed on WARNING and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During this time frame the student will be considered as making satisfactory progress and financial aid funds can be disbursed to eligible students. If at the end of the warning period, the student still has not met both the attendance and academic requirements the student may be placed on probation and if applicable student(s) may be deemed ineligible to receive Title IV funds.

Student(s) may meet the requirements in the following ways.
Theory -Turn in all missing homework assignments only (I) one make-up test is given therefore if that is missed the instructor will assign an outline on subject.

Practical - Practical assignments will be issued to students. Evaluations are done by practical evaluations of each step and student's 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 a student fails to meet minimum requirements all financial aid will be terminated.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the

decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive Title IV funds.

The institution must determine that the student did not make satisfactory academic progress during the warning or previous evaluation period. The student prevails upon appeal of a negative progress determination prior to being placed on probation. The institution determines that the standards can be met by the next evaluation and develops an academic plan for the student to follow. The institution must monitor that plan closely.

APPEAL PROCEDURE
The appeal will be reviewed by the Director and a determination will be made. All decisions on appeal are final. Appeals regarding SAP must be made within 10 calendar days of the negative determination. The student may re-establish eligibility for financial aid by meeting the minimum attendance of 67% and minimum academic requirement of 75%. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and be reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHING ELIGIBILITY
Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

COURSE INCOMPLETES, REPETITIONS, AND NON-CREDIT, REMEDIAL COURSES
Course incompletes, repetitions, and non-credit remedial do not apply to this institution, therefore, these items have no effect upon the school's satisfactory progress standards.

RE-ENTRY STUDENTS
If a student re-enters the institution, they will enter in the same progress status as when they left. All previous hours and grades are counted.

TRANSFER OF HOURS
Transfer hours will be considered when determining the maximum time frame for completion of the program. Transfer hours that are accepted are counted as both attempted and completed hours for determining what the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

COURSE INCOMPETES, WITHDRAWALS OR REPETITIONS
Repetitions and incompletes do not apply to this institution. If the student withdraws from the program, the student's maximum time frame is normally not affected but the students will return in the sane satisfactory academic progress status at the time of withdrawal. This could affect the student's financial aid eligibility if they were to return.

ATTENDANCE POLICY

Students are expected to attend school on their contracted schedule. Students are considered to be making satisfactory progress if they attend a minimum of 67% of scheduled hours per month.

Because the courses are based on hours, missing school necessitates a postponement of a student's anticipated completion date. Each hour missed extends their program length. To graduate, students must complete all hours for the courses they are enrolled in. Hours may be made up with the approval of the administrative office.

Tardy

If a student clocks in after 8:31 a.m., they are deemed tardy, and will not receive time for class. The student may clock in after 8:31 but will receive time as early as 10:00 a.m. for the respective day. Students will not be able to attend class if they have not arrived prior to 10:00 am. Students are required to notify the school if they have planned with the school to be late.

If a student is absent 14 consecutive calendar days and has no communication with the school, then the student will be terminated.

Absence
There are no excused absences. If you are absent, you must report the reason to the administrative office. The office must be notified before your session starts (before 8:30 am, 1:30pm, or 5:00 pm). The administrative office must be notified every day that 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 hours so the school can reschedule any of your possible Cosmetology/ Barber/ Manicuring/ Esthetician appointments. Any absences will go toward your accumulative absent hour total, and you will be subject to your contact hourly charge.

A student not in attendance or in school by 8:30am on Saturday without consent or a doctor's excuse will be suspended from school for three (3) days. 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.

Make-Up Work
Students who are absent must make arrangements to complete the missing hours, training, and any tests/exams. The arrangements must be made with the instructor and the assignments must be completed within the respective time assigned by the instructor.

Clock Hours
Each student is registered in a student information system which tracks student attendance through QR codes and other independent identifying information. At all times, students must clock in upon entering the school and clock out upon leaving the school. This applies to the lunch period as well. 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 your Cosmetology, Barbering, Teacher Training, Manicuring or Esthetician program on the school premises is considered fraud. Students who leave the premises without clocking out will be subject to suspension or dismissal from the program. You must clock in and out.

When you clock out for lunch, you must notify the receptionist at the front desk. You must also have your instructor's permission before leaving your assigned area. It is extremely important that you clock out as directed, as any student who does not respond to a page from the desk but is clocked in will be clocked out for the day. The clock will remove a half hour for lunch if you are in attendance over 6 hours in a day.

Alternate schedules must be approved in advance by the administrative 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 California Board of Barbering and Cosmetology in their rules and regulations. Each student is required to do their part as assigned.

Procedure for Keeping Account of Student Records
The digital time clock is downloaded to the school's computer to collect the data, which is processed weekly. Attendance records are updated periodically and available in the student mobile app for review.

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 their account

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is defined as temporary interruption in a student's program of study. LOA refers to the specific period during a program when a student is not in attendance.

It is the policy of Lancaster Beauty School that students may request a leave of absence (LOA). The request must be made in writing,

prior to the leave of absence along with the reason as demonstration of medical, physical or mental hardship affecting the student or family member or loved one of the student, and signed by the student. The leave of absence must be approved by the school.

Exceptions for LOA

The school may grant the LOA to a student who did not provide the request prior to the LOA for unforeseen circumstances that prevent the student from doing so. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if –

a. The institution documents the reason for its decision.
b. The institution collects the request from the student at a later date; and
c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

In the case of an emergency the school may grant a leave of absence for up to 180 days with documentation. An LOA extends the contract period and the maximum time frame by the same number of calendar days taken on the leave of absence. If the student was not making satisfactory progress before the interruption of training, the student will resume their training in the same status as prior to the interruption. During an approved leave of absence, the student may receive Pell Grants that were already earned, but Direct Loan disbursements cannot be made.

- The following policies apply to all Leaves of Absence
- Approval of the student's request for an LOA is in accordance with the institution's policy.
- The student can take multiple leaves of absence.
- The total of all LOAs may not exceed 180 days in any twelve (12) month period.
- Students will not incur any additional tuition charges during any LOA.
- There must be a reasonable expectation that the student will return from the LOA.
- In the event the student does not return from an LOA, any refunds due will be made to the appropriate financial aid programs within 45 days of the date the student was scheduled to return.
- A Contract Addendum must be signed by the student and the institution to extend the contract completion date by the same number of calendar days taken in the LOA. The student is still enrolled during an LOA; no refund calculation is required.
- If a student does not return to the institution at the expiration of an approved LOA, the student's withdrawal date is the date of the student's last day of attendance.
- Student will be withdrawn if takes an unapproved LOA

STUDENT SERVICES

Job 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 support 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 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. As salons call the school and ask for qualified applicants to apply for employment, Lancaster Beauty School lists the salon name, date, contact person, phone number, and type of employment available. Graduates may consult the list as they conduct their job search.

Employment Disclaimer

Lancaster Beauty School students have widely different career aspirations and goals. Each student is a unique learner and person. While Lancaster Beauty School makes every effort to assist each student in finding employment in their chosen field within 6 months of graduation, Lancaster Beauty School does not guarantee employment. Factors unique to each student, that can limit employment opportunities include, but are not limited to:

- Conviction of a felony or serious misdemeanor.
- Physical condition or health issues that prevent or hinder employment.
- Geographic limitations and inability to relocate.
- Poor work history.
- Poor language skills or communication barriers.

- Unique personality traits such as fear of heights or of working in small workplaces.
- History of or current substance abuse.
- Personal bankruptcy.
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee.

Lancaster Beauty School has a long and proud tradition of helping students enter and succeed in the Cosmetology career fields. Your unique situation may aid or hinder your career.

Externship Programs
Lancaster Beauty School does not allow externship.
Student Lockers and Personal Items
Students are responsible for their own personal property. Lancaster Beauty School is not responsible for the loss or theft of any items. All articles should be labeled with a permanent marker or engraved with the student's name. All personal belongings and all valuable equipment, including purses, money, makeup, etc., should be kept in the locker.

The student must provide their own lock for their locker. Upon graduation or a leave of absence, you must vacate your station and/ locker. Personal effects or equipment 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.

STUDENT CODE of CONDUCT

Professionalism
Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. They treat clients, instructors, and fellow students with courtesy and awareness. They are constantly taking time to follow the rules of good grooming and proper sanitation. The following code of conduct is important. If you do not follow the code, you may be dismissed from the School. This code reflects the level of conduct you will be expected to maintain throughout your career. The best way to begin your career is to act like the professional designer you want to be.

Foul language will not be tolerated anywhere in the school.

School Uniform

Shoes must be polished or cleaned regularly to ensure cleanliness. Any type of boots or high heels are not acceptable school shoes. The entire foot must be covered for safety.

