

# THE BROTHERS AND SISTERS

## BARBER COSMO ACADEMY



**JAN. 1, 2023 - DEC. 31, 2023**

3322 INTERNATIONAL BLVD # B

OAKLAND CA, 94601

TEL: 510-261-8810

TEXT: (510) 302-9831

EMAIL: [Barbercosmo09@gmail.com](mailto:Barbercosmo09@gmail.com)

WEBSITE: [MASTERBARBERCOSMO.COM](http://MASTERBARBERCOSMO.COM)

## **DISCLAIMER STATEMENT**

### ***Review all documents prior to signing***

All students will receive a Catalog prior to enrollment.

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.

## **ACCORDING TO THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY THE REQUIREMENTS FOR BECOMING A BARBER AND COSMETOLOGIST IN CALIFORNIA ARE:**

The board shall admit to examination for a license as a barber to practice barbering any person who had made application to the board in proper form paid the required by this chapter and is qualified as follows:

- (a) Is not less than 17 years of age
- (b) Has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480
- (d) Has done any of the following:
  - (1) Completed a course in barbering from a school approved by the board
  - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - (3) Practiced barbering as defined in the chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualifications under paragraph (1).
  - (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
  - (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
  - (6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

Dear Students,

Thank you for your interest in our college as a training institution. We believe that you have made the right decision to join our “judgement free environment”. We hope that your time at “The Brothers & Sisters Barbercosmo Academy” (also referred to as “BSBCA” throughout this document), will be life changing, productive and rewarding as you thrive in a successful new career in the barbering, cosmetology/hair industry. We welcome you to join us in changing lives in our community!

Remember: “It is the time for change in a new direction”.

...By late Norman Nielsen

## TABLE OF CONTENTS

TITLE	PAGE
Disclaimer Statements	1
Licensing Requirements	1
Licenses and Accreditation	4
Organizational Chart and Faculty	5
School Location	5
Student Faculty/Management	5
Instructor Qualification	5
Facilities/Classrooms	5
Library	5
Mission Statement	6
Non-Discrimination Disclosure Statement	6
Sexual Harassment	6
Enrollment & Class Schedules	7
Holiday & Emergency Closures	7
Admissions Requirements	7
Language Proficiency	8
Application	8
Admissions Policy	8
Orientation	9
Student services/Advising and placement	9
Housing	10
SAP Policy	10
Student Clinic Success	11
Physical Health and Safety	13
Grading System Evaluations	13
Graduation Requirements	14
Pre-Application	15

State Licensing Requirements	15
Student Hours and Operations	15
Attendance Policy	15
Tardiness and Clock In	16
Theory	16
Board Practice	16
Lunch & Breaks	16
Change of Status	17
Teaching and Learning Methods	17
List of Courses (Barber, Cosmo, Esthetician, Electrolysis act...)	17-27
Financial Aid Policies Practices and Disclosures	27
Cancelations Withdrawals and Cancelations Policies	27
Rules and Regulations	28
LOA	28
FERPA	28
Code of Conduct and Dress Code	29
Rules and Regulations	30
Complaint Policy and Procedures	31
Over Time Charge Policy	32
STRF Disclosure	32
Bankruptcy Disclosure	33
Tuition and Fees	34
Acknowledgement of Disclosure	35
Authorization to Contact Future Employment	35

## LICENSES AND ACCREDITATION

The Brothers and Sisters Barber Cosmo Academy is a private educational institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth on CEC and 5, CCR. Institutions must be relicensed every five years subject to continuing review by the BPPE. The institution and its programs are currently not accredited but is seeking accreditation from NACCAS. Non accredited schools are not eligible for federal financial aid. We do not participate in any federal or state financial aid programs.

“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:

*Bureau for private postsecondary  
Physical address: 2535 Capital Oak Dr. Suite 400 Sacramento, CA 95833  
Mailing address: PO Box 980818, West Sacramento, CA 95798-0818 phone number 916-431-6959  
Website: www.bppe.ca.gov  
Toll-free: 1-888- 370-7589  
Facsimile: 916 263-1897*

The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduate students upon passing of the state board of barbering and cosmetology examination.

The institution is currently approved by the BBC to teach the following programs of study in California

PROGRAM	CLOCK HOURS
Barbering	1500
Cosmetology	1600
Barber Cross Over	200
Cosmetology Cross Over	300
Barber Instructor Training	600
Cosmetology Instructor Training	600
Electrolysis	600
Esthetics	600
Manicurist	400
Refresher	400

Student who successfully complete a course of study will be awarded an appropriate diploma or certificate verifying their completion of such course. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this publication. BSBCA reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time and without notice.

## **OWNERSHIP ORGANIZATIONAL MANAGEMENT & FACULTY**

The Brothers and Sisters Barber Cosmo Academy  
**Is owned The Brothers and Sisters Barber Cosmo Academy Inc.**  
Address: 3322 International Blvd #B, Oakland Ca. 94601  
Mailing Address: P.O. Box 7212 Oakland Ca. 94601  
Phone (510)-261-8810

## **SCHOOL LOCATION**

Class session will be held at:

3322 International Blvd #B. Oakland Ca 94601

## **STUDENT FACULTY/MANAGEMENT**

### **CORPORATE OFFICER**

Executive Director - Ms. Carol Rose Munene  
Chief Operations Officer - Joshua Kirby

### **MANAGEMENT & STAFF**

Norma Fierro - Barber & Cosmetology Instructor  
Kelvin Dillard - Barber Instructor  
Malaika Kirby - Barber Instructor  
STUDENT SERVICES/MANAGER  
Terence Fitzpatrick

## **INSTRUCTOR QUALIFICATIONS**

The Brothers and Sisters Barber Cosmo Academy instructors are all licensed by the Board of barbering and cosmetology of California. Substitute instructors are certified to teach after completing the 600 hours barbering cosmetology instructor course. We currently do not have any substitute teachers. The staff keeps current licenses; attends continuing education, seminars, conferences and demonstrations on the latest techniques and trends in the hair industry. Our faculty members are trained in the Brothers and Sisters methodology. Everyone must understand the importance we place on safety, theory and practical training necessary for all student's success in their program of study.

## **FACILITY/CLASSROOMS**

The Academy is located at 3322 International Blvd #B, Oakland Ca, 94601. The facility has approximately 3,200 sq. feet of space and consist of one large Salon area for barbering and cosmetology practical classes. Students stations, time clocks, Shampoo bowls, dryers, facial chairs and facial & manicure station, thermal hair straighteners, Marcel nonelectric & electric stoves, Hairstyling or Barber Chair's mannequin, towel steamers, sterilizers, sink for handwashing service, tables electrolysis epilator high frequency thermolysis galvanic machine magnifying lamp loops but ocular magnifier stool With adjustable height utility stands sharps containers

Class size: California state ratio of instructor to student is 1:25

## **LIBRARIES & OTHER LEARNING RESOURCES:**

The technical and practical instructions of the Barbering & Cosmetology programs do not require a formal library. Students are however allowed access to the internet for research.

The Brothers & Sisters BarberCosmo Academy offers access to books, TVs, maga zines and periodicals, internet access, computer projector, print and online resources to meet all of student's information and research needs. Instructors are also available to assist with any research information. For the student's convenience; the school provides vending machines a break room with refreshments, microwave and a refrigerator.

## MISSION STATEMENT:

The name Brothers & Sisters Barbercosmo Academy represents UNITY in the workforce. The Brothers & Sisters BarberCosmo Academy fosters a multicultural environment through creativity, diversity and innovation. **Our curriculum is designed to provide a quality post- secondary Barbering & Cosmetology education. The Brothers & Sisters BarberCosmo Academy prepares all graduates for licensure and entry-level skills.**

The Brothers & Sisters BarberCosmo Academy objectives is to equip our students with:

- Regulatory Hygiene & Sanitation measures.
- Keeping abreast with new hairstyles, trends, fashions via trade and fashion shows, motivational speakers etc.
- Professionalism.
- Excellent Shop Management Customer Service Skills.
- Health & Wellness for success in the workplace.
- Theory & Practical skills to pass the California State Board Examinations.

For more information on Hairstylists employability and availability of these occupations.

Please visit-Department of Labor website at <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmesmetology>

## NON-DISCRIMINATION DISCLOSURE STATEMENTS

**In compliance with state and local government requirements, the Institute does not discriminate against any individual on the basis of age, race, color, religion, ethnic origin, handicap or sexual orientation in the administration of its educational programs, School- administered programs and publications, or employment practices.**

## SEXUAL HARASSMENT

The Brothers & Sisters BarberCosmo Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual assault, domestic violence, dating violence, and stalking are forms of sex or gender discrimination and are not tolerated by The Brothers & Sisters BarberCosmo Academy. Any student who feels that he or she is the victim of sexual harassment, including sexual assault, domestic violence, dating violence or stalking, has the right to seek redress of the grievance. The Brothers & Sisters BarberCosmo Academy provides procedures for reviewing and resolving such complaints through a Grievance procedure. Substantial accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complaints who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.



The Brothers & Sisters BarberCosmo Academy follows the requirements established by the Americans with Disabilities Act. The Brothers & Sisters BarberCosmo Academy does not discriminate against qualified individuals with disabilities. The Brothers & Sisters BarberCosmo Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client or employee except when the accommodation imposes a hardship on the School, fellow employees or fellow students.

NOTE: “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 Enrollment is open and continuous and there is no specific and predetermined time to enroll. School staff will conduct a personal interview and may require other criteria deemed appropriate on individual basis.

All classes are conducted onsite. At the address specified on the catalog. All instructions and classes are presented in the English Language only. There is no English-as-second language training. All eligible applicants are US citizens or permanent residents unless administrative changes are made in the future. We do not admit students from other countries, visa services are not provided, and we don't vouch for student's status.

## ENROLLMENT & CLASS SCHEDULE

The Brothers & Sisters BarberCosmo Academy has a continuous open enrollment policy starting every Tuesday on a weekly schedule. This applies for all programs offered at The Brothers & Sisters BarberCosmo Academy. New students must complete orientation before enrollment. Students may enroll at any time during the year, as instructions are in teaching modules. Enrollment is restricted to maintain a student: instructor ratio and on a first come first served basis. Students who enroll and complete necessary papers will receive priority for enrollment. Please see an Admissions Advisor for the specific scheduled education program starts dates. Please refer to our website at [www.masterbarbercosmo.com](http://www.masterbarbercosmo.com) for more details.

### Day classes

Tuesday- Saturday  
9.30am - 5.30pm

### Night Classes

Currently unavailable

## HOLIDAY & EMERGENCY CLOSURES

The school is closed every Sunday & Monday and on the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Day. Holidays of religious beliefs are respected and allowed. Holidays are part of the additional time given to students on their enrollment contracts. If the school must close for an emergency or an unexpected reason, students will either be notified by phone or a notice will be posted on the front door of the school with an explanation for the closure and a date of re-opening.