Clothing must be kept clean and in good repair. Jackets or sweaters over the smock are not allowed. No jeans, leggings, or sweatpants. Cotton or polyester pants only. Pants must be ankle length; pedal pushers or capris are not acceptable.

Lancaster Beauty School does not tolerate the showing of breasts, belly, underarms or butt. Your smock cannot be altered or changed. You will be dismissed immediately if you are not in the correct uniform.

The uniform all students will need to start their training for all programs at Lancaster Beauty School includes the following:
- Black Scrub (Nurse-type) Pants
- Black Leather-type Shoes
  - No slip-ons
  - Foot must be covered.
- Black Smock and Shirt or Blouse
- Black Socks or Nylons

Only professional clothing is allowed. No gym clothes are permitted.

Reception
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 on 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.

Equipment and Supplies
All students must always have approved equipment and eBooks with them.

Each student is issued all of the respective eBooks, software, and equipment at the beginning of their training. It is your responsibility to bring your equipment every day. The school will not replace any lost property. You will have to replace it.

You will be issued a name tag when you pass your freshman exam. You are required to wear your badge and the replacement cost is $20.00. The badge cannot be altered in any way.

Salon Services and Personal Services
No student can perform any service without a sales slip from the desk. 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 services performed on family or friends, the full-service price will be paid. There are no discounts offered for friends or relatives of students.

Personal work is not permitted on Fridays. To have personal services, you must have been in theory all the week prior, practical's must be completed and in attendance all day Saturday (Day Students) or Friday (Night Students). Students must have permission from the receptionist and their instructor to have personal work done.

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

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 who creates discord or disruption of the overall institution may be terminated.

No radios, TV's, IPOD's MP3, Players, DVD players or headphones are allowed at school. No blue tooth devices to be used while in school. You may use your laptops, tablets or mobile devices if you are working on your education in your specific discipline that you are enrolled for.

No space heaters or fans allowed.

No eating, drinking, or smoking is permitted on the clinic floor. We provide a lounge for students to eat and drink in.

At the end of each day, personal equipment that has been used must be sanitized and made ready for the next day. This should be done when you are not busy with a client and should not take more than 10 to 15 minutes. This will be done during your scheduled hours, not after hours. Stations, chairs, and mirrors must also be cleaned.

A lounge is provided in the school for students. It is always the student's responsibility to keep the lounge clean. A dirty lounge will not be tolerated. Smoking is not allowed in the lounge or in any other part of the building.

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.

Friends and family are not allowed in the school when not receiving services.

You must be applying yourself to your training while on the clock. Hours are not received for outside pleasures.

The school reserves the right to make any changes in the above code of conduct at any time. All students will be notified of any changes made to the code of conduct.

FINANCIAL POLICIES

TUITION and FEE SCHEDULES

Cosmetology Fees

Application Fee	$75.00
Tuition	$15,000.00
Tools/Kits/Books	$3,000.00
STRF*	$0.00
BREEZE	$125.00
Total**	$18,200.00

Course Completion: Approx. 30-34 Weeks

Barbering Fees

Application Fee	$75.00
Tuition	$15,000.00
Tools/Kits/Books	$3,000.00
STRF*	$0.00
BREEZE	$125.00
Total**	$18,200.00

Course Completion: Approx. 30-34 Weeks

Esthetician Fees

Application Fee	$75.00
Tuition	$9,000.00
Tools/Kits/Books	$2,000.00
STRF*	$0.00
BREEZE	$115.00
Total**	$11,190.00

Course Completion: Approx. 25 Weeks

Manicuring Fees

Application Fee	$75.00
Tuition	$6,000.00
Tools/Kits/Books	$2,000.00
STRF*	$0.00
BREEZE	$110.00
Total**	$8,185.00

Course Completion: Approx. 10-16 Weeks

Advanced Manicuring Fees

Application Fee	$75.00
Tuition	$9,000.00
Tools/Kits/Books	$2,000.00
STRF*	$0.00
BREEZE	$110.00
Total**	$11,185.00

Course Completion: Approx. 25 Weeks

Teacher Training Fees

Application Fee	$75.00
Tuition	$9,000.00
Tools/Kits/Books	$700.00
STRF*	$0.00
Total**	$9,775.00

Course Completion: Approx. 20 Weeks

Hairstyling Fees	
Application Fee	$75.00
Tuition	$9,000.00
Tools/Kits/Books	$2000.00
STRF*	$0.00
BREEZE	$110.00
Total**	$11,985.00

Course Completion: Approx. 25 weeks

** Effective April 1st, 2024 , the Students who meet the California Student Tuition Recovery Fund criteria are required to pay $0.00 for every $1,000.00 rounded to the nearest $1,000.00.*
*** Estimated charges for the period of attendance and the entire program.*

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 School Director.

Extra-Instructional Charges
Students are not allowed to miss any hours. If training is not completed by the contracted time limit, all students are charged the current hourly rate of tuition at the rate of tuition on the contract**:**

Programs	Extra-Instructional Charges
Barbering	$15.00 per hr.
Cosmetology	$15.00 per hr.
Advance Manicuring	$15.00 per hr.
Manicuring	$15.00 per hr.
Esthetician	$15.00 per hr.
Teacher Training	$15.00 per hr.

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 currently attending students.

Terms of Payment
Cosmetology: A payment of $9,100.00 is required at the time of enrollment. The balance of tuition is to be paid in six (6) monthly installments of $1,516.67.

Barbering: A payment $9,100.00 is required at the time of enrollment. The balance of tuition is to be paid in six (6) monthly installments of $1,516.67.

Esthetician: A payment of $5,595.00 is required at the time of enrollment. The balance of the tuition is to be paid in four (4) monthly installments of $1,398.75 each.

Manicuring: A payment of $8,185.00 is required at the time of enrollment.

Advanced Manicuring: A payment of $5,592.50 is required at the time of enrollment and four (4) monthly payments of $1398.13 each.

Teacher Training: A payment of $4,887.50 is required at the time of enrollment and four (4) monthly payments of $1,221.88 each.

Hairstyling: A payment of $5537.50 is required at the time of enrollment. The balance of the tuition is to be paid in four (4) monthly installments of $1,384.38 each.

Methods of Payment
Acceptable methods of payment of monies owed to the school are: cash, credit cards, money order, check, and/or Title IV funds.

Additional Fees

An additional unifom1 smock can be purchased at Lancaster Beauty School for $45.00. There is an optional extra class for the Cosmetology students to attend. The class is an additional two weeks in the Skin Care Department and carries a lab fee of $200.00. Students can expect to purchase additional tools, equipment and supplies to enhance their learning and course experience. These costs are optional and not mandatory. The total charges of additional tools, equipment, and supplies should not exceed $650.00. Lancaster Beauty School is not responsible for any additional fees, costs, or expenses associated with any third party regarding the funding or financing of student education. Lancaster Beauty School receives a net amount of the tuition paid and students are responsible for the costs and fees associated with the financing of their education.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

FINANCIAL AID PROGRAM

Lancaster Beauty School participates in Title IV programs, including the Pell Grant Program, 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: 013010-00

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/

Cal Grant
Cal grants are state funded, need- based, cash grants given to California Higher education students to assist them with their tuition costs. To qualify, you must apply for the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) by the deadline and meet the eligibility and financial requirements as well as any minimum GPA requirements.

Supplemental Educational Opportunity Grant
This program is for students with exceptional financial need. Your eligibility can be determined after the review of your Pell Grant 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. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

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

Administrative Office/ Financial Aid Office Hours/ Consumer Information Personnel
The personnel available for financial aid questions and information, consumer information is Michelle Baron Financial Aid Officer or Tatyana Mighty Financial Aid Coordinator for Administrative and Institutional policies is Deborah Luna

One or more are available Mondays through appointment 8:30 A.M. to 3:00 P.M. using the QR code. The address of the administrative office is 44636 N. 10th Street West, Lancaster, CA 93534. The direct phone number is 661-948-7204 and the main school number is 661-948-1672.

FINANCIAL AID APPLICANTS

Financial Aid is available to those that qualify.

To determine eligibility, apply online: 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 intended 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)
- State Cal Grant: Does not require repayment
- 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 their Social Security numbers 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 obtaining a diploma.
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen.
- Not be in default and not owe an overpayment on a Title IV loan or grant.
- Not have borrowed more than loan limits.
- Have financial need.
- Have verification completed if required.
- Maintain satisfactory progress (as defined by the school's policy) during 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) or a GED.
- 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.
- Complete program in required contracted timeframe; acceleration may result in recalculation of student financial aid package which may result in liabilities owed by the student and/or institution.
- 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 their 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 into 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 applications, promissory notes, loan fees, disbursements, interest rates, grace periods, 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*:

- https://studentaid.gov/sites/default/files/direct-loan-basics-students.pdf
- https://studentaid.gov/manage-loans/repayment/plans

Federal Direct Loan Program
Funds received from either of the loan programs are subject to repayment by 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 pays 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 must 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: Lender's 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: FASFA applications must be received by July 1 of the award year for which the application is intended. 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 an electronic signature using a stylus or finger to sign the statement, or an image of the individual's signature affixed to the statement in lieu of obtaining a wet signature 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 based on each payment periods. First payment period is available upon completion of the first day of attendance and 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 ex: 301-600; 451-900; 901-1000. They are made 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 the 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 with 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 calculates 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 needs 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
Application Fee [1]	Actual cost
Books and supplies [2]	$1062 per Academic Year

Living cost allowance (monthly figures):

Student living	Student Living with parents	Student Living off campus
Room and board [3 4]	$1277.00	$2454.00
Transportation[5]	$199.00	$ 218.00
Personal / misc.[6]	$451.00	$ 552.00

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

1 Includes all mandatory fees.
2 The breakdown for this category is as follows: books ($549), educational supplies ($153), course material fees ($198), and computer-related expenses ($162), excluding the costs associated with the purchase of a personal computer.
3 Includes food, snacks, and meals.
4 Includes dorm charges, rent, and utilities.
5 Includes travel to and from parent's residence and transportation costs to and from classes. (e.g., bus fare, gasoline, tolls, parking.)
6 Includes clothing, laundry and dry-cleaning, personal care, gifts, recreation, medical etc

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 allowances 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.
- Grants
- Direct Subsidized loans
- Direct Unsubsidized loans
- Direct Parent loans (PLUS)

Please refer to the following booklets for additional information: *Funding Your Education Beyond High School.*
https://studentaid.gov/sites/default/files/my-future-my-way.pdf
Your Federal Student Loan: Learn the Basics and Manage your Debt:
https://studentaid.gov/sites/default/files/direct-loan-basics-students.pdf

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 students' financial needs. Therefore, the school

emphasizes the SELF-HELP CONCEPT of student financial assistance. The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAID.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:
1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or PLUS Loans)

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 during 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.

Expected Family Contribution (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

Financial Aid Eligibility / Citizen / Noncitizen: 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 designations:
  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, 1999
2. Is a graduate or professional student
3. Is married (or separated but not divorced)
4. Is an individual with legal dependents other than a spouse (as defined above)
5. Is 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 with 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 or arrangements 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 2022-2023 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 parent(s) 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 parent(s) 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.
- Education credits

- High school completion status
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year.
- U.S. income tax paid for the base year.
- 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 the 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 for 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(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 recalculated. This process does not apply if the change occurs due to marriage.

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

Consequences of Failure to Provide Documentation Within the Specified Time Period
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:

- What the names of its accrediting and licensing organizations are.
- 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 applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of the student's financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in the student's financial aid package.
- To reconsider the student's aid package, if the student believes a mistake has been made, or if his/her enrollment or financial circumstances have changed.
- How the school determines whether the student is making satisfactory progress and what happens if he/she is 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 the student submitted the application. Notify the school of any information that has changed since the student applied.
- Read, understand, and keep copies of all forms the student is asked to sign. Understand his/her 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 the student will be asked to sign.
- Understand that it is the student's responsibility and the student's liability when errors are made and funds for which he/she is not eligible are advanced to you the student or credited to his/her school account.

Read, understand, and agree to comply with Lancaster Beauty School's policies, satisfactory progress, rules, and regulations.

INSTITUTIONAL CODE of CONDUCT REGARDING LENDER RELATIONSHIPS and 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 that the United State Department of Education (DOE), state aid agencies, lenders, servicers and guaranty agencies.

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 maintains 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 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 in 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 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 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 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.

REFUND POLICY

It is the goal of Lancaster Beauty School to ensure there is a fair and equitable refund policy that is consistently administered and complies with statutory, regulatory, and accreditation requirements. The policy applies to all terminations for any reason, by either party, including student decisions, course or program cancellation, or school closure.

The refund policy complies with the California State mandated policy. Refund calculations are performed accurately, and refunds are made in a timely manner. Any questions should be directed to the administration office.

Student's Right to Cancel
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 enrollment period in your program through the last day of attendance.

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.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is canceled the school will refund the student any money he/she paid, less the application fee not to exceed $75.00, less the amount of hours earned as scheduled, and less any deduction for equipment, books, supplies, and learning materials, 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 an application fee not to exceed $75.00, and less any deduction for equipment, books, supplies, and education materials issued.

To determine 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 more than 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 (LOA).

When determining the *amount* of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. To determine *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 more than 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.

Cancellation and Withdrawal Logs
Lancaster Beauty School will maintain a cancellation and withdrawal log, kept current on a monthly basis, of all students who have cancelled their enrollment agreement or withdrawn from the School. Logs include:
- Student name, address, telephone number,
- Program
- Start date
- Date of cancellation or withdrawal (Date of Determination and Last Date of Attendance)
- Reason, if known
- Amount and date of refund, if applicable

Withdrawal Calculation Form
Lancaster Beauty School will document the following items through the Withdrawal Calculation Form:
- The amount of a refund, including the amount refunded for tuition and the amount for other itemized charges.

- The method of calculating the refund
- The date the refund was made.
- The name and address of the person or entity to which the refund was sent.

LDA = Last Date of Attendance
- Last day the student was in class.

DOD = Date of Determination
- Date which Lancaster Beauty School is notified of withdrawal or determines the student to have withdrawn.

Course and/or Program Cancellation Policy
If a course and/or program is cancelled after a student's enrollment, and before instruction in the course and/or program has begun, the school shall:
a. Provide a full refund of all monies paid OR
b. Provide completion of the course and/or program.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall have as its options:
a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
b. Provide completion on the course and/or program OR
c. Participate in a Teach-Out Agreement OR
d. Provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The school has as its options:
a. Provide a pro rata refund OR
b. Participate in a Teach-Out Agreement

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 entire enrollment 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 14 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 14 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 more than 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 his/her 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 45 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 grant, 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 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 whenever 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
Student loan borrowers may contact the Department of Education's Office of the Ombudsman if they have questions or concerns. Contact information:

U.S. Department of Education
Federal Student Aid Ombudsman Group
830 First St, N.E., Mail Stop 5144
Washington, DC 20202-5144
(202) 219-1547 or (877) 557-2575
(202) 275-0549 FAX

Consumer Information and 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: California Board of Barbering and Cosmetology and Department of Education. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma 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 diploma seeking first time fulltime undergraduate students or other information regarding Lancaster Beauty School see http://nces.ed.gov or College Navigator at http://nces.ed.gov/collegenavigator

PROGRAMS of STUDY

CURRICULUM
Cosmetology

Occupation Codes:
- DOT# 32.271.010
- CIP# 12.0401

Clock Hours: 1000 hours

Delivery Method: Residential

Class Sessions:
- 34 hours per week

Course Description:
Basic Cosmetology is a 1000 clock hour course that prepares students to become licensed Cosmetologists in the State of California.

Course Objectives:
A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology.
D. To develop marketing and sales skills to become a successful cosmetologist.
E. To instruct the students in the fundamentals of Cosmetology for the effective advancement in the field of hair, facials, and nails.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:
The education is provided through a set of learning steps that address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:
1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration

Cosmetology Course Outline

Topic	Clock Hours	Hours/ Operations Min.
I. Cosmetology Act: Board Rules and Regulations A. Licensing Requirements B. Salon Operational Procedures Required by California C. Regulation Review	20	
II. Cosmetology Chemistry A. Chemical Composition B. Purpose of Cosmetic, Nail, Hair & Skin Care Preparation	20	
III. Health & Safety/Hazardous Substances A. MSDS Sheets B. Understanding Chemicals	25	

C. Understanding of Communicable Diseases		
IV. Theory of Electricity A. Electrical Currents B. Safety Precautions	5	
V. Disinfecting and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	20	80
VI. Bacteriology, Anatomy & Physiology	30	
VII. Wet Hairstyling A. Roller Placement/ Comb Outs B. Sculpture Curls C. Finger Waving D. Hair Analysis/ Facial Analysis E. Shampoo	25	45+
VIII. Thermal Hairstyling A. Curling Irons/ Blow Drying Techniques B. Pressing & Curling C. Hair Analysis	20	50+
IX. Permanent Waving A. Hair Analysis B. Chemical Reformation C. Producing Spiral Curls by Permanently Waving Hair D. Producing Direction and/or Varying Degrees of Movement by Permanently Waving Hair E. Soft Permanent Waving a. One-step Process b. Two-step Process	20	60+
X. Chemical Straightening A. Sodium Hydroxide B. Thio Relaxers C. Chemical Reformation	20	15+
XI. Haircutting A. Hair Analysis B. Razor Cutting C. Scissors Cutting D. Facial Analysis E. Dimensions in Hair Design F. Clipper Cutting G. Haircutting into Style Incorporating more than One Base Line H. Shaping and Texturizing Hair	20	110+
XII. Hair Coloring and Bleaching A. Hair Analysis B. Safety Precautions C. Pre-disposition Tests D. Chemistry of Hair Coloring & Bleaching E. Formula Mixing F. Strand Test G. Product Knowledge H. Lightening Hair by Bleaching & Color Reduction I. Darkening Hair Previously Lightened by Bleaching or Reduction J. Producing Color Variation on Hair Using a Combination of Colors	35	55
XIII. Scalp and Hair Treatments A. Electrical Treatments B. Conditioning Treatments	5	10