## ADMISSIONS REQUIREMENTS

1. High school diploma (Not less than 17 years of age)
2. Passed GED test.
3. Transcript Showing High School Completion.
4. School Transfer transcripts, credits & proof of training documents.
5. State certificate of home-school completion,

6. Overseas High School Diplomas - Translated in English by an entity that is qualified to translate to US- High school diploma standards. -U. S High School Equivalence.
7. Homeschooled -Secondary School credential completion documentation.
8. Is not subject to denial pursuant to Section 480.
9. Ability to benefit.
  - The Brothers and Sisters BarberCosmo Academy does not participate in federal funding under Title IV at this time.
  - *The Brothers and Sisters BarberCosmo Academy reserves the right to refuse admission to any individuals it believes will not benefit from the program training it offers.*

## LANGUAGE PROFICIENCY

For students who english is not their primary language and will be taught in english, the student must attain qualifying score of 97% on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at any academic institution which has provided the instructions in English language. Similarly, this requirement does not apply to students who have completed course work in English at the college level.

## RE-ENTRY

Previously enrolled students from our institution who have not completed their program requirements and making satisfactory progress at the point of withdrawal may apply for re-requirements. A student failing to meet minimum Satisfactory Academy Progress (SAP) requirements at the time may apply for withdrawal will be placed on probation for one month when accepted for re-enrollment.

NOTE: Student should submit a written request for re-enrollment. The request should include both a detailed explanation of the reasons for the student's previous withdrawal and why the student should be allowed to re-enroll.

A campus committee consisting of a School Director, a School administrative staff member and A school Institutional faculty member will consider the request for re- enrollment based on the student's letter, the student's past enrollment history, how long the student has been out of School and how many hours the student is required to complete to receive their diploma.

If the student is approved for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on the tuition charges in effect at the time of re-enrollment.

Note: Unpaid balances from any previous enrollment must be resolved prior to re- enrollment.

## APPLICATION

An applicant must be fill out and an Enrollment Agreement provided by the college. This is returned to the college with the registration fee is non-refundable if the applicant is not accepted. The applicant must be interviewed at the college prior to enrolling.

The Brothers and Sisters BarberCosmo Academy reserves the right to refuse admissions to any individuals it believes does not meet the requirements for admissions.

The Brothers and Sisters BarberCosmo Academy reserves the rights to revise or amend the catalog with no prior notice.

## ADMISSIONS POLICY

Applicant must:

- Visit and tour the campus
- Complete a personal interview with the Campus Admissions Advisor.
- Possess a valid high school diploma, GED, or High School Certificate of Proficiency (issued by a state that recognizes it as equivalent to a high school diploma or a high school transcript verifying the graduation date)
- Possess a valid Social Security Card, Passport or TIN #
- Possess a valid government issued photo identification card or driver license.

### "NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at The Brothers & Sisters BarberCosmo Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Brothers & Sisters BarberCosmo Academy to determine if your diploma or certificate will transfer."

Students enrolled in this college who request a transfer to another college shall be charged a transfer processing fee of twenty-five dollars (\$25.00)

The transferability of hours and courses completed at our campus is likely to vary between California based Cosmetology & Barbering schools and out of state schools. The Brothers & Sisters Barber Cosmo Academy does not award credit for satisfactory completion of CLEP or other comparable examinations or experiential learning. This institution has not entered into an articulation or transfer agreement with any other institution.

A Proof of Training document and Record of Withdrawal or an official transcript from the previous school must be provided. Credits earned from other California-Licensed barber or Cosmetology institutions are given full credit for the hours of training they had received as long as the courses transferred are the same. Transfers are only good if there is enough time remaining before they can take the State Board Examination. If not, they must get an extension from the California Board of Barber Examiners.

If an applicant is transferring from another state or from another country, they must first contact California Board of Barbering and Cosmetology and apply for approval of their hours from their previous school. The documents required for this process can be found on the California State Board of Barbering & Cosmetology' website, ([www.barbercosmo-.ca.gov](http://www.barbercosmo-.ca.gov)). The Board will then

issue a letter indicating the credit it has approved for the hours taken at the previous school along the any other requirements. The Brothers & Sisters BarberCosmo Academy will make a final decision based on the information in the letter.

Requests for transfers must be in writing, by the student wishing to transfer to The Brothers & Sisters BarberCosmo Academy. The institution will mail or fax the transcripts directly to our school from any other college or university. (Please refer to the Enrollment Agreement for details on Transfers or Credits).

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at The Brothers & Sisters Barber Cosmo Academy.

## **ORIENTATION**

All new students are required to attend and orientation prior to or on their first day of class. During the orientation you will be introduced to your campus staff and learn about our policies and expectations and student services.

## **STUDENT SERVICES /ADVISING & PLACEMENT**

While the school cannot guarantee employment for graduates, the school does make every effort to help our graduates obtain employment. Classes are given on, how to write a resume, job searching and interviewing techniques. The beauty and wellness industry are very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Brothers & Sisters BarberCosmo Academy Students are taught these skills on a continual basis throughout the course training. The school gives its students the opportunity to a net work of relationships with professionals and employers throughout the community who are frequently seeking our graduates. Graduates are encouraged to maintain contact with the school on current employment and future employment needs. Call our registrar for job opportunities and career counseling. To help students achieve their fullest personal development and make the best use of all of The Brothers & Sisters BarberCosmo Academy Academy educational resources. We offer guidance and advice beginning with your first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout your enrollment at The Brothers & Sisters BarberCosmo Academy and beyond. Your success is our primary goal. Various situations outside of school, such as transportation, your job or childcare, may arise that could jeopardize your ability to complete your studies.

Staff wants to know about these situations so they can help you stay on track towards your goals. Career Services: From your first day in class, the services of The Brothers & Sisters BarberCosmo Academy s geared towards assisting students with their career development and entry level job opportunities. The Brothers & Sisters BarberCosmo Academy personnel provide students with job placement assistance, in addition to in-school workshops on resume writing, Service Resources Include: Industry and alumni guest speakers. Career fairs and career development workshops concentrating on job search skills and strategies. Workshops in resume writing, portfolio building, interview strategies, customer services skills and building a client base. Job Listings. Job Hotlines, State Licensing Assistance, The Brothers & Sisters BarberCosmo Academy Access to Style Seat, Access to Milady Online Licensing Exam Preparations.

## **HOUSING**

The Brothers and Sisters BarberCosmo Academy does not have dormitories or housing on campus, provide or assist to obtain any housing for its students. CCR 71810(b) (13) There are apartments in the immediate Fruitvale neighborhood that average \$1,400 per Month for 1bedroom apartments, for more information please see <https://www.apartments.com>, <https://www.zillow.com/>

## OTHER ENROLLMENT INFORMATION

### THE BROTHERS & SISTERS BARBERCOSMO ACADEMY SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

### THE BROTHERS & SISTERS BARBERCOSMO ACADEMY SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Brothers & Sisters BarberCosmo Academy expects all students to maintain Satisfactory Academic Progress. (SAP). Applies to every student enrolled in a NACCAS-approved program. This (SAP) information/requirements are provided to applicants prior to enrollment at “The Brothers & Sisters BarberCosmo Academy. This information is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (Part-time/full-time). Students will be notified of all evaluation results as:

1. Maintain a cumulative academic GPA of 'C (70%) or better at the end of each evaluation period, per the grading scale below. Practical assessments and theory tests grades are combined to produce a combined GPA reflecting the qualitative element of the SAP policy.

<b>Grade</b>	<b>Level</b>
100%-90%	Outstanding
89%-80%	Good
79%-70%	Satisfactory
69%-0%	Unsatisfactory

2. Maintain a cumulative average attendance level of at least 70% of the scheduled, hours indicated on the students' enrollment contract at the end of each evaluation periods reflecting the quantitative element of the SAP policy.
3. This ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. After a student has reach maximum hours, they are terminated. After the termination, a student who wished complete the remaining hours would be allowed to re-enroll in the program only on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.
4. Student meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation period. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

<b>Barbering 1500 clock hours</b>	<b>Cosmetology 1600 clock hours</b>	<b>Barber Cross over 200 clock hours</b>	<b>Cosmetology Cross over 300 clock hours</b>	<b>Barber Instructor Training 600 clock hours</b>
450 hours	450 hours	150 hours	100 hours	300 hours
900 hours	900 hours	300 hours	200hours	600 hours
1200 hours	1250 hours			
1500 hours	1600 hours			

<b>Cosmetology Instructor Training 600 Clock Hours</b>	<b>Electrolysis 600 cock Hours</b>	<b>Esthetics 600 clock hours</b>	<b>Manicurist 400 Hours</b>	<b>Refresher 400 clock hours</b>
300 hours	150 hours	300 hours	200 Hours	200 hours
600 hours	300 hours	600 hours	400Hours	400 hours

Evaluation Periods: Satisfactory Academic Progress will be assessed at the following bench marks of actual attended hours. The institution shall evaluate student's (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All evaluations must be completed within seven (7) School business days following the established evaluation periods. A copy will be reviewed and provided to the student. The other copy will be stored in the school student's file.

\* Transfer or Re-enrollment Students - Midpoint of the contracted hour or the established evaluated periods, whichever comes first.

Determination of Progress Status: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluation periods if requested by the student.

Warning Period: Students attending School during the "warning" period are still deemed to be in Satisfactory Academic Progress. If at the end of the warning period, the student has not met both the attendance and academic requirements, the student is deemed to be "unsatisfactory" for the next evaluation period.

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.  
Appeals can only be granted if:

1. The student has the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period

OR

2. The Institute has developed an academic plan for the student that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by the end of the next evaluation period.

The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the next evaluation period. If a student meets the minimum attendance requirements by the end of the probationary period, satisfactory progress has been re-established and Title IV funds will be disbursed for the next payment period.

If, at the end of the probationary period, the student has still not met both the attendance and academic requirements for Satisfactory Academic Progress or by the academic plan, then, he/she will be determined as NOT making Satisfactory Academic Progress and if applicable, students will not be deemed eligible to receive Title IV funds. Students who are not eligible to receive Title IV funds must pay cash going forward and bring their account balance current in order to remain enrolled in their program or the student will withdraw from school.