C. Hair and Scalp Treatments D. Scientific Brushing/ Scalp Manipulations		
XIV. Facials A. Skin Analysis B. Safety of Equipment C. Manual Facials a. Manipulations, Packs, Masks b. Scrubs D. Electrical Facials a. Dermal Lights b. Electrical Apparatus c. Electrical Modalities E. Chemicals a. Chemical Skin Peels b. Packs & Masks F. Chemistry G. Consultation with Client on Technical Services, Products and Care	60	90
XV. Eyebrow Arching & Hair Removal A. Waxing B. Tweezing C. Depilatories	10	15
XVI. Makeup A. Skin Analysis B. Corrective Makeup C. Lash & Brow Tinting D. Application of Artificial Eyelashes E. Color Analysis	15	10
XVII. Manicuring and Pedicuring A. Water and Oil Manicuring a. Nail Analysis b. Hank & Arm Massage B. Pedicuring b. Complete Pedicure c. Nail Analysis d. Foot & Ankle Massage C. Artificial Nails a. Acrylic, Fiberglass & Gels b. Nail Tips c. Nail Wraps: Silk & Paper	30	70
XVIII. Job Search Training A. Selecting a Position B. Finding Employment Openings C. Preparing for the Interview D. Job Interview Techniques E. Career Ladders-Keeping & Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management	10	
TOTAL	**390**	**610**

Evaluation Methods:
All students receive a complete theory and practical test after 1000 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

Barbering

Occupation Code: Clock Hours: 1000 hours

- CIP# 12.0402

Delivery Method: Residential

Class Sessions:

- 34 hours per week

Course Description:

Basic Barbering is a 1000 clock hour course that prepares students to become a licensed Barber in the State of California.

Course Objectives:

A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of Barbering.
D. To develop marketing and sales skills to become a successful barber.
E. To instruct the students in the fundamentals of barbering for the effective advancement in the field of hair, shaving, and facials.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:

The education is provided through a set of learning steps that address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration

Barbering Course Outline

Topic	Clock Hours	Hours/ Operations Min.
I. The Barber and Cosmetology Act: State Board Rules and Regulations A. Licensing Requirements B. Salon Operational Procedures Required	20	

by California C. Regulation Review		
II. Barbering Chemistry A. Chemical Composition B. Purpose of Cosmetic, Hair & Skin Care Preparation	20	
III. Health & Safety/Hazardous Substances A. MSDS Sheets B. Understanding Chemicals C. Understanding of Communicable Diseases	25	
IV. Theory of Electricity A. Electrical Currents B. Safety Precautions	5	
V. Disinfecting and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	20	80
VI. Bacteriology, Anatomy & Physiology	30	
VII. Haircuts A. Hair Analysis B. Razor Cutting C. Scissors Cutting D. Facial Analysis E. Dimensions in Hair Design F. Clipper Cutting G. Haircutting into Style Incorporating More Than One Base Line H. Shaping and Texturizing Hair I. Neck Shaving	25	175+
VIII. Hairstyling A. Curling Iron Techniques B. Shadow Waving C. Finger Waving D. Hair Analysis/Facial Analysis E. Air Waving F. Free-form Blow Drying	20	80+
IX. Shaves A. Fundamentals of Shaving B. Objectives of Shaving C. Hair Analysis D. Razor – Four Cutting Positions E. Areas of the Face F. Mustache and Beard Design G. Beard Trimming – with Shears and Clippers H. Mustache Trimming I. Safety, Precautions and Sanitation	25	125+
X. Rest Facials A. Skin Analysis B. Safety of Equipment C. Manual Facials a. Manipulations, Packs, Masks b. Scrubs D. Electrical Facials a. Dermal Lights b. Electrical Apparatus c. Electrical Modalities	20	30

XI. Shampoos A. Draping B. pH Factor C. Types of Shampoos D. Rinses and Conditioning	5	45+
XII. Scalp Manipulations A. Electrical Treatments - Vibrator B. Conditioning Treatments C. Hair and Scalp Treatments D. Scientific Brushing/Scalp Manipulations	5	35+
XIII. Hair Waving and Curling A. Hair Analysis B. Chemical Reformation C. Types of Perm Solutions D. Proper Rod Placement and Permanent Waving Procedures	20	55
XIV. Hair Coloring A. Hair Analysis B. Safety Precautions C. Pre-Disposition Tests D. Chemistry of Hair Coloring E. Formula Mixing F. Strand Tests G. Product Knowledge H. Color Theory I. Products Used to Color Beards and Mustaches J. Safety and Precautions	20	75
XV. Hair Processing and Relaxing A. Sodium Hydroxide B. Thio Relaxers C. Chemical Reformation D. Chemical Blow-Out E. Soft Curl Permanent Wave F. Safety and Precautions	15	15
XVI. Job Search Training A. Selecting a Position B. Finding Employment Openings C. Preparing for the Interview D. Job Interview Techniques E. Career Ladders-Keeping & Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management	10	
TOTAL	**285**	**715**

Evaluation Methods:
All students receive a complete theory and practical test after 1000 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance,

and attitude.

The grading system is as follows:

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

Esthetician

Occupation Code: Clock Hours: 600 hours

- CIP# 12.0409

Delivery Method: Residential

Class Sessions:

- 24 hours per week

Course Description:

Basic Esthetician is a 600 Clock hour course that prepares students to become licensed Esthetician in the State of California.

Course Objectives:

A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of skin care.
D. To develop marketing and sales skills to become a successful esthetician.
E. To instruct the students in the fundamentals of barbering for the effective advancement in the field of facials, waxing, and makeup.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:

The education is provided through a set of learning steps which address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Student participation in practice
5. Video
6. Demonstration

Esthetician Course Outline

Topic	Clock Hours	Hours/ Operations Min
I. The Barbering & Cosmetology Act and the Board's Rules and Regulations A. Licensing Requirements B. Salon Operational Procedures	10	

Required by California C. Regulation Review		
II. Chemistry-Pertaining to the practices of an Esthetician A. Chemical Composition B. Purpose of Cosmetic and Skin Care Preparation. C. The Elementary Chemical Make-up, Chemical Skin Peels, Physical and Chemical Changes of Matter	10	
III. Health & Safety/Hazardous Substances A. MSDS Sheets B. Understanding Chemicals and Health in Establishments C. Understanding of Communicable Diseases, Including HIV/AIDS and Hepatitis B D. Understanding the Protection from Hazardous E. Health and Safety Laws and Agencies F. Understand Ergonomics	40	
IV. Theory of Electricity A. The Nature of Electrical Currents B. Principles of Operating Electrical Devices C. Safety Precautions Used When Operating Electrical Equipment	10	
V. Disinfection and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	10	10
VI. Bacteriology, Anatomy & Physiology	20	
VII. Facials A. Skin Analysis B. Safety of Equipment C. Manual Facials a. Scientific Manipulations b. Scrubs c. Skin Analysis d. Cleansing e. Packs and Masks D. Electrical Facials a. Dermal Lights b. Electrical Apparatus for Skin Care c. Electrical Modalities E. Chemicals a. Chemical Skin Peels b. Packs, Masks & Scrubs c. Removing the Epidermis d. State Laws F. Chemistry G. Consultation with Client on Technical Services, Products and Care	70	140
VIII. Eyebrow Arching & Hair Removal	25	30

A. Tweezers B. Wax and Depilatories		
IX. Makeup A. Skin Analysis B. Complete and Corrective Makeup C. Lash & Brow Tinting D. Application of Artificial Eyelashes E. Color Analysis	20	40
X. Job Search Training A. Selecting a Position B. Finding Employment Openings C. Preparing for the Interview D. Job Interview Techniques E. Career Ladders-Keeping & Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management	10	
XI. Additional Training *All practical classes and operations not currently on the California State Board course outline to include, but not limited to*: A. Salon Skills a. Professional Ethics. b. Communication Skills c. Salesmanship d. Decorum e. Record Keeping f. Client Service Record Cards. B. Body Wrapping C. Paraffin Waxing D. Special Classes a. Field Trips b. Guest Speakers c. Training Specialist E. Specialty Facials a. Acne Facials b. Skin Peels c. Fruit Facial F. Eye Lashes		160
TOTAL	**225**	**375**

Evaluation Methods:
All students receive a complete theory and practical test after 450 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

Percentage	Letter Grade	Signifying

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

Manicuring

Occupation Codes: Clock Hours: 400 hours

- DOT# 330.674-010
- CIP# 12.0410 Delivery Method: Residential

Class Sessions & Length of Program:

- 24 hours per week

Course Description:

Basic Manicuring is a 400 Clock hour course that prepares students to become licensed Manicurists in the State of California.