**Appeal Procedure:** If a student is determined to not be making Satisfactory Academic Progress at the evaluation point after the warning status, the student may appeal the determination. The student must submit a written appeal to the School within 15 days of the adverse decision on the SAP Appeal Form with supporting documentation as to the reasons why the determination should be reversed. This information should include what caused the student to fail to meet Satisfactory academic progress (such as a death in the family, an injury or illness of the student or other allowable special circumstances'), what has changed about the student's situation, and what the student will do going forward that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed by a campus committee consisting of a School manager, a School administrative staff member and a School instructional faculty member and a decision will be made and reported to the student within 15 calendar days of receiving the appeal request form. 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, the student will be placed on "Probation" Status and federal financial aid will be reinstated as applicable.

**Re-establishment of Satisfactory Academic Progress.** 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. The school will notify the student of evaluations that would impact their Title IV funding.

**Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted the student will return to school in the same progress status as prior to the interruption. Hours elapsed during the interruption will extend the student's contract period and maximum time frame by the same number of days taken out and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the and wish to re-enroll will return in the same Satisfactory Academic Progress as at the time of withdrawal.

**Course Incompleteness, Repetition and Noncredit Remedial Courses:** Courses incomplete, repetition and noncredit remedial courses do not apply to this institution. Therefore these items have no effect upon the School Satisfactory Academic Progress Standards.

**Transfer Hours:** With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the School, therefore if a student withdraws from one clock hour program and enrolls in another clock hour program, SAP is based on the actual contracted hours of the specific program. There are no degree programs with declared majors at this institute.

## STUDENT CLINIC SUCCESS

As a student, you will get practical hands-on training providing services for real people in the student clinic. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on their technical skill level, but also to a large degree on their customer/business skills. In order to be successful in their chosen occupation, students are expected to service all patrons that come into the school. This strives a student's customer service and business skills while in school so that, upon graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal client base. Developing

Practical Training includes students working on model, amongst their fellow classmates, guests and training assignments on mannequin heads.

A student's success is dependent upon their ability to use the job-critical skills learned at The Brothers & Sisters BarberCosmo Academy including attendance, punctuality, professional image, and attitude, the ability to attract and retain clients, service productivity and retail sales promotion. Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require awareness to:

- Continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Training to proper ergonomics is a requirement while working long hours to earn a living.
- Ability to incorporate excellent interpersonal skills with peers, customers and staff members.
- Ability to follow directions. Customer comes 1st. Listening to clients.
- Safety & Infection Control Procedures while handling chemicals. Certain individuals may have allergies or sensitive to the typical chemical products used in beauty and wellness occupations.

\* Planning and Goals keeping a commitment to achieve the education towards a successful career in the Beauty Industry.

## PHYSICAL HEALTH AND SAFETY

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require awareness to

- Continued standing or sitting in
- Constant use of the upper torso shoulders, arms, wrist and hands.
- Upper back and neck.
- Training to proper ergonomics is a requirement while working long hours to earn a living
- Ability to incorporate excellent interpersonal skills with peers' customers and staff members
- Ability to follow directions customer comes first
- Listening to client's safety
- Following infection Control procedures while handling chemicals.
- Certain individuals may have allergies are sensitive to the typical chemical products used in the beauty and wellness occupations.
- Planning and goalkeeping a commitment to achieve the education towards the successful career in the beauty industry

## NOTICE TO STUDENTS WHO MIGHT BE PREGNANT

WARNING Exposure to chemicals used in the cosmetology/ industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

## GRADING SYSTEM AND EVALUATIONS

Grade	Level
100%-90%	Outstanding



89%-80%	Good
79% <sup>o</sup> -70% <sup>o</sup>	Satisfactory
69% <sup>o</sup> -0%	Unsatisfactory

The Brothers & Sisters BarberCosmo Academy measures grades according to the following system:

Theory: Theory or Practical Instruction is the instruction received through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services performed on another person

(client or another student) or on a mannequin.

Practical Training work will be graded as follows:

Grade	Level
100%-90%	Outstanding
89%-80%	Good
79% <sup>o</sup> -70% <sup>o</sup>	Satisfactory
69% <sup>o</sup> -0%	Unsatisfactory

Attendance: Students must attend a minimum of 70% of their scheduled hours in order to maintain Satisfactory Academic Progress (SAP).

SAP is checked at the following increments in each program:

<b>Barbering 1500 clock hours</b>	<b>Cosmetology 1600 clock hours</b>	<b>Barber Cross over 200 clock hours</b>	<b>Cosmetology Cross over 300 clock hours</b>	<b>Barber Instructor Training 600 clock hours</b>
---------------------------------------	---	--	---	---

450 hours	450 hours	150 hours	100 hours	300 hours
900 hours	900 hours	300 hours	200hours	600 hours
1200 hours	1250 hours			
1500 hours	1600 hours			

<b>Cosmetology Instructor Training 600 Clock Hours</b>	<b>Electrolysis 600 cock Hours</b>	<b>Esthetics 600 clock hours</b>	<b>Manicurist 400 Hours</b>	<b>Refresher 400 clock hours</b>
300 hours	150 hours	300 hours	200 Hours	200 hours
600 hours	300 hours	600 hours	400Hours	400 hours

## GRADUATION REQUIREMENTS

In order to graduate, each student must maintain a minimum grade of (C)70% in Theory and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering & Cosmetology.

The Brothers & Sisters BarberCosmo Academy students receive a diploma for their program of study once they have completed the program's required clock hours, practical operations and technical hours, and provided they have passed all Theory exams and Practical Training assessments with satisfactory grades or higher. Please refer to individual program listings for any program specific graduation requirements. All financial and academic obligations with The Brothers & Sisters BarberCosmo Academy must be completed in full before a certificate of completion can be awarded. Payments are accepted in cash, cashier's check or money orders, or grants.

### Payment Plan Service:

The Brothers & Sisters BarberCosmo Academy offers payment plans as an option on a need basis to help students make tuition affordable and manageable. Students may request a payment plan of tuition only. All other fees and related costs cannot be included in this service. Under this plan tuition is due on monthly payments by payment deadline. Default on the monthly payments without prior arrangements with the administrator may be subject to the student's account to be paid in full. Students can pay with cash, money orders and/or cashier checks.

### Late Payment Fees:

Payments received after due date are subject to a \$25 (late fees unless prior arrangements are made with the administrator. Upon completion of graduation requirements, a student is eligible to pay the required examination fees and complete the applications for the State Licensing Exam. The Application is submitted to the Board of Barbering & Cosmetology. When the Student passes the State Board Exam, they become licensed to work in their career of choice

## **PRE-APPLICATION FOR STATE BOARD EXAM**

Pre-application (Pre-App) is designed by the State Board of barbering and cosmetology at their own additional charge. (not included in the price of tuition equipment and books or registration). Pre-Application is a program designed for a student to apply while they're still in school for their State Licensing Exam. This means students will have a date for their exam in less time than if they waited till after graduation. Most students are eligible to participate in this program provided there are meeting The Brothers and Sisters Barber Cosmo Academy requirements for progress and graduation, at the discretion of the director. This process is time sensitive to a student reaching 75% of their eligible course. The time frames are strictly enforced, and the student is responsible for paying the fee and completing the paperwork in the registrar's office. Students who do not adhere to the Pre-app time frame will be ineligible and will have to wait till graduation to apply for an exam date. It is the student's responsibility to meet the minimum requirements.

## **STATE LICENSING REQUIREMENTS**

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalent
- Have committed no acts or crimes constituting grounds for denial of licensure under section 189 of the Business and Professional Code.
- Have completed the approved hours in a Board Approved school.
- Proof of Training document
- Pay Application Fees
- Pass the State Board Examination

## **ACCOUNTING OF STUDENT HOURS AND OPERATIONS**

Students must clock in and out at the required times using the automated time clock. The clock tracks student/ employee time.

Please read and adhere to the Student time management method given to you during orientation.

Students are not to remove time sheets from the premises at any time. Forged or altered signatures are grounds for immediate expulsion. All timesheets are posted weekly using the school's computerized attendance system. The time sheets are then filed in the student's time sheet folder. Students wishing to know their current clock hours must do so in writing. An appointment to review time sheets will be Scheduled within seven days.

## **ATTENDANCE POLICY**

When it comes to student success, attendance is the key. Regular and consistent attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Further, good attendance makes you eligible for special recognition and participation in extracurricular activities (e.g. Trade shows and contests, community outreach and competitive teams). The Admissions Advisor or School Registrar will inform each student of their published class schedule. Our guidelines for student's attendance are as follows:

1. Daily attendance is required for a good education. In the event that an absence is unavoidable, you are required to contact at (510) 261-8810 or Text (510) 302- 9820 prior to scheduled day. You must also do this when you are running late, are going to be absent or when you were expected back to class. Unless you have made previous arrangements with the director and instructor. You will only receive credit for hours if you are present and actively participating in class and clinic activities.
2. Satisfactory Academic Progress requires a student to maintain a minimum of 70% attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or School Director. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be held to the standards as outlined in the Satisfactory Academic Progress Policy. (Please refer to Satisfactory Academic Progress policy)

3. However, if you are too ill to take an active part in campus learning activities or cannot actively participate in all aspects of applied effort, we request that you not attend class until you are well but still call in or have someone call in for you so the school is aware of your status.
4. Any student absents for (14) consecutive calendar days will be terminated from their program and will need to go through the re-enroll process and pay re enrollment fee.

## **TARDINESS AND CLOCK-IN**

School starts at 9:30am Tuesday-Saturday. Any student late for class by fifteen minutes (9:45am) will not be permitted to clock in until after theory. A student is therefore responsible to find out the class missed and catch up on any practical application of the lesson they missed.

## **THEORY**

1. All students must attend Theory class on a daily basis.
2. All students must complete Theory hours to graduate
3. Theory class will be held Tuesday through Saturday 9:30 AM to 10:30AM
4. Evening theory class will be held Monday through Thursday 6:00pm to 10:00pm
5. Saturday's are mandatory for all Day Schedule students: any student who does not come in on Saturday will not cut hair on the following Tuesday. (No Saturday, No Tuesday floor time)

## **BARBER/COSMETOLOGY BOARD PRACTICE TESTING**

Day Schedule Barber Board Practice Testing will be held every Friday Morning at 10am to 12pm; Evening Schedule Barber/Cosmetology Board Testing will be held every Thursday evening at 6:00pm to 7:00pm.

## **LUNCH PERIODS AND BREAKS**

- 1) Even # stations go to lunch at 12:00pm: and expected back to class by 12:30pm
- 2) Odd # stations go to lunch at 12:30pm: and are expected back to class by 1:00pm
- 3) **Lunch period is mandatory for all students**
- 4) Lunch period is 30 minutes and Breaks are 10 minutes
- 5) Even # Stations take break (1) at 10:30am to 10:40am and break (2) at 3:00pm to 3:10pm
- 6) Odd # Stations take break (1) at 10:40am to 10:50am and break (2) 3:10pm to 3:20pm

\* NO LUNCH BREAKS FOR THE EVENING SCHEDULES.