Course Objectives:

A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of Manicuring.
D. To develop marketing and sales skills to become a successful manicurist.
E. To instruct the students in the fundamentals of manicuring for the effective advancement in the field of nails.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:

The education is provided through a set of learning steps that address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Video
5. Demonstration

Manicuring Course Outline

Topic	Clock Hours	Hours/ Operations Min
I. Cosmetology Act: State Rules/ Regulations A. Licensing Requirements B. Salon Operational Procedures Required by California C. Regulation Review	10	
II. Manicuring Chemistry A. Chemical Composition B. Purpose of Nail Care Preparation	10	
III. Health & Safety/Hazardous Substances A. Chemical Awareness	25	

B. MSDS Sheets C. Health in the Workplace D. Protection and Awareness of Communicable Diseases E. Safety in the Workplace		
IV. Disinfection and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	10	10
V. Bacteriology, Anatomy, and Physiology	10	
VI. Water and Oil Manicures A. Nail Analysis B. Complete Hand/Arm Massage C. Nail Structure D. D. Nail Disorders	15	40
VII. Pedicuring A. Nail Analysis B. Foot and Leg Massage C. Caring for the Feet D. Structure of the Foot and Nails	10	20
VIII. Application of Artificial Nails A. Acrylic a. Extensions b. Overlays c. Fills d. Products/Techniques B. Nail Tips a. Application Techniques b. Acrylic with Tips c. Wraps with Tips d. Gels with Tips e. Care and Maintenance C. Nail Wraps and Repairs a. Mending Nails b. Various Wraps: Silk-Paper-Linen c. Care of Nail Wraps	30	180
IX. Job Search Training/ Business Skills A. Selecting a Job B. Finding Employment Openings C. Preparing for the Job Interview D. Job Interview Techniques E. Career Ladders - Keeping and Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management		20
X. Additional Training		30
TOTAL	**100**	**300**

Evaluation Methods:
All students receive a complete theory and practical test after 300 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state. State of California only requires 400 hrs for an additional 200 clock hrs. Student(s) will cover additional Job Search Training/ Business Skills, Application of artificial nails and Manicuring and Pedicuring.

Advanced Manicuring

Occupation Code: Clock Hours: 600 hours

- DOT# 331.674-010
- CIP# 12.0410 Delivery Method: Residential

Class Sessions & Length of Program:

- 24 hours per week

Course Description:

Advanced Manicuring is a 600 hours course that prepares students to become licensed Manicurists in the State of California.

Course Objectives:

A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of manicuring.
D. To develop marketing and sales skills to become a successful manicurist.
E. To instruct the students in the fundamentals of manicuring for the effective advancement in the field of nails.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:

The education is provided through a set of learning steps which address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Video
5. Demonstration

Advanced Manicuring Course Outline

Topic	Clock Hours	Hours/ Operations Min.
I. Cosmetology Act: State Rules and Regulations A. Licensing Requirements	10	

B. Salon Operational Procedures Required by California C. Regulation Review		
II. Manicuring Chemistry A. Chemical Composition B. Purpose of Nail Care Preparation.	10	
III. Health & Safety/Hazardous Substances A. Chemical Awareness B. MSDS Sheets C. Health in the Workplace D. Protection and Awareness of Communicable Diseases E. Safety in the Workplace	25	
IV. Disinfection and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	10	20
V. Electricity	10	
VI. General Science/ Bacteriology, Anatomy, and Physiology A. Infection Control B. Anatomy and Physiology C. Skin Structure and Growth D. Nail Structure and Growth E. Nail Diseases and Disorders F. Chemistry G. Nail Products	30	
VII. Water and Oil Manicures A. Nail Analysis B. Complete Hand/Arm Massage C. Nail Structure D. Nail Disorders	15	50
VIII. Pedicuring A. Nail Analysis B. Foot and Leg Massage C. Caring for the Feet D. Structure of the Foot and Nails	10	40
IX. Application of Artificial Nails A. Acrylic a. Extensions b. Overlays c. Fills d. Products/Techniques B. Nail Tips a. Application Techniques b. Acrylic with Tips c. Wraps with Tips d. Gels with Tips e. Care and Maintenance C. Nail Wraps and Repairs a. Mending Nails b. Various Wraps: Silk-Paper-Linen c. Care of Nail Wraps	30	205
X. Electric Filing A. Types of Electric Files	5	40

B. All About Bits C. Electric Filing Techniques D. Electric Files for Pedicures E. Safety Tips for Electric Filing		
XI. UV Gels A. UV Gel B. Supplies C. When to Use D. UV Light Units and Lamps E. UV Polishes F. Maintenance and Removal	5	20
XII. The Creative Touch A. Introducing Client to Nail Art B. Color Theory C. Getting the Look D. Polish E. Paint F. Color Powders G. Embellishment H. Airbrushing	5	20
XIII. Job Search Training/ Business Skills A. Selecting a Job B. Finding Employment Openings C. Preparing for the Job Interview D. Job Interview Techniques E. Career Ladders - Keeping and Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management	20	
XIV. Additional Training	20	
TOTAL	**205**	**395**

Evaluation Methods:
All students receive a complete theory and practical test after 450 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

Teacher Training

Occupation Code: Clock Hours: 600 hours

- CIP# 12.0413

Delivery Method: Residential

Class Sessions & Length of Program:

- 24 hours per week

Course Description:

Teacher Training is a 600 Clock hour course that prepares students to become licensed Teachers for the Barbering and Cosmetology Program in the State of California. Students in this program are exposed to various methods of instruction and coached on teaching cosmetology skills and practice teaching under the supervision of a licensed instructor.

Course Goals:

A. To prepare the student instructor to obtain employment.
B. To present various teaching methods aimed at facilitating student learning.
C. A teacher must regularly attend and participate in advanced classes, both technical and teaching related.

Course Objectives:

A. The student instructor will demonstrate lecture and student participation class methods of instruction.
B. The student instructor will make their own lesson plans and utilize them.
C. The student instructor will demonstrate the practical class subjects.

Methods of Instruction:

The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Demonstration
5. Videos
6. Student participation/ practice

Teacher Training Course Outline

Topic	Clock Hours	Hours/ Operations Min.
I. Barbering and Cosmetology Act/ Board Rules and Regulations	10	
II. Preparatory Instruction A. Instructional Techniques: Method of Instruction; Lecture; Demonstration; Performance; Communication Skills; Instructional Aids; and Use of Questions to Promote Learning. B. Organization Techniques: 4 Step Teaching Method; Performance Objectives; and Learning Domains, etc. C. Lesson Planning: Subject; Title; Outlines; Development; and Visual Aids, etc. D. Techniques of Evaluation: Purpose of Tests; Types of Tests; Test Administration; Scoring; and Grading, etc.	140	100
III. Conducting Classroom and Technical Instruction and Demonstrations for Three (3) or More Students on All Practices of Cosmetology, Including the Barbering and Cosmetology Act and Rules and Regulations. (Shall Be Conducted under Supervision	100	40

of a Licensed Instructor)		
IV. Supervising and Training of Students While They Are Practicing the Art of Cosmetology on a Live Person or Mannequin in a Classroom or Laboratory.	25	75
V. Assessment of Student Learning A. Evaluation of Overall Progress B. Development and Use of Testing/ Measurement Instrument	25	
VI. Academic Advising A. Providing Feedback and Orientation to Students about Progress in the Course	25	
VII. Course Development and Review	20	
VIII. Administrative Responsibilities A. Records Management B. Applicable Organizational and Regulatory Requirements	20	XX
IX. Career and Employment Information A. Professional Ethics B. Effective Communication and Human Relations C. Compensation Packages and Payroll Deductions D. Licensing Requirements and Regulations E. Fundamentals of Business Management	20	XX
TOTAL	**385**	**215**

Evaluation Methods:
All students receive a complete theory and practical test after 500 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

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

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

Teacher Training Course Disclaimers
A student enrolled in the six hundred (600) hour teacher training course may not engage in a complete service connected with any practice or combination of practices of cosmetology upon a patron who is paying for services or materials on school grounds. Students shall not be permitted to enroll in a second course except upon failure of the examination after the preceding course.

Hairstyling **

Occupation Codes: Clock Hours:600 hours

- DOT# 32.271.010
- CIP# 12.0401 Delivery Method: Hybrid/Residential

Class Sessions:

- 24 hours per week

Course Description:

Hairstyling is a 600-hour course that prepares the student to become a licensed Hairstylist in the State of California.

Course Objectives:

A. To successfully prepare the student to pass the State Board exam.
B. To prepare students for entry level employment.
C. To develop personality skills as well as mechanical skills suitable for the field of Cosmetology.
D. To develop marketing and sales skills to become a successful cosmetologist.
E. To instruct the students in the fundamentals of Cosmetology for the effective advancement in the field of hair, facials, and nails.
F. To instruct the student in all safety and sanitary measures in patron protection.
G. To train students in basic procedures.
H. To help instill in student's attitudes and good habits of:
   1. Creativity
   2. Self-assurance
   3. Responsibility
   4. Ethics

Methods of Instruction:

The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Demonstration
5. Videos
6.. Student participation/ practice

Topic	Clock Hours	Hours/ Operations Min.
I. I. Cosmetology Act: Board Rules and Regulations A. Licensing Requirements B. Salon Operational Procedures Required by California C, Regulation Review	50	
II. Health & Safety/Hazardous Substances A. MSDS Sheets B. Understanding Chemicals C. Understanding of Communicable Diseases D. Protection from Hazardous Chemicals E. Preventing Chemical Injuries F. Health & Safety Laws & Regulations G. Preventing Communicable Diseases	100	
III. Disinfecting and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	50	50

IV. Hairstyling Services A. Arranging B. Blow Drying C. Cleansing D. Curling E. Dressing F. Hair Analysis G. Shampooing H. Waving I Non- Chemical Straightening J. Hair Cutting K. Use of Shears L. Use of Razor M. Use of Electrical Clippers N. Use of Trimmers O. Use of Thinning Shears P. For Wet or Dry Ha	100	250

TOTAL	**300**	**300**

** This program is offered with a combination of on-campus and hybrid learning. They will complete all practical learning at the school and 50% of the program (theory) will be taught hybrid using Cengage- Milady Cima platform

Evaluation Methods:

All students receive a complete theory and practical test after 300 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.

Operations: Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

Percentage	Letter Grade	Signifying
94 - 100%	A	Outstanding
87 - 93%	B	Above Average
80 - 86%	C	Average
75 - 79%	D	Below Average
Below 75%		

TEXTBOOKS

Cosmetology

Milady Standard Cosmetology – 2022
ISBN: 978-0357871492
$ 254.76
Includes Hard Cover Cosmetology Textbook

Hairstyling

Milady Standard Cosmetology -14th Edition
ISBN: 978-1035787142
$254.76
Includes Hard Cover Cosmetology Textbook

Barbering

Milady Standard Barber Textbook 6th Edition

ISBN: 978-1305100558
$206.18
Includes Barber Textbook

Esthetician
Milady Standard Comprehensive Training for Estheticians
ISBN: 978-0357263792
$250.97
Includes Esthetician Hard Cover Textbook
Advance Manicuring & Manicuring
Milady Standard Nail Technology – 2011 - 8th Edition
ISBN: 978-0357446867
$258.85
Includes Nail Technology Textbook

Teacher Training
Milady Professional Educator – 4th Edition
ISBN: 978-1-337-78683-6
$204.95
Includes Text Book

Lancaster Beauty School is not aware of any information about renting textbooks or purchasing used textbooks. Currently, there is not an alternative delivery program to the textbooks' content.

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

SAMPLE SCHEDULES

Freshman Typical **Day** Program

Tuesday:

8:30 – 9:50	Theory
9:50 – 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 – 9:50	Theory
9:50 – 10:00	Break
10:00 – 12:00	Facial Demo
12:00 – 12:30	Lunch
12:30 – 4:30	Student Practice Facials
4:30 – 5:00	Clean up and Record Keeping

Thursday:

8:30 – 9:50	Theory
9:50 – 10:00	Break
10:00 – 12:00	Pedicuring
12:00 – 12:30	Lunch
12:30 – 4:30	Student Practice Pedicuring
4:30 – 5:00	Clean up and Record Keeping

Friday:

8:30 – 9:50	Theory
9:50 – 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 – 9:50	Cold Waving Demo
9:50 – 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 **Day** Program

Tuesday through Friday:

8:30 – 9:50	Theory
9:50 – 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 – 7:10	Break
7:10 – 8:45	Theory
8:45 – 9:00	Clean up and Record Keeping

Tuesday:

5:00 – 6:30	Scalp Treatment Demo
6:30 – 6:40	Break
6:40 – 7:45	Student Practice Scalp Treatment
7:45 – 8:00	Clean up and Record Keeping

Wednesday:

5:00 – 6:30	Hair Cutting Demo
6:30 – 6:40	Break
6:40 – 7:45	Student Practice Hair Cutting
7:45 – 8:00	Clean up and Record Keeping

Thursday:

5:00 – 6:30	Manicuring
6:30 – 6:40	Break
6:40 – 7:45	Student Practice Manicuring
7:45 – 8:00	Clean up and Record Keeping

Friday:

5:00 – 6:30	Facials
6:30 – 6:40	Break
6:40 – 7:45	Student Practice Facials
7:45 – 8:00	Clean up and Record Keeping

Senior Floor Typical **Night** Program

Monday:

5:00 – 7:00	Theory
7:00 – 7:10	Break
7:10 – 8:45	Theory
8:45 – 9:00	Clean up and Record Keeping

Tuesday through Friday

5:00 – 7:00	Practical Workshop & Theory Study
7:00 – 7:10	Staggered ½ hour lunch breaks
7:10 – 7:45	Practical Workshop & Theory Study
7:45 – 8:00	Clean up and Record Keeping

JOB OPPORTUNITIES and GAINFUL EMPLOYMENT INFORMATION

When you complete your training and become a licensed Cosmetologist, Barber, Manicurist, Esthetician or Teacher, there are many levels of occupations you may enter. Please bear in mind that all areas require continuing education.

Cosmetology

- CIP Code:12.0401
- Soc Code: 39-5012.00
- Median Loan Debt: $8,593.00
- Program Graduated On-time: 90%

Cosmetology

CIP Code:12.0401

Soc Code: 39-5012.00

Median Loan Debt: $XX

Program Graduated On-time: XX%

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

Job Requirements: General cosmetology knowledge covering all areas of the "Art of Hairstyling," both chemical and non-chemical.

a. Chemical – Permanent Waving, Chemical Straightening, Hair Coloring, etc.
b. Non-Chemical – Hairstyling, Haircutting, Make-up Artist, Facial Expert.

Sample of Reported Job Titles: Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

Job Opportunities:

1. All Levels of Management.
2. Education Positions
3. Merchandising Field – Sales, Buyer, Seller, etc.
4. Scientific Field – Demonstrator, Research, etc.
5. Writing Field – Promotional Writer, Beauty Editor, etc.

Barbering

- Cip Code: 12.0402
- Soc Code: 39-5011.00
- Median Loan Debt: $8,299.00
- Program Graduated On-time: 83%

*Please review the O*Net website for additional information regarding occupations in the Barbering field at www.onetonline.org.*

Job Requirements: Basic Barbering knowledge covering all areas of Haircutting, Shaving, and Hairstyling.

Sample of Reported Job Titles: Barber, Barber Shop Operator, Barber Stylist, Stylist

Job Opportunities:

1. All Levels of Management
2. Educational Positions
3. Merchandising Field

4. Scientific Field – Demonstrator, Research, etc.
5. Writing Field – Promotional Writer, Beauty Editor, etc.

Esthetician

- Cip Code: 12.0409
- Soc Code: 39-5094.00
- Median Loan Debt: $6,036.00
- Program Graduated On-time: 100%

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

Job Requirements: Esthetician License

Sample of Reported Job Titles: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician

Job Opportunities:
1. Working with Physicians
2. Working in a Skin Care Salon
3. Working in Spas
4. Working with Chiropractor
5. Working with Manufacturers
6. Working as an Assistant
7. Working with Cruise Lines

Manicuring

- Cip Code - 12.0410
- Soc Code: 39-5092.00
- Median Loan Debt: $XX
- Program Graduated On-time: XX%

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

Job Requirements: Basic knowledge of Nails, Hands, and Feet. Will need continuing education after licensing.

Sample of Reported Job Titles: Manicurist, Nail Technician, Pedicurist

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.