## **MINIMUM DAILY POLICY**

- Full time students must be clocked in at least 6 hours in order to cut hair and receive credit on that day . If a full-time student cannot complete at least 6 hours for the day they must let the director know why they need to leave or arrive early/late.
- Students are expected to attend school, as they will be expected to report to work. All absences and tardiness will be recorded. Students shall attend school according to the enrollment schedule on their contract, unless a change has been approved by the school.
- Three (3) absent days within any (30) day period will need Admission Directors's approval
- **Unexcused Absences/tardiness will result in no haircutting on the day of or the day after. Habitual absences or tardiness will be documented in the students file with a warning explaining to the student the danger of overtime accrued due to their inability to adherer to the attendance policy.**
- Saturdays are mandatory days. No Saturday, haircutting on Tuesday.
- Any missed time, days off, early punch outs and late arrivals will count towards the students' absent hours and can't be made up without the director's approval.

- Doctor appointments, dentist appointments and other personal errands should be scheduled for non-school days.
- Theory class attendance is recorded and must be complied with for successful completion.
- Permission to leave due to emergencies or unavoidable circumstances will be granted at the discretion of the director.
- No student shall be allowed to attend, or remain in school while intoxicated or under the influence of any drug.
- Students while under drowsy prescription medication must notify the school for approval to attend school. Violation of this rule is cause for disciplinary action
- No student shall be allowed to attend school while they have and infectious, contagious or communicable disease including the common cold.
- Excessive absences may result in extra costs for the program completion/dismissal from the program.
- Students must attend a minimum of 70% of their scheduled hours in order to maintain Satisfactory Academic Progress (SAP). (Please refer to SAP terms).
- **Students are required to make up any missed lessons or exams due to absenteeism. It is the student's responsibility to schedule for missed work.**

## **CHANGE OF STATUS**

If a student find that they unable to attend their scheduled hours in full, part time, they must request a change of status from the director prior to attending more or less hours. A fee of \$40.00 will be added to the student's tuition account for any change of status. It is your responsibility to check with the office to make sure any change in your attendance does not affect your eligibility.

Check the Class Schedule for the next date class that you missed and request permission from the Director to attend. Permission from the Director is required anytime a student wishes to attend school outside his/her scheduled time. Students are required to make up any missed lessons or exams due to absences. It is the student's responsibility to schedule for missed work.

## **TEACHING AND LEARNING METHODS USED AT THE BROTHERS & SISTERS BARBERCOSMO ACADEMY**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparations, graduation and job entry level skills.

Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities.

The course is presented though comprehensive lesson plan which reflect effective educational methods. Subjects are presented though comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Additionally, Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## LIST OF COURSES

### BARBERING COURSE 1500 HOURS 37 1/2 WEEKS

**P R O G R A M / C O U R S E D E C R I P T I O N :** Primary purpose of the Barbering course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Barbering field. The course is particularly directed towards developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barbering profession.

#### **C O U R S E G O A L S / O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop /salon.
- Develop employer/employee relationships and effective communication skills.

#### **Skills to be acquired:**

1. Learn to perform all services in a safe sanitary way
2. Learn the proper use of implements relative to all Barber services.
3. Acquire the knowledge of analyzing the Scalp and Face before all services are done, to determine any disorders.
4. Learn the procedures and terminology used in performing all Barber services.
5. Learn professionalism and work ethics required in the field.
6. Learn the proper procedure of shaves and facials.
7. Learn various haircuts and styles.

**I N S T R U C T I O N A L M E T H O D S :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E M A T E R I A L S :** Students follow Milady's Standard of Professional Barbering. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

#### **S T A T E O F C A L I F O R N I A**

#### **C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :**

The state requires students to complete 1500 hours before taking the state exam. The subjects covered include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hairweaving and Hair Styling. The course prepares the student for entry level employment as a Barber/ Stylist. Full time training includes 40 clock hours per week. Approximately nine (9.5) Months to complete.

#### **G R A D U A T I O N R E Q U I R E M E N T S**

In order to graduate, each student must maintain a minimum grade of (C)70% in Theory and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology:

<p><b>SUBJECT: BARBER</b></p>	
<p><b>Health and Safety:</b>Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health &amp; Safety Course (B&amp;P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	<p>100</p>
<p><b>DISINFECTION AND SANITATION:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	<p>100</p>
<p><b>CHEMICAL HAIR SERVICES:</b>Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	<p>200</p>
<p><b>HAIR SERVICES:</b>Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non-chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	<p>200</p>

<p><b>Shaving and Trimming of the Beard:</b> Including instruction on preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p>	<p>150</p>
<p><b>HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p>	<p>50</p>
<p><b>MANICURE AND PEDICURE:</b> Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.</p>	<p>100</p>
<p><b>MANUAL FACIALS:</b> Manual, Electrical and Chemical Facials: Includes, but is not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.</p>	<p>40</p>



<b>ANATOMY &amp; PHYSIOLOGY:</b> Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions.	60
---	----

**I N S T R U C T O R   Q U A L I F I C A T I O N S / T E A C H E R   T O   S T U D E N T  
R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

**COSMETOLOGY 1000 HRS 25 WEEKS**

**P R O G R A M / C O U R S E   D E S C R I P T I O N :** Primary purpose of the Cosmetology course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

**C O U R S E   G O A L S /   O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
- To prepare students to work in a professional salon/spa.
- To develop employer/employee relationships and effective communication skills.

Once licensed you may cut hair, perform hair styling, perform all phases of manicuring, apply makeup and give skin care (within the scope of the license) for profit.

As a cosmetologist, many exciting job opportunities await you. If you enjoy travel you can embark on an adventure on a cruise ship as a stylist. Open your own salon. Represent a major manufacture in the beauty industry, or choose your own expertise and perform only applications, which you prefer, colorist, stylist etc. Work in a spa performing manicures, hair styling and makeup applications. The possibilities are endless!

**Skills to be acquired:**

1. Learn the proper use of implements relative to all Cosmetology services.
2. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
3. Learn the procedures and terminology used in performing all Cosmetology services.
4. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

**I N S T R U C T I O N A L   M E T H O D :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of

lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**REFERENCE MATERIAL :** Students follow Milady's Standard of Cosmetology. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**S T A T E O F C A L I F O R N I A C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :**

The state requires students to complete 1000 hours before taking the state exam. The subjects covered include the following: Hairstyling, Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling. Permanent Waving and Chemical Straightening, permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. Hair Coloring, Bleaching, Hair Cutting, Health and Safety, Laws and Regulations. The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. Health and safety considerations, disinfection and sanitation. The subject of disinfection and sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and anatomy and physiology. Esthetics: Manual, electrical and chemical facials, eyebrow Beautification and Make-up. Eyebrow Beautification, wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair and makeup. manicuring and pedicuring, artificial nails and wraps acrylic training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

**G R A D U A T I O N R E Q U I R E M E N T S**

In order to graduate, each student must maintain a minimum grade of (C)70% in Theory and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology:

<b>SUBJECT: COSMETOLOGY</b>	MINIMUM PRACTICAL OPERATIONS
<p><b>Health and Safety:</b> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.  <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100

<p><b>DISINFECTION AND SANITATION:</b> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	100
<p><b>CHEMICAL HAIR SERVICES:</b>Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	200
<p><b>HAIR SERVICES:</b>Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	200
<p><b>SKIN CARE:</b>Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.</p>	150
<p><b>HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION:</b>Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p>	50

<p><b>MANICURE AND PEDICURE:</b>Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.</p>	<p>100</p>
<p><b>MANUAL FACIALS:</b>Manual, Electrical and Chemical Facials: Includes, but is not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.</p>	<p>40</p>
<p><b>ANATOMY &amp; PHYSIOLOGY:</b>Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions.</p>	<p>60</p>

**I N S T R U C T O R   Q U A L I F I C A T I O N S / T E A C H E R   T O   S T U D E N T  
R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Cosmetologist in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

## **COSMETOLOGY CROSS-OVER (200) CLOCK HOURS 5 WEEKS**

**PROGRAM / COURSE DESCRIPTION :** The Primary purpose of the Cosmetology cross-over course is to train already licensed Cosmetologist in both theory and practical experience to successfully take the exam for a license in the Barbering field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barber profession.

### **COURSE GOALS / OBJECTIVES :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skills.

### **Skills to be acquired:**

1. Learn to perform all services in a safe sanitary way
2. Learn the proper use of implements relative to all Barber services.
3. Acquire the knowledge of analyzing the Scalp and Face before all services are done, to determine any disorders.
4. Learn the procedures and terminology used in performing all Barber services.
5. Learn professionalism and work ethics required in the field.
6. Learn the proper procedure of shaves and facials.
7. Learn various haircuts and styles.

**INSTRUCTIONAL METHODS :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**REFERENCE MATERIAL :** Students follow Milady's Standard of Professional Barber. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### **STATE OF CALIFORNIA**

### **CURRICULUM / UNITS OF INSTRUCTION :**

This 200hr course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 100 hours of theory instruction and 100 hours of practical training. An additional 40 hours in either practical or theory will be determined by the instructor depending on the student's needs. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course can be completed in ten (10) weeks of full-time attendance but must be completed in four (4.5) weeks. This course prepares a licensed Cosmetologist to provide entry level services as a Barber in the State of California.

**THE THEORY OF BARBERING (Required) 100 HOURS**

The Basics of Barber-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, the chemicals and treatments, Syphilis, anatomy, industry related business principles, barber Boards, operating in the field and practical application

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
BARBERING CROSS OVER	200	
SHAVING	100	40

#### INSTRUCTOR QUALIFICATIONS / TEACHER

**T O S T U D E N T R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Cosmetologist in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical train

### BARBER CROSS-OVER COURSE 300 CLOCK HOURS – 7 1/2 WEEKS

**P R O G R A M / C O U R S E D E S C R I P T I O N :** The Barber cross over course consists of 300 clocked hours as mandated by the California State Department of Barbering and Cosmetology. The Primary purpose of the Barber Cross over course is to train already licensed Barbers in both theory and practical experience to prepare them to successfully for a license in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession. The Cosmetology Crossover Course is designed to train all students in the non-Barbering principles and practices in the profession of Cosmetology. Although the student has already passed the examinations to obtain his/her Barber's license, he/she must take both the written and practical exams to obtain their crossover license for Cosmetology. Upon successful completion of the course each student will be properly prepared and trained to complete the Cosmetology examination required by the State of California Department of Barbering and Cosmetology.

#### C O U R S E G O A L S / O B J E C T I V E S :

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skills.

#### Skills to be acquired:

7. Learn the proper use of implements relative to all Cosmetology services.
8. Acquire the knowledge of analyzing the Scalp, Face, and Hands before all services are done, to determine any disorders.
9. Learn the procedures and terminology used in performing all Cosmetology services.
10. Learn the application of daytime and evening make-up to include the application of false Eyelashes.
11. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
12. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

**I N S T R U C T I O N A L M E T H O D S :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E M A T E R I A L S :** Students follow Milady's Standard of Professional Cosmetology Text Book. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support

the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

S T A T E O F C A L I F O R N I A

C U R R I C U L U M / U N I T S O F I N S T R U C T I O N : The objective of the Barber Cross-over Course is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Cosmetology License, which is a requirement to operate as a Cosmetologist in the state of California. Upon passing their examination and receiving their license, students are qualified for cosmetology employment in California in this industry.

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
ESTHETICIAN	200	
MANUAL FACIALS	25	40
CHEMICAL	25	40
EYEBROW BEAUTIFICATION	25	30
MAKEUP	25	30
	25	30

**Course Contents:** The curriculum for students enrolled in a Cosmetology Crossover course for Barbers shall consist of a minimum of three hundred (300) clock hours of technical instruction and practical operations covering those cosmetology practices that are not a part of the required training or practice of a barber of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Such technical instruction and practical operations shall include:

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
MANICURING/PEDICURE	100	
MANICURE	10	50
PEDICURE	10	50
ARTIFICIAL NAILS	25	120
NAIL WRAPS	25	120

I N S T R U C T O R Q U A L I F I C A T I O N S / T E A C H E R T O S T U D E N T R A T I O S : Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Cosmetologist in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

## BARBER INSTRUCTOR TRAINING 600 HRS 15WEEKS

### PROGRAM / COURSE DESCRIPTION

The Primary purpose of the Instructor Training Course is to train already licensed Barbers to teach as an instructor in the field of Barbering.

### COURSE GOALS / OBJECTIVES :

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of teaching Barbering.
- To prepare students for entry level employment as a Barber Instructor.
- To learn the needs of a beginning teacher and teaching methods

### Skills to be acquired:

1. Learn the proper way to develop a syllabus.
2. Acquire the knowledge of different teaching methods.
3. Learn the procedures and terminology used in teaching services.
4. Learn to test, grade and keep student records.
5. Learn the art of continued education in an ever-evolving field.

**INSTRUCTIONAL METHODS :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**REFERENCE MATERIAL :** Students follow Milady's Standard of Professional Barber. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### STATE OF CALIFORNIA

**CURRICULUM / UNITS OF INSTRUCTION :** Teaching methods and procedures used in barbering colleges; Teaching Theory; and Practical phases of barbering, under the supervision of a qualified instructor. The course prepares the student for entry level employment as a Barber Instructor.

The subjects covered include: Introduction to teaching, The Learning Process, The Teaching process, planning for teaching, The State Examination Procedure and Practical Application. The course can be completed in 15 weeks but must be completed in six (6) months.

### Minimum requirements:

- 12th grade education
- 18 years of age
- California licensed barber



## **THEORY OF TEACHING AND STUDENT TEACHING 250 & 110 HOURS**

The Needs Of The Beginning Teacher, The need of The Brothers and Sisters Barber Cosmo Academy operation, The learning process, principles of learning, Characteristics Of The Learning Process, The Teaching Process, Educational Objectives, Preparation For Training, Course Outlines, Lesson Plans, The Four Step Plan, Methods Of Instruction, Planning For Teaching, Procedure For Writing A Lesson Plan, Development Of Instructional Materials, Evaluation Of Instruction and Practical Application.

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
<b>INSTRUCTOR TRAINING</b>	<b>600</b>	<b>450</b>
THEORY OF TEACHING (Required)	250	0
PRACTICAL APPLICATION (Required)	240	0
STUDENT TEACHING	110	0

**NOTE: No licensing exam with this course. Student received a certificate of completion.**

## **COSMETOLOGY INSTRUCTOR TRAINING 600 HRS 15WEEKS**

**PROGRAM / COURSE DESCRIPTION :** The Primary purpose of the Instructor Training Course is to train already licensed Barbers to teach as an instructor in the field of Cosmetology.

### **COURSE GOALS / OBJECTIVES :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of teaching Cosmetology.
- To prepare students for entry level employment as a Cosmetology Instructor.
- To learn the needs of a beginning teacher and teaching methods

### **Skills to be acquired:**

1. Learn the proper way to develop a syllabus.
2. Acquire the knowledge of different teaching methods.
3. Learn the procedures and terminology used in teaching services.
4. Learn to test, grade and keep student records.
5. Learn the art of continued education in an ever-evolving field.

**I N S T R U C T I O N A L M E T H O D S :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E S M A T E R I A L :** Students follow Milady's Standard of Professional Cosmetologist. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**CURRICULUM:** Includes: teaching methods and procedures used in barbering colleges; Teaching Theory; and Practical phases of Cosmetology, under the supervision of a qualified instructor. The course prepares the student for entry level employment as a Cosmetology Instructor.

The subjects covered include: Introduction to teaching, The Learning Process, The Teaching process, planning for teaching, The State Examination Procedure and Practical Application. The course can be completed in 15 weeks but must be completed in six (6) months.

Minimum requirements:     12th grade education  
   18 years of age  
   California licensed barber

**THEORY OF TEACHING AND STUDENT TEACHING   250 & 110 HOURS**

The Needs Of The Beginning Teacher, The need of The Brothers and Sisters Barber Cosmo Academy operation, The learning process, principles of learning, Characteristics Of The Learning Process, The Teaching Process, Educational Objectives, Preparation For Training, Course Outlines, Lesson Plans, The Four Step Plan, Methods Of Instruction, Planning For Teaching, Procedure For Writing A Lesson Plan, Development Of Instructional Materials, Evaluation Of Instruction and Practical Application.

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
INSTRUCTOR TRAINING	600	450
THEORY OF TEACHING (Required)	250	0
PRACTICAL APPLICATION (Required)	240	0
STUDENT TEACHING	110	0

**NOTE: No licensing exam with this course**

**ELECTROLYSIS 600 HRS 15 WEEKS**

**P R O G R A M / C O U R S E D E S C R I P T I O N**

The Primary purpose of the Electrolysis course is to train students in both theory and practical experience to prepare them to successfully for immediate employment in the electrologist field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Esthetics profession.

**C O U R S E G O A L S / O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Esthetics.
- To prepare students to work in a professional barbershop/salon.

- To develop employer/employee relationships and effective communication skills.

**Skills to be acquired:**

1. Learn to perform all electrolysis services in a safe sanitary way
2. Learn the proper use of implements relative to all Electrolysis services.
3. Acquire the knowledge of analyzing the body part before all services are done, to determine any disorders.
4. Learn the procedures and terminology used in performing all Electrolysis services.
5. Learn professionalism and work ethics required in the field.
6. Learn the proper procedure of hair removal.

**I N S T R U C T I O N A L M E T H O D S :**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E S :**

Students follow Milady's Standard of Professional Esthetician. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**S T A T E O F C A .**

**C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :**

Each student who successfully completes the course of study will be awarded a diploma from the institution and the graduate will be prepared to meet the Board certification requirement for obtaining their licensure as a California licensed electrologist.

Graduation Requirements: In order to graduate, each student must maintain a minimum grade of C/70% in theory and practical assessment evaluations; as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology of California.

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH AND SAFETY	200	
LAWS AND REGS	10	
HEALTH AND SAFETY	40	
ANATOMY AND PHISIOLOGY	45	
ELECTRICITY	15	
ELECTROLYSIS	45	
BLEND	45	
BROTHER AND SISTERS METHOD	50	

## ESTHETICS 600 HRS 15 WEEKS

### PROGRAM / COURSE DESCRIPTION

The Primary purpose of the Esthetics course is to train students in both theory and practical experience to prepare them to successfully for immediate employment in the Esthetics field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Esthetics profession.

### COURSE GOALS / OBJECTIVES :

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Esthetics.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skills.

### Skills to be acquired:

1. Learn to perform all skin care services in a safe sanitary way
2. Learn the proper use of implements relative to all esthetician services.
3. Acquire the knowledge of analyzing the skin before all services are done, to determine any disorders.
4. Learn the procedures and terminology used in performing all esthetician services.
5. Learn professionalism and work ethics required in the field.
6. Learn the proper procedure for success in all services.

### INSTRUCTIONAL METHODS :

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### REFERENCES :

Students follow Milady's Standard of Professional Esthetician. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### STATE OF CALIFORNIA

### CURRICULUM / UNITS OF INSTRUCTION :

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

Total Theory Hours: 315 Total Practical Hours: 285 Total Hours: 600

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH AND SAFETY	200	
LAWS AND REGS	10	
HEALTH AND SAFETY	40	

DISINFECTION AND SANITATION	10	
ANATOMY AND PHISIOLOGY	15	

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
FACIALS	350	
MANUAL, ELECTRICAL AND CHEMICAL FACIALS / PREP	70/15	140

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HAIR REMOVAL/MAKEUP	50	
MAKEUP	20	40
EYEBROW BEUTIFICATION	25	50

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
CAREER DEVELOPMENT		
PROFESSIONAL ETHINCS & DECORUM	Taught throughout the program	
BUSINESS MANAGEMENT	Taught throughout the program	

## I N S T R U C T O R   Q U A L I F I C A T I O N S / T E A C H E R   T O   S T U D E N T R A T I O S :

Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Esthetician in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

## **MANICURING 400 HOURS 10 WEEKS**

### P R O G R A M   /   C O U R S E   D E S C R I P T I O N

The Primary purpose of the Electrolysis course is to train students in both theory and practical experience to prepare them to successfully for immediate employment in the Electrologist field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Esthetics profession.

### C O U R S E   G O A L S /   O B J E C T I V E S :

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Esthetics.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skills.

### **EDUCATIONAL OBJECTIVES:**

The objective of the **MANICURING** program is to train students in the basic skills needed to meet the competencies for the examination required by the State of California Department of Barbering and Cosmetology. Passing the exam is a requisite in order to obtain a Manicuring License, which is a requirement to operate as a Manicurist in the state of California. Upon passing their examinations students receive a license and are available for entry-level employment in California in this industry.

### **Performance Objective:**

1. Acquire knowledge of laws and rules regulating the established California Manicuring practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of the Nails of the Hands and Feet.
3. Acquire knowledge of general Theory relative to Manicuring including Anatomy, Physiology, Chemistry and Biology.
4. Acquire business management techniques common to Manicuring.