Advanced Manicuring

- Cip Code - 12.0499
- Soc Code: 39-5092.00
- Median Loan Debt: $6,168.00
- Program Graduated On-time: 100%

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

Job Requirements: Basic knowledge of Nails, Hands, and Feet. Will need continuing education after licensing.

Sample of Reported Job Titles: Manicurist, Nail Technician, Pedicurist

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.

Teacher Training

- Cip Code - 12.0413
- Soc Code: 25-1194.00
- Median Loan Debt: $XX
- Program Graduated On-time: 100%

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

Job Requirements: Cosmetology License

Sample of Reported Job Titles: Cosmetology Instructor, Barber Instructor, Skin Care Instructor, Manicuring Instructor

Job Opportunities:
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.

DISCLOSURES

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes several security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of Lancaster Beauty Schools Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Lancaster Beauty School's Drug and Alcohol Abuse Prevention Programs. The ASR and Drug and Alcohol and Abuse Prevention programs information is available online at www.lancasterbeautyschool.com.

Lancaster Beauty School's commitment to safety and security includes:
- Providing a secure and crime-free environment for students, faculty and staff.
- Performing regular evaluations of security programs.
- Monitoring and following up on each crime reported at Lancaster Beauty School location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the Lancaster Beauty School community.

As you read the following report, comments, questions, or concerns may be addressed to:

Lancaster Beauty School
Attention: James Richardson, President
Student Financial Services 44646 N. 10th
Street West Lancaster, CA 93534

Statement of Current Policies Regarding Procedures for Students and Others to Report Criminal Actions and Polices Concerning the Institution's Response to Such Reports

Students, faculty, or staff who wish to report criminal actions should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The Lancaster Beauty Schools Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the School Director who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty, and students.

Additional copies of the Lancaster Beauty School Accident / Incident Report Form may be requested from the Administration Office. See http://lancasterbeuatyschool.com.

Preparing the Annual Disclosure

The School Director, serving as the campus security authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the Lancaster Beauty School. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

Reportable Offenses Under the Clery Act

The Clery Act requires reporting on the following offenses:

- Murder
- Manslaughter (non-negligent)
- Sex offenses, forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests, or persons referred for campus disciplinary action for liquor law violations
- Arrests, or persons referred for campus disciplinary action for drug-related violations
- Arrests, or persons referred for campus disciplinary action for weapons possession
- Hate crimes (for Clery Act purposes hate crimes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2015.

Geographical Area

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

"Campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

"Public property" is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk,

street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. Crimes occurring on "public property" must also be reported in the crime statistics.

A "non-campus building or property" is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on "non-campus property" must be reported. However, incidents occurring on public property adjacent to "non-campus buildings or property" do not have to be included. Our institution does not have such property in this category for which we must report.

Timely Campus Warning or Alerts

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate school website (www.lancasterbeautyschool.com). Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

A Statement of Current Policies Concerning Campus Law Enforcement and Policies that Encourage Prompt Reporting of All Campus Crime to the Campus Police and Local Police

Lancaster Beauty School is essentially a non-residential school and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The Lancaster Beauty School Accident / Incident Report Form (referenced above) may be requested from the Administration Office to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As Lancaster Beauty School is essentially a non-residential school and does not have a campus police force, all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Daily Crime Log – The Administration Office maintains a daily crime log, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.
- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling (661) 948-1672 or (661) 948-7204
- Stopping by the Administration Office.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that must be collected and statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the Administration Office when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may help regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert to your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep your eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in a group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to staff or faculty.

A Statement of Programs and Information Available to Students and Employees Regarding Security, Personal Safety and Crime Prevention

Lancaster Beauty School provides information on personal safety and crime prevention. The Administration office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002, requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of California information concerning registered sex offenders and predators may be obtained from:

California Department of Justice
Sex Offender Tracking Program
P.O. Box 903387, Sacramento, CA 94203-3870
Phone: (123) 555-1234; toll free at (555) 555-1234
The DOJ website:
http://www.MegansLaw@doj.ca.gov

Information is also available in the United States Department of Justice national sex offender registry at:

http://www.nsopw.gov/Core/Portal.aspx

A Statement of Current Policies Concerning the Sexual Assault Prevention Program and the Procedures that are Followed

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of Lancaster Beauty School's compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available on display in the Administration Office. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics. Additionally, Lancaster Beauty School has a sexual assault prevention program that includes, but is not limited to the following:

- Use of a "Buddy System" when walking to parked cars at night
- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify the Campus Director immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule if victim requests

- Disciplinary actions include dismissal from the School

As part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at Lancaster Beauty School. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; aid in contacting the appropriate law enforcement agency as applicable.

Lancaster Beauty School does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

Definitions

For the purposes of this Policy, "sexual assault" is defined as any sexual act perpetrated upon a person without their consent, where the assailant uses physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping. Sexual assault is classified as "rape" when vaginal, anal or oral intercourse takes place without consent. This includes penetration by a foreign object.

Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

Suggestions to Reduce Risk:

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You oversee your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

Response to Reports of Sexual Assault

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options about notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to act against the accused rests solely with the survivor. There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must act to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.

- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Director.

If you are Sexually Assaulted
- Get to a safe place.
- Call the police as soon as it is safe to do so by dialing 9-1-1.

Reporting the Assault
Students who believe that they are victims of a sexual assault should contact at least one of the following school officials.
- Campus Director – Patrick Richardson
- School Owner – James Richardson

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:
- Campus Director – Patrick Richardson
- School Owner – James Richardson

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from Lancaster Beauty School immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

Important Phone Numbers
- Sherriff – Lancaster Station, 501 West Lancaster Blvd. Lancaster, CA 661-948-8466
- United States Department of Defense Safe Hotline (877) 994-5247
- National Domestic Violence Hotline (800) 799-7233
- Antelope Valley Domestic Violence Council, P.O. Box 4226, Lancaster, CA 93539 Hotline (661) 945-6736 or (800) 282-4808 web: http://www.avduc.org
- Sexual Assault Response Services 1600 West Ave J, Lancaster, CA 93534 (661) 949-5564
- Crisis Call Center (800) 273-8255
- Cedarwood Women's Center 44819 Fern Ave, Lancaster, CA (661) 723-1408
- Child Abuse Hotline (800) 540-4000
- Homeless Solutions Access Center, 45134 Sierra Hwy # B. Lancaster, CA (661)942-2758
- Lancaster Mental Health, 349A East Ave K-6, Lancaster, CA (661)723-4260
- Lancaster Animal Shelter, 5210 West Ave. I, Lancaster, CA 93536 (661) 940-4191
- Victim/Witness Program Los Angeles County District Attorney, 42011 4th Street West Room 3530, Lancaster, CA (661) 974-7717

A Statement of Programs Available to Students and Employees Related to Campus Security, Personal Safety, and Crime Prevention
The Administration office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

Emergency Response and Evacuation Procedures – Statement of Policy
Lancaster Beauty School has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation,

upon confirmation with the Campus Director, or designee, of the need for mass notification, the Campus Director, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

Emergency Notifications

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Lancaster Beauty School may utilize some or all its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school website (www.lancasterbeautyschool.com) and bulletin boards or our email (lancasterbeautyschool@hotmail.com). The Campus Director, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can call the Lancaster Beauty School phone (661) 948-1672 or visit the website at www.lancasterbeautyschool.com or email (lancasterbeautyschool@hotmail.com).

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Student Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis until the arrival of law enforcement and emergency response personnel.

To make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

*** In case of emergency - dial 911***

Department of Homeland Security: "Active shooter awareness- options for consideration":
http://www.dhs.gov/video/options-consideration-active-shooter-training-video

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation:
- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown
Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) near the campus and in the campus to gain access to staff and students;
- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown
External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.
- Remain in classroom.
- Follow faculty and staff instructions.
- Remain attentive to any change in status.

Shelter in Place
Sheltering in place procedures are traditionally utilized when: 1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
- Assist people with disabilities if possible.
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information
The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis until the arrival of law enforcement and emergency response personnel.

To make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses
*** In case of emergency: dial 911 ***
There are several different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.
- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown

- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition: A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response: Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately respond to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition: Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Staff Response: Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are aided by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Definition: Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students. Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.

5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security: "Active shooter awareness - options for consideration":
http://www.dhs.gov/video/options-consideration-active-shooter-training-video

External Lockdown
Definition: External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person near the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

The objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:
1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place
Definition: Sheltering in place procedures are traditionally utilized when:
1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
The objective: seek immediate shelter away from doors and windows and remain there during an emergency.

Staff Response:
1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

CAMPUS SECURITY ACT and CRIME STATISTICS

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. Pro Systems Alarm Company provides security in that they monitor our alarm system and cameras.