### **Skills to Be Acquired:**

1. Learn the proper use of implements relative to all Manicuring services.
2. Acquire the knowledge of analyzing the Nails of the Hands and Feet before all services are done to determine any disorders.
3. Learn the procedures and terminology used in performing all Manicuring services.
4. Develop the knowledge of safety precautions for use in Manicuring, Pedicuring, and Artificial Nails.
5. Learn the proper procedure of Manicuring to include Water and Oil Manicure and Pedicure.
6. Learn the application of Brush-on Nails, Nail Wraps, and Nail Tips.

**Course Contents:** The curriculum for the Manicuring course consists of 400 clock hours of technical instruction and practical operations covering all practices constituting the art of Manicuring pursuant to section 7316 of the Barbering and Cosmetology Act. Such technical instruction and practical operations shall include:

### I N S T R U C T I O N A L   M E T H O D S :

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**REFERENCE MATERIALS :** Students follow Milady's Standard of Professional Esthetician. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

The **MANICURING** course of study consists of 400 clocked hours covering all phases of Manicuring and Pedicuring as mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. A **Manicurist** provides personal services to their clientele relating to the care and beautification of the Nails of the Hands and Feet. A Manicurist must develop an professional appearance, pleasant personality and observe professional work ethics.

**S T A T E   O F   C A L I F O R N I A**

**C U R R I C U L U M / U N I T S   O F   I N S T R U C T I O N :** The curriculum for students enrolled in a **MANICURING** course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Material covered to follow:

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
NAIL CARE	300	
MANICURE/PEDICURE	60	60
PEDICURE	60	60
ARTIFICIAL NAILS	60	180
NAIL WRAPS	60	180

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH AND SAFETY	100	
LAWS AND REGS	10	
HEALTH AND SAFETY	25	
DISINFECTION AND SANITATION	20	10
BACTERIOLOGY ANATOMY AND PHISIOLOGY	10	
COMMUNICATION SKILLS & CAREER DEVELPMENT	TAUGHT THROUGHOUT THE COURSE	

## I N S T R U C T O R   Q U A L I F I C A T I O N S / T E A C H E R   T O   S T U D E N T R A T I O S :

Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license in manicuring in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

## **REFRESHER 400 CLOCK HOURS 10 WEEKS**

**P R O G R A M / C O U R S E D E S C R I P T I O N :** This course is for people who have completed the required hours in one of our approved courses or out of state or country licensed professionals seeking reciprocity in California. Regardless of the requirement to take an examination in the state of California a student may opt to refresh. This course may also be for people who have been licensed yet not practicing for years who would like to refresh in the current education practices. This program can be both theory and practical to prepare them for a license in the field they are refreshing for. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the course they have completed.

### **C O U R S E G O A L S / O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of the course they are refreshing in.
- To prepare refresh the student in a course they already completed or are already licensed in.

### **Skills to be acquired:**

1. Refresh in previously learned curriculum.
2. Learn the proper use of implements relative to all services in the course being refreshed.
3. Acquire the knowledge of analyzing clients before all services are done, to determine any disorders.
4. Learn the procedures and terminology used in performing all Electrolysis services.
5. Learn professionalism and work ethics required in the field.
6. Learn the proper procedure the state exam.

**I N S T R U C T I O N A L M E T H O D S :** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E S :** Students follow Milady's Standard of Professional Cosmetologist. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**S T A T E O F C A L I F O R N I A C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :** The Curriculum covers a combination of theory and practical training This course can be completed in 1 1/2 months/ 6weeks. Prerequisite: The Student Applicant must be qualified to take the License Examination. This course must be completed in no more than 6 months. This course is for licensed Apprentices or Barbers from another state or country and students who. Curriculum: This course does prepare the applicant for the California license examination as long as they have completed an approved course in its entirety;

The subjects covered can include:

- Haircutting
- Shaving
- Sanitation
- Hygiene



- Massage
- Shampooing
- Facials
- Salesmanship
- Shop management
- Laws & Regulations
- Hair coloring
- Hair relaxing
- Hair pieces
- Hair waving
- Hair styling
- Exam Prep

**Graduation requirement:** In order to graduate each student must maintain a minimum grade of C or 70 % in both theory and practical assessment evaluations as well as complete the minimum required technical hours and practical operations as mandated by the Board of Barbering and Cosmetology.

SUBJECTS	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
REFRESHER COURSE	400	
THEORY OF BARBERING OR COSMETOLOGY (REQUIRED) THE BASICS OF STYLING, CURLING AND STYLING, DESIGN TECHNIQUES, SCIENCE, DAMAGED HAIR AND SKIN PROBLEMS, THE CHEMICALS AND TREATMENTS, SYPHILIS, ANATOMY, INDUSTRY RELATED BUSINESS PRINCIPLES, BARBER BOARDS. OPERATING IN THE FIELD AND PRACTICAL APPLICATION.	46	0
PRACTICAL APPLICATION REQUIRED	46	
ADDITIONAL PREPARATION FOR STATE BOARD EXAM	274	

**I N S T R U C T O R   Q U A L I F I C A T I O N S / T E A C H E R   T O   S T U D E N T  
R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license the course being refreshed and be in good standing in California, and have at least 3 years of licensed work experience (e.g., barber shop salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical training.

### FINANCIAL AID POLICIES, PRACTICES AND DISCLOSURES

Definition of financial assistance: Loans or other financial instruments that a third-party grant. The Brothers and Sisters Barber Cosmo Academy does not currently participate in title IV the financial aid a financial assistance from any departments.

### CANCELTION, WITHDRAWAL AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

**Students has the right to cancel** the enrollment agreement and obtain a refund of charges paid through the attendance at the first class session or the seventh day after enrollment, whichever is later.

A student **(or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing** within the first class session, or the seventh calendar day after enrollment, whichever is later. In this case all monies collected by the school shall be refunded, regardless of whether or not the school has actually started school or started classes less the application fees of \$150.

Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written signed notice of cancellation at the school address shown on the front page of this Catalog. In order to cancel the student must mail, deliver in person or by fax a letter informing the school of their withdrawal or cancellation of the program. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. The “formal cancellation date” will be determined by the postmark or written notification, the date said notification is delivered to the school administrator, owner or in person. This notice need not take any particular form, and however expressed, is effective if it states that the student no longer wishes to be bound by the Agreement. If you cancel this agreement, School will refund any money that you paid within 30 days after your notice is received. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return the equipment unused and in good condition within a 30-day period, the school may retain that portion of payment paid by you and deduct the cost from any refund due to you. Barber equipment, once used, is not returnable. For Applicants who cancel enrollment or students withdraw from enrollment a fair and equitable settlement will apply to all terminations for any reason, by either party, including Student decisions, Course or program cancellation or school closure. Any monies due to the applicant or Student shall be refunded within 30 days of official cancellation or with drawl official cancellation or Withdrawal shall occur on the earlier of the dates that:

- Student submits a written notice of cancelation
- Student is expelled from the school
- Violated the attendance policy
- Student who withdraws prior to the completion of their program but after the 7-day grace period of signing the contract

All refunds will be calculated based on the students last date of attendance. Any monies due the applicant or student shall be refunded within 45days if formal cancellations date as defined above. In the case of disabling illness or injury a reasonable and fair refund will occur. If school permanently closes and no longer offers courses the school will provide a pro-rata refund to the student. The student may withdraw by the student’s written notice to the institution or by the student’s conduct, including, but not limited to student’s poor attendance. If the student withdraws prior to completion of the Program of study in which she/he is enrolled, the school determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student’s enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on the Enrollment Agreement. If the student withdraws from his/her Program of study after the deadline for the student’s right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the school will issue such refund to the student, less a registration fee not to exceed \$150.00, within 30 days following the student’s withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay for the educational services that you have received. Students who terminate prior to course completion are charged a cancelation fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution i.e. kit books products unreturned school property act. Will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

## **WITHDRAWAL FROM THE PROGRAM**

Students has the right to cancel the enrollment agreement and obtain a refund of charges paid through the attendance at the first class session or the seventh day after enrollment, whichever is later. The student may withdraw from the school at any time after the cancellation described above and receive a pro rata refund if they complete 60% or less of the schedule clock hours in the current payment in the program through the last day of attendance the refund will be less registration fee, nonrefundable books and supplies, and other institutional charges. The student may withdraw by the students written notice to the brothers and sisters Barber Cosmo Academy or by student termination due to conduct including but not limited to the student’s lack-of attendance. If the student withdraws prior to the completion of the program of study which he/she is in rolled the school determines whether the student is eligible for a refund of monies paid based on pro rata calculation formula up until the student has been enrolled for 60% of the scheduled hours of the program. Should the number of scheduled hours during the student enrollment in the program exceeds 60% of the total hours of the program the institution shall have earned and will retain 100% of the institutional charges assessed to the student as explained on the enrollment agreement. If the student withdraws from her/his program of study after the deadline for the students

right to cancel the agreement has passed and the student is entitled to a refund for the pro rata calculations, the school will issue such refund to the Student less an application fee not to exceed \$150 within 45 days following the students withdrawal.

In the event where a student receives a refund check and misplaces the refund check or otherwise requires a of the check, we will reissue the refund check less a \$50 reissue fee to cover the cost of processing a new check and canceling the initial check.

#### **Termination of enrollment:**

The student's enrollment will be terminated by the school when

- The student notifies the school of their withdrawal
- The student fails an academic probation
- The student violates the school rules
- The student is absent for 14 consecutive calendar days. The 14<sup>th</sup> day the constitutes the withdrawal date.

Notice: If student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the school were to par student receives federal student financial aid refunds, the student is entitled to a refund of the money not paid from the financial aid refund.

### **TUITION AND FEES**

PLEASE SEE THE LAST PAGE OF CATALOG FOR TUITION BREAKDOWN

### **LEAVE OF ABSENCES**

The Brothers and Sisters Barber Cosmo Academy doesn't issue LOA. Please refer to student withdrawal procedures.

### **DISCLOSURE AND RETENTION OF EDUCATIONAL RECORDS FERPA**

Adult students and parents of minor students have the right to inspect; review and challenge information contained in their education records. Educational records are defined as files, material and documents which contain information directly related to a student and maintained by the institution. Written consent from the student is required before education records may be disclosed to third parties, with the exception of agencies, designated staff and/or education department authorized by law.

Once a student is 18 years of age, in order for a parent to have access to information about the student or to have access to records the student must add them to the students FERPA form kept in the students file. Even if the student is dependent for other purposes. Information will not be released unless the student personally adds the person's name to their FERPA form. Any inquiries or complaints regarding the above should be discussed with the school director. It is required that a 48 hour notice be given to the management by anyone wishing to inspect educational records. Student requesting a review or audit of their time card will be scheduled for the review with in 7 days of the request. All inspections of the records should be done in the presence of management. Active student files are kept in a locked fire proof cabinet that is not occupied by anything other than files. Student transcripts are kept permanently by the institution while hard copies of the file will only be kept for 5/6 years from the student's date of completion or withdrawal.

### **STUDENTS CODE OF CONDUCT/DRESS CODE**

As a student of the Brothers and Sisters Barber Cosmo Academy you are learning how to conduct yourself as a future beauty and wellness professional. Good grooming and hygiene are essential. Your hair and makeup and dress should be business professional before you enter the school and before class begins. This industry is about image beauty and wellness and it is important to enhance our own personal beauty in order to gain guests confidence. Is necessary that you must present them with your best image. Remember your guest will form a lasting impression opinion of you based on the impression you give them during your first encounter.

Your dress and appearance must be in compliance with the following standards at all times or you could be sent home. Clean hygiene includes the use of deodorant and fresh breath at all times (no gum chewing) but especially when working on a guest. It is essential that excessive body odor or smoke odors are not acceptable either the school classroom or service floor. If a student smokes during a

break they must wash their hands and refresh their hair and clothing to dissipate smoke as a consideration to people offended by smoke odor.

**THE BROTHERS AND SISTERS UNIFORM\***

COURSE	BOTTOMS	TOP	SHOES	SMOCK
BARBER	Black Pants	Black Top	Black Sneakers	Black Smock or Apron
COSMETOLOGIST	Black Pants	Black Top	Black Sneakers	Black Smock or Apron
ESTETICIANS	Black Pants	Black Top	Black Sneakers	White Smock or apron

**\*UNIFORM MUST BE WORN BEFORE ENTERING THE SCHOOL GROUNDS**

- Smock should be zipped up when working on a guest
- Student should wear school uniform and a smock or apron at all times while in school.
- Customer should be protected during any service with the appropriate cape for dry or wet services.
- Hair should be clean and styled at all times
- Students may not spend time clocked in styling their or another students hair or apply makeup (unless it is designated assignment)
- Hair accessories may be worn but must be consistent with the hairstyle
- No head covering allowed inside (leave them in your car or home) No scarves, rags or any other headpiece that covers the hair is allowed.
- Fingernails mean be no longer than 1/4 inches beyond the end of the finger. This rule is intended for safety of gas receiving services. Manicured hands are important for health and safety and to gain respect as a professional.
- When your course includes massage as in Esthetician course student’s finger nails must be no longer than the end of the finger.
- Uniform must be clean without stains and not be torn and wrinkle free.
- Pants may NOT sag, you will be sent home the first time and terminated if it happens again.
- Nothing should be worn over the smock or Apron, this includes coats, sweaters, and jackets etc.
- Long sleeves or T-shirts maybe worn if desired but must fit and not go past your mid-thigh.
- No shirts with logos
- Clothing may not be too tight or too baggy
- Do not wear revealing clothing that shows your glute, cleavage or stomach
- Shorts, skirts or dresses are not allowed
- Pants should be business casual Dickies or Khaki material that fits your size not baggy!
- No tube tops, spaghetti straps tank tops or muscle shirts. Sleeves are required
- No open toed shoes, shop for comfort.
- Shoes must be clean and in good condition.
- Socks must be worn
- On free dress days smocks and aprons must still be worn
- School ID must be worn everyday
- Facial jewelry should be kept at a minimum to avoid accidents that could harm you or others
- Everyone is expected to speak respectfully to one another, staff and guests.
- No loud disruptive talking and horseplay.
- No profanity, racial terms or hate speech allowed. (Students who can’t control their language will be expelled)
- Keep your station, class room and break areas clean. Pick up after yourself please this is an adult school.

**CHANGES IN RULES AND REGS-** The school reserves the right to make any changes in the rules and regulations at any time. Students will be informed through a written addendum which will require their signature as an acknowledgement of compliance to the new rule.

## RULES AND REGULATIONS

The purpose of these rules is to help you establish professional habits that will help you be successful in the professional world of beauty and wellness. During your enrollment at The Brothers and Sisters Barber Cosmo academy you are expected to adhere to those rules. Please remember you are agreeing to abide by these rules and understand there will be consequences if you fail to do so. You are expected to use judgement when applying these rules and communicate to staff when you are unable to comply due to circumstances out of your control. We will all have a great experience during your enrollment when you put your part in maintaining an orderly environment. All students must comply with The Brothers and Sisters Barber Cosmo Academy rules and regulations as a condition of their enrollment. Failure to comply with these rules and regulations can lead to any of the following disciplinary actions: The severity of the misconduct will be handled case by case either through written warnings, probation, suspension, and termination from the school.

All students are expected to conduct themselves in a professional manner. A professional must treat patrons, instructors and fellow students with courtesy and awareness. A professional must follow rules of good grooming, hygiene and proper sanitation. All rules must be followed and failure to comply with any rule can result in dismissal from college. These rules are not arbitrary, they reflect the level of conduct that you will be expected to maintain throughout your career. When you form professional habits at school you will carry those into your professional life and the result will be your success! Students who are terminated for failure to comply with the Brothers and Sisters Barber Cosmo Academy rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the school director stating the reason why they would like the decision to terminate reconsidered for reversed and request a reevaluation of their status. Supporting documentation should be included as necessary. This appeal must be received by the school director within five (5) business days of the termination. Should a student fail to appeal his decision within the time required the decision to terminate will be final. A decision on the student's appeal will be made by the brothers and sisters Barber Cosmo Academy executive committee and will be communicated to the student in writing. executive committee decision on that appeal is then final.

1. Be on time-Tardiness is not acceptable at school and will not be accepted once you are in the workplace. you are expected to choose a schedule that allows you to fully participate every day and not miss any part of your daily education. You are required to call or text the director on the rare occasion this might happen, before showing up late.
2. Every student is responsible for making sure they clock in and out every day on time. If you forget to clock in the director needs to hear from your instructor in order to verify when you arrived. If this is not possible then you will be clocked in at the current time. You are allowed 3 adjustments during your entire enrollment.
3. Get every service recorded and signed off as soon as it is done in order to keep track of the required services for graduation.
4. Observe the appropriate breaks bellow for your schedule and strictly adherer to your time.

SCHEDULE	BREAK TIME	LUNCH
8 HR	10 minutes morning and noon	30 min
6HR	10 minutes morning and noon	No lunch

5. All students must tell their instructor if they need to step out of the school for any reason. If you must leave early inform the instructor. (Habitually leaving early will not be tolerated and will accrue you over time charges)
6. You must be busy doing things related to your course at all times. No laying back in chairs, sleeping or playing on your phone. If you do not have an assignment at the moment or client, you are expected to be working on your workbook or reading the weeks chapter.
7. Student to student services must be approved by the director and will only be permitted on students who have good attendance and academics.
8. When you are assigned a client, you are expected to be set up already and will walk up to the client and shake their hand and introduce yourself as "Hello I am (your name) I will be preforming your service today please follow me)

9. Use only school provided products when performing services on guest and students. Use of outside products is not permitted. With exception of guests who have product prescribed by a physician due to medical reasons. A medical slip must be resented before this is approved.
10. Always treat school property with respect students damaging school property will be required to pay for damage or will be terminated.
11. Cell phones must be silent (Not Vibrate) and put away. Step outside if you MUST take an emergency call and
12. DO NOT CHARGE YOUR PHONE ON CAMPUS
13. Eating and drinking is not allowed in the class room or service floor. Eat and drink only in designated areas. Clean after any food mess.
14. No loitering outside of school or reception desk
15. Chewing gum is not allowed in school
16. Students must not play personal music or use head phones while in school
17. Students may not enter staff only areas
18. Students not following sanitation and disinfection guidelines with their equipment will not be allowed to work on clients
19. Request help from instructors when needed. Students are not allowed teach other students.
20. Student are to give their full attention to their clients and render services equally to all regardless of any factors
21. Refusal of performing an assigned service will result in disciplinary actions.
22. If you feel a client must be refused you must privately talk to an instructor to explain and allow them to handle the matter
23. Student is responsible for the cleanliness of their own station
  - All stand bottler cleaned a properly refilled
  - Station counter is cleaned after each client and at the end of the day
  - Chair is wiped of hair a debris after each customer, Base of chair is cleaned at the end of the day
  - Soiled linen is disposed of in the dirty towel hamper
  - All soiled paper and neck stripped are disposed of in the proper container
  - All tools are wiped clean and properly stored after each customer
  - Drape is neatly folded and hung on the chair after each client
  - Sink and mirror is cleaned daily
  - Students are to wash their hands before and after each client according barber law sanitation
24. Student shall attend theory at their scheduled time every day
25. Student shall comply with the attendance policy
26. Student shall follow the daily assignment schedule as directed by an instructor
27. Students are to come to class prepared to participate in class as directed by the instructor
28. All chores are done by students based on the weekly chore assignment list

## ZERO TOLERANCE

1. DRUG USE-no student under the influence of alcohol or any drug including prescriptions that make them drowsy and unable to participate in class without the danger of injury to them or someone else. Student on prescription medication must inform the director in order to have open knowledge of your ability to not incur injury. Violation of this rule is subjected to disciplinary action by the Board of Barbering and Cosmetology (Art.7, sec.6581 BL)
2. NO FIGHTING-anyone fighting will be expelled from our institution. Horse play is also forbidden.
3. NO INSUBORDINATION- you have chosen our academy and have agreed to all rules willingly. Rebelling or disrespecting student's staff or clients will not be tolerated and can result in termination.
4. NO SOLICITING- you are not to sell your own products in the school or parking lot to students, staff or guests.
5. AGGRESSIVE/VIOLENT BEHAVIOR- This will not be tolerated at the academy. If you threaten or lose your cool with staff students or guest's, you will be terminated. The order and peace of this learning establishment must never be disrupted.
6. DO NOT TOUCH THE REGISTER-Students may never charge a guest for a service or take money from a client that isn't a tip. Students touching the register will be expelled.