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 meeting, 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 remained 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. Also, 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 uses 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 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

Total Occurrences on Campus			
Criminal Offense	2023	2024	2025
Murder/ Non-Negligent Manslaughter	0	0	0
Negligent Man Slaughter	0	0	0
Rape	0	0	0
Fondling	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

Criminal Offense – Public Property

Total Occurrences on Public Property			
Criminal Offense	2023	2024	2025
Murder/ Non-Negligent Manslaughter	0	0	0
Negligent Man Slaughter	0	0	0
Rape	0	0	0
Fondling	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

Occurrences of Hate Crimes					
Category for Crimes Reported in 2023					
Criminal Offense	2023 Total	Race	Relig-ion	Sexual Orient-ation	Gender
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0

Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2024					
Criminal Offense	2024 Total	Gender Identity	Disa-bility	Ethni-city	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2025					
Criminal Offense	2025 Total	Race	Relig-ion	Sexual Orient-ation	Gend-er
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2023					
Criminal Offense	2023 Total	Gender Identity	Disa-bility	Ethni-city	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0

Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2024					
Criminal Offense	2024 Total	Race	Relig-ion	Sexual Orient-ation	Gend-er
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2025					
Criminal Offense	2025 Total	Gender Identity	Disa-bility	Ethni-city	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Hate Crimes – Public Property

Occurrences of Hate Crimes					
Category for Crimes Reported in 2023					
Criminal Offense	2023 Total	Race	Relig-ion	Sexual Orient-ation	Gender
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0

Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2024					
Criminal Offense	2024 Total	Gender Identity	Disa-bility	Ethni-city	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2025					
Criminal Offense	2025 Total	Race	Relig-ion	Sexual Orient-ation	Gend-er
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2023					
Criminal Offense	2023 Total	Gender Identity	Disa-bility	Ethni-city	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0

Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2024					
Criminal Offense	2024 Total	Race	Religion	Sexual Orientation	Gender
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

Occurrences of Hate Crimes					
Category for Crimes Reported in 2025					
Criminal Offense	2025 Total	Gender Identity	Disability	Ethnicity	National Origin
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Negligent Man Slaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0
Arson	0	0	0	0	0

VAWA Offenses – On Campus

Total Occurrences On Campus			
Crime	2023	2024	2025
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Public Property

Total Occurrences on Public Property			
Crime	2023	2024	2025
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus

Does NOT include drunkenness or driving under the influence in Liquor Law Violation

Number of Arrests			
Crime	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests – Public Property

Does NOT include drunkenness or driving under the influence in Liquor Law Violation

Number of Arrests			
Crime	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – On Campus

Does NOT include drunkenness or driving under the influence in Liquor Law Violation

Number of Persons Referred for Disciplinary Action			
Crime	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – Public Property

Does NOT include drunkenness or driving under the influence in Liquor Law Violation

Number of Persons Referred for Disciplinary Action			
Crime	2023	2024	2025
Weapons, Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

	2023	2024	2025
Total Unfounded Crime	0	0	0

This information is updated on an annual basis, and it is available to students, employees, and applicants upon request. There were no reported hate crimes in 2023,2024 or 2025.. Effective 10/1/2026.

DRUG-FREE WORKPLACE

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 to 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 or 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

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 impair 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 another 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 several 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
DRIUG 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, CA93535
   661-948-5046
2. Advance Counseling Center of A.V.
   (Counseling for marital and family problems, Alcohol, drug abuse, and behavior problems.)
   44709 Date Ave
   Lancaster, CA 93534
   661-945-6706
3. Care Net Women's Resources
   44733 10th Street West
   Lancaster, CA 93534
   619-729-4277
4. Western Pacific Medical Corp.
   Medical and Substance Abuse
   45335 N. Sierra HWY.
   Lancaster, CA 93534
   661-949-8599
5. Marriage and Family Counseling Center of AV
   43713 20th Street West Suite 5
   Lancaster, CA 93534
   661-948-0871
6. Mental Health Services
   Alafia Mental Health
   43845 10th Street West
   Lancaster, CA 93534
   661-940-9094
7. Alcohol and Drug Abuse Center
   805 West Ave J
   Lancaster, CA 93534
   661-945-9421
8. Abuse and Family Violence
   661-945-6736

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

21 U.S.C.844 (a)

- First conviction: Up to one (1) year imprisonment and fined at least $1000, but not more the $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 fined 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 (1) 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, and 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.

Lancaster Beauty School publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

DRUG AND ALCOHOL ABUSE PREVENTION
Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community.

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug-Free Schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct
The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Lancaster Beauty School. If an individual associated with the school is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by
the school and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the school.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol
Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Federal Financial Aid Penalties for Drug Violations
Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the school will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal

financial aid. Answering this question falsely could result in fines up to $20,000, imprisonment or both.

Penalties for Drug Convictions
If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs
- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs
- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844
- 1st conviction: Up to one (1) year imprisonment and fined at least $1,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5, or both.
- Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.
- Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a
- Civil fine up to $10,000

21 U. S. C. 847 Additional Penalties
- Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of Illicit Drug Profits
- Whoever violates this section shall be fined no more than $50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862
- Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- Drug Possessors – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.
- Suspension of period of ineligibility (A) (B) (C)

21 U. S. C. 862a
- Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at:
http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html

How to Regain Federal Student Aid Eligibility
1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
   - Include the student passing at least two unannounced drug tests; AND
   - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
   - Be administered by a federal, state, or local government agency or court, or

- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
- Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible for certifying that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Convictions during Enrollment
Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Lancaster Beauty School immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

Drug and Alcohol Counseling
Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support for individuals who need drug and alcohol counseling.

Institutional Sanctions for Alcohol and Drug Violations
Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis:

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.

Biennial Review of the Drug and Alcohol Abuse Prevention Program
Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution because of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term “campus” is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of Lancaster Beauty School’s prevention program is, in part, also measured by tracking the number of drug and alcohol-related disciplinary actions, treatment referrals, and incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of Lancaster Beauty School’s prevention program, the school considers, when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. Lancaster Beauty School conducts its biennial review every other year on the odd year. The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

TITLE IX ANTI-HARRASSMENT and DISCRIMINATION POLICY FOR STUDENTS and EMPLOYEES

Lancaster Beauty School is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training which will take place four time per calendar year. Lancaster Beauty Schools policy prohibits harassment or discrimination

based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The school's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the Schoolt does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the school's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientations, student orientations, and other appropriate channels of communication. The school provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation using drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

COMPLAINT/ GRIEVANCE PROCEDURE

It is the policy of Lancaster Beauty School to give an opportunity for students to make a complaint. We encourage students, staff and customers to verbalize any potential complaints to the Director or Supervisor so that any problems can be resolved prior to a written complaint.

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 procedure for filing a complaint/grievance is as follows:

1. The complainant will present a formal claim in writing to the Instructor/Supervisor stating the facts of the event.
2. The Supervisor will review the complaint.
3. The complainant will be consulted by the Supervisor to review the complaint.
    a. The other parties, if applicable, will be consulted about the complaint.
4. The Supervisor will decide the issue; if unable the complaint will be brought to the attention of the Title IX Coordinator (Review of Process 1-3)
5. Some action may have to be taken.
6. The complainant will be notified in writing concerning the decisions.

Persons seeking to file a complaint with the Bureau for Private and Postsecondary Education or NACCAS are advised to follow the procedure 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. If the student finds it necessary to pursue the filing of the complaint with the Bureau, the complaint must be stated in writing.
3. If the student finds it necessary to pursue the filing of the complaint with NACCAS, the complaint must be stated in writing.

Please see page 5 for the Bureau and NACCAS' addresses and websites.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident5. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with the school is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator
Kerrie Richardson – Title IX Coordinator
Email: K.Richardson@lancasterbschool.com
Office Location: 44636 10th Street, Lancaster, CA 93534

The school ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the school's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints
In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of

complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will be completed within sixty (60) days of receipt of the complaint. The school shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the school will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

In California, employees may notify the Department of Fair Employment and Housing by consulting the government agency listings in the telephone book or on-line at www.dfeh.ca.gov. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment or discrimination; after a hearing, the Fair Employment and Housing Commission may award damages to individuals injured because of such conduct, as well as other remedies.

Retaliation Prohibited
The school will not retaliate against you for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources, or the Title IX Coordinator.

Reporting Requirements
Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information
Employees should contact Human Resources for more information, or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

SEXUAL HARASSMENT PREVENTION
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 speaking 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.
- Ad your co-workers, teachers or fellow students respectfully and by their correct names only.
- Sexual storytelling and joking in the workplace 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 workspace.
- 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. The student or employee 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 other student(s) will be given the option of transferring to another class to avoid contact with the accused individual.

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 summary 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.

VOTER REGISTRATION POLICY

Lancaster Beauty School is 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.