**NOTE: Students will not be compensated with any wage or commissions**

## COMPLAINT POLICY AND PROCEDURES

The school will make every attempt to resolve all non-frivolous complaints. Complaint must be addressed in writing to an instructor of your choice. If they are unable to resolve your complaint within 10 business days a written letter can be addressed to the school director and or Miss Rose Munene. Upon receipt of the written complaint the school will provide the student with a written response including a summary of the school's investigation and the disposition within 30 days of receiving this complaint. If a complaint is rejected a reason for the complaint will be explained. Please understand this is a formal complaint procedure however our doors are always opened for student and staff to communicate any concerns. **A student or any member of the public may file a complaint about this institution with the Bureau for private post-secondary education by calling 888-370-7589 Toll Free or by completing a complaint form found on the bureau's website. [www.bppe.ca.gov](http://www.bppe.ca.gov)**

### DEFINITION OF DISCIPLINARY TERMS

TERM	TIME FRAME	STATUS
PROBATION	30 DAYS OR LESS	IN SCHOOL
SUSPENSION	SPECIFIED PERIOD	OUT OF SCHOOL
WITHDRAWAL	STUDENT INITIATED	OUT OF SCHOOL
TERMINATION	MAY REAPPLY	OUT OF SCHOOL
DISMISSAL	MAY NOT REAPPLY	OUT OF SCHOOL

### GROUNDINGS FOR DISCIPLINARY ACTIONS

- Not complying with the school regulation and policies
- Lack of meeting financial obligations to the school
- Not complying with the states laws and regulations
- Improper actions or conduct that would cause bodily harm to a client student or employee
- Any destruction of school property or theft
- Any illegal act

## INSTRUCTIONAL CHARGES POLICY (OVER TIME CHARGES)

Each course/program has been scheduled for completion within an allotted time frame a grace period of approximately 10% has been added to the calculation of each graduation date of each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and instructors for each student and course/program. If a student does not graduate within the contracted time, additional training will be billed at the rate of overtime for each course as stated on your contract. **\$25 per hour.**

## STATE OF CALIFORNIA STUDENT RECOVERY FUND DISCLOSURE

“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 noncollecting 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.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## **BANKRUPTCY DISCLOSURE**

8

The Brothers and Sisters Barber Cosmo Academy is in good standing under the legal and business laws of the state of California and is committed to providing professional service to the greater bay area. The Brothers and Sisters Barber Cosmo Academy has no pending legal actions or bankruptcy filings. The Brothers and Sisters Barber Cosmo Academy is not operating as a debtor in possession and has not filed a petition in bankruptcy filed the preceding 5 years resulting in reorganization under Chapter 7 or 11 of the USA bankruptcy code.

## **DISTRIBUTION OF THIS CATALOG AND PROGRAM POLICIES**

The Brothers and Sisters Barber Cosmo Academy makes available a copy of the current catalog to the public on our website. A hard copy can be printed from our website or can be provided by the school at no charge upon request. The school does not have or offer brochures.

RECOMMENDED BARBER KIT & RECOMMENDED COSMETOLOGY KIT



QTY	ITEM
1	Milady Standard Barbering Text Book
1	Milady Standard Barbering Work Book
1	Milady Standard Barbering Exam Review Book
2	Note Books
5	Pencils and Pens
1	Afro Pick
20	(10) Styling Comb, (5) flat top comb, (5) Wahl comb
12	All-purpose brushes ;12 set
1	Wahl Senior Clippers or their equivalent
1	Andis T- out liner or its equivalent
1	Oster 76's or its equivalent
2	Detachable guard sizes 1 ½ & 2
1 set	Plastic Guards 1-8
2	Tint Brush
1 pk	Butterfly Clips
1	After Shave
1	Hand Mirror
1	Blow Drier
2	2 mannequin heads
1	5-star shaver or its equivalent
4	color bowls
1	Box Neck Strips
1 pk	12 Towels
1pk	12 Perm Rods (pink color)
1	Straight Razor & blades
1	Chair Cloth
1	Smock/Apron
2	Styling Brushes
1	7" Shears
1	6" Thinning Shears
1	Supplies case
1	Shampoo cape
1	Disinfectant 1 quart
1	Talc
1	End wraps

1	Shaving Cream
1	Styling Gel/Pomade
1	Cloth Clip
1	Clipper oil
2	Spray bottles
2	Curling Irons 1" & 1 1/2"
1	Spray disinfectant
1	Neck strip dispenser
2	Shoe box plastic containers

QTY	ITEM
1	Milady Standard Barbering Text Book
1	Milady Standard Barbering Work Book
1	Milady Standard Barbering Exam Review Book
2	Note Books
5	Pencils and Pens
1	Afro Pick
20	(10) Styling Comb, (5) flat top comb, (5) Wahl comb
12	All-purpose brushes ;12 set
1	Wahl Senior Clippers or their equivalent
1	Andis T- out liner or its equivalent
1	Oster 76's or its equivalent
2	Detachable guard sizes 1 ½ & 2
1 set	Plastic Guards 1-8
2	Tint Brush
1 pk	Butterfly Clips
1	After Shave
1	Hand Mirror
1	Blow Drier
2	2 mannequin heads
1	5Star shaver or its equivalent
4	Color bowls
1	Box Neck Strips
1 pk	12 Towels
1pk	12 Perm Rods (pink color)
1	Nail Kit (manicure/Pedicure & Acrylic set)
1	Chair Cloth
1	Smock/Apron

2	Styling Brushes
1	7" Shears
1	6" Thinning Shears
1	Supplies case
1	Shampoo cape
1	Disinfectant 1 quart
1	Talc
1	End wraps
1	Makeup Kit & Tweezers
1	Styling Gel/Pomade
1	Cloth Clip
1	Clipper oil
2	Spray bottles
2	Curling Irons 1" & 1 1/2"
1	Spray disinfectant
1	Neck strip dispenser
2	Shoe box plastic containers

NOTE: Students are responsible for their own kits, supplies equipment Students are responsible for taking care of their own personal belongings including the kit. The kit items may be changed at the school's discretion. The student is expected to have books and equipment reads for class and/or clinic every day.

## TUITION AND FEES

The Brothers and Sisters BarberCosmo Academy does not currently have financial aid. Total Tuition fees for each Program of study at The Brothers and Sisters BarberCosmo Academy are indicated below. Books and Tools are not included in the Tuition. Students will need to purchase the recommended Books, tools and equipment separately. Total charges for a period of attendance will be the total cost of program divided the hours in the program times the period is attendance. I.e. Barber program  $14,000/1500 = \$9.33$ x hour in the period = charge of a period of attendance. (This applies to every program we offer.

PROGRAM	JOB CLASSIFICATION*	PROGRAM HOURS	TUITION	REGISTRATION	TOTAL COST
BARBER	39-5011	1500	\$10,000	\$100	\$10,100
COSMETOLOGY	39-5012	1600	\$14,000	\$100	\$14,100
BARBER CROSSOVER	39-5012	200	\$2,000	\$100	\$3,100
COSMETOLOGY CROSSOVER	39-5012	300	\$2,500	\$100	\$2,600
ESTHETICIAN	39-5094	600	\$6,500	\$100	\$6,600
ELECTROLISYS	39-5094	600	\$6,500	\$100	\$6,600
BARBER INSTRUCTOR TRAINING	25-1081	600	\$6,500	\$100	\$6,600
MANICURING		400	\$3,500	\$100	\$3,600
COSMETOLOGY INSTRUCTOR TRAINING	25-1081	600	\$6,500	\$100	\$6,600
REFRESHER	39-5011,39-5012	400	\$4,999	\$100	\$5,000

\*JOB CLASSIFICATION EACH PROGRAM PREPARES YOU FOR BASED ON U.S DEPARTMENT OF LABOR STANDARD OCCUPATIONAL CLASSIFICATION CODES

## ACKNOWLEDGMENT OF DISCLOSURE RECEIVED AND CONSENTS

Student's Name: \_\_\_\_\_ School Location: \_\_\_\_\_

**STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND THAT HAS TAKEN PLACE**

**I certify that I have received the disclosure indicated below prior to my enrollment and signing the enrollment agreement**

- The Student Catalog main booklet**
- The information on the physical, employment opportunities, potential earnings, working conditions, safety hazards and licensing requirements (Student Catalog)**
- The information regarding assessment rates and federal disclosure of completion and placement rates.**
- I have received the information about state exams and the passing rates (Student Catalog)**
- I confirm that prior to my enrollment. I physically visited the school. toured the facility and was interviewed by an admissions advisor**
- I have provided proof of my capacity to benefit from the training**
- I provided a copy of my high school diploma or equivalent as specified**
- I have received and signed a copy of the "Consumer Information" contained in the catalog**
- I have signed a copy of the School Performance Facts Sheet (California school only)**
- I am aware that if I have a criminal conviction on my record, it may affect my ability to become licensed in my state, and I have consulted the background check section under licensing requirements in my student catalog for directions on how to verify my ability to become licensed in my state**
  
- I certify that I have received the disclosure indicated below on or before my actual enrollment and signing of my enrollment agreement:**
- A fully executed copy of the enrollment agreement contract, which includes all school charges and terms of payments meets cost of my program of study.**
- A copy of the Notice of Student Rights providing procedures of student complaint (Student catalog)**
- If I have applied for a student loan, I have been advised of my obligation to repay any student loan I received and acknowledge receipt of the completed loan application.**
- A copy of the schools' Student Right to cancel, withdrawal and refund policy**
- Information of drug free workplace.**
- Information on Non-discrimination and sexual harassments policy**

I certify that I have participated in, received information regarding, or been made aware of the location of the items indicated below on or before the first day of class.

**Orientation of class**

**Satisfactory academic progress policy (Student Catalog)**

**Course outline for my program**

**I understand my rights and obligations regarding my right to cancel my enrollment (Student Catalog)**

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
School Representative Signature                      Date

**ACKNOWLEDGEMENT OF DISCLOSURE**

I hereby grant the Brothers and Sisters Barber Cosmo academy my consent to use worldwide in perpetuity, name, voice, signature, photograph, biography and likeness, my employer name, and my job title in any and all forms of publicity, including without limitation, advertising, press release promotions, television and radio commercials, and my medium, such as print, electronics, Internet and broadcast media. I further authorize the Brothers and Sisters Barber Cosmo Academy the world wide right to perpetuity to use, record, reproduce, distribute, broadcast or disseminate any information I have authored and provide to it, including written or spoken comments, and any abridgment, excerpts, paraphrasing, or derivation work such as comments, I waive the right to inspect or approved any draft or finished advertisement, press release, promotional piece, publicity piece, and/or television and radio commercial produced by the Brothers and Sisters Barber Cosmo Academy under this consent.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Students name print

**AUTHORIZATION TO CONTACT FUTURE EMPLOYER**

I hereby authorize and give permission for any employer that employs me after I graduate from The Brothers and Sisters Barber Cosmo Academy to directly release to The Brothers and Sister Barber Cosmo Academy information listed below. This authorization shall continue for a period of three years starting from the date of my signature below. Please provide the following information to The Brothers and Sisters Barber Cosmo Academy about me.

- Dates of employment
- Position title
- Salary/ hourly rate
- Position location
- Year to date earnings
- Previous year earnings

Please forward: I hereby authorize my employer to send written verification of my above employment information above to the following address

The Brothers and Sisters Barber Cosmo Academy  
PO Box 7212, Oakland, CA 94601

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students name print