



Citrus Heights Beauty College Student Catalog

EFFECTIVE DATE
JANUARY 2015

7518 BAIRD WAY CITRUS HEIGHTS, CA 95610
916-725-6861
916-725-7838 FAX

CHBEAUTYCOLLEGE@AOL.COM E-MAIL
WWW.CHBEAUTYCOLLEGE.COM WEB SITE

Table of Contents

History of the College	5
Approvals & Accreditation	5
<i>Approvals</i>	5
<i>Accreditation</i>	5
Administration.....	6
Mission Statement & Objectives	7
<i>Mission Statement</i>	7
<i>Objectives</i>	7
You the Student	7
<i>School Schedule</i>	9
Schedule and Calendar	9
Admission Requirements	10
Non-Discrimination Clause & Non-Recruitment Policy.....	11
<i>Non – Discrimination Clause</i>	11
<i>Non-Recruitment Policy</i>	11
Policy for Re-Enrolling Students	11
Policy for Transfer Students*	12
Credit Evaluation, and Training Levels & Goals	12
<i>Credit Evaluation</i>	12
<i>Training Levels and Goals</i>	13
Cosmetology Course Outline	13
Cosmetology Curriculum Requirements – 1600 hours (332.271.010)	14
Manicuring Course Outline – 400 hours (331.674.010)	15
Manicuring Curriculum Outline – 400 hours (331.674.010)	16
<i>Manicurist – 400 hours (331.674.010)</i>	17
Esthetician Course Outline– 600 Hours (332.271.010)	17
Esthetician Curriculum Outline – 600 Hours (332.271.010)	18
<i>Esthetician – Skin Care 600 hours (332.271.010)</i>	20
Rules and Procedures for tracking clock Hours and Operations.....	20
Monitoring Student Progress and Grading.....	20
<i>Policy for Monitoring Student Progress</i>	20

Grading Policy- Please also refer to Satisfactory Progress Policy	21
Attendance Policy.....	21
Tardiness Policy	21
Satisfactory Academic Progress Policy.....	22
Maximum time for course completion	23
Determination of Progress Status	23
Academic/Attendance Warning and Probation	23
Warning	23
Probation	23
School Policy	24
Student Status, Course Incompletes, and Appeal Procedures	24
Student Status	24
Course Incompletes	24
Appeal Procedures	24
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.....	24
Baby Boards & Graduation Requirements	25
Baby Boards	25
Graduation Requirements	25
State Board Licensing Requirements	25
California state regulation #480	25
Job Placement Assistance.....	26
Compensation for a Licensed Graduate	26
Projections of Employment	27
Counseling Services & Disciplinary Counseling	28
Counseling Services	28
Disciplinary Counseling	28
Grievance Procedure	28
Veteran’s Administration Students	29
Standards of Progress, CPR 21.4254 (b) (6)	29
Disclosure of Education Records FERPA.....	29
Exceptions to Student release of records include:	30
Health and Safety	30
Physical Demands	30
Health & Safety	30

<i>OSHA requirements</i>	30
<i>Drug Free Policy</i>	30
<i>Drug Abuse Prevention Program</i>	31
<i>Drug Free Campus Policy</i>	31
Campus Crime	31
<i>Campus Crime Awareness and Security</i>	31
<i>Campus Crime Statistics</i>	31
Tuition Policies and Fees	32
<i>Tuition and Fee Schedule</i>	32
<i>Cosmetology Cost of Attendance</i>	33
<i>Esthetician Cost of Attendance</i>	34
<i>Manicurist Cost of Attendance</i>	34
<i>Housing Information and Services</i>	34
Federal Assistance Programs	34
Cancellation Withdrawal and Refund Rights Policy	35
Additional Fees	39
<i>Student Tuition Recovery Fund (STRF) Fees – *Currently not being assessed by the State of California</i>	39
General Rules and Regulations of Citrus Heights Beauty College	41
Refund Notice	43
Notice of Cancellation	44
Fact Sheet - BPPE Institutions Annual Report for 2013 – Programs	45
Catalog Affidavit	51

Citrus Heights Beauty College Student Catalog

The Citrus Heights Beauty College Catalog is for you to read and maintain in your possession. All of our schools information regarding approvals, policies regulation, procedures, grading, refunds, attendance, graduation requirements etc. is found here. The catalog is updated at least annually or sooner if needed.

History of the College

Citrus Heights Beauty College, a private institution was established in 1969 to provide service to the community and to offer quality programs in the fields of Cosmetology, Manicuring, Esthetics.

Citrus Heights Beauty College is located at 7518 Baird Way, across the street from the Grand Oaks Shopping Center on Auburn Blvd., in Citrus Heights. The school occupies a modern building with 6000 square feet of space for classrooms, offices, and clinics. Rooms are spacious, well lighted and air-conditioned. The school facilities were specifically designed to provide the students with an ideal environment for learning the profession of beauty and cosmetology. The college accommodates 100 cosmetology students, 16 Manicuring students, 21 Esthetician Students. We use the Milady's Standard Text **book** for all courses supplemented with course procedure packets and kit supplies.

Approvals & Accreditation

Approvals

Citrus Heights Beauty College is located at, 7518 Baird Way, Citrus Heights, CA 95610, was granted institutional approval from the Bureau of Private Post-Secondary. Approval to operate, or approved by Bureau of Private Post-Secondary Education, means that *we* Citrus Heights Beauty College are in compliance with minimum standards set forth by the Educational Code.

California Board of Barbering and Cosmetology sets minimum standards for your program of studies as applicable and minimum number of class theory hours or minimum criteria necessary for licenser. We are approved for these courses.

Cosmetology - 1600 hours

Manicurist - 400 hours

Esthetician- 600 hours

Accreditation

Citrus Heights Beauty College is an accredited school. We are accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. Manicuring, Cosmetology and Esthetician courses are approved thru the accreditation. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage

*National Accrediting Commission of Career Arts and Science Inc.
4401 Ford Ave, Suite 1300, Alexandria, VA 22302 (703)-600-7600
naccas@naccas.org*

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

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreement. This school currently has available sponsored programs, Government, or other programs to provide grants to pay for portions of tuition or fees.

*Veterans Administration
State Department of Rehabilitation
SETA- Sacramento Employment Training Agency
Adult ROP
Golden Sierra Job Training
Tuition Credit Corporation- TFC*

Persons seeking to resolve problems or complaints or those who have questions regarding the catalog should direct them to Becky Hambelton, Director of Citrus Heights Beauty College.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897."

Our institution does not have any pending petitions in bankruptcy, nor or we operating as a debtor in possession, have not filed a petition within the preceding five years, nor have we had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec 1101 et seq.)

All information in the content of this catalog is current and is so certified as true by Becky Hambelton.
Becky Hambelton

Administration

Citrus Heights Beauty College is owned by Citrus Heights Beauty College Inc.

Officers:	Charles Hambelton	President
	Becky Hambelton	Secretary

Faculty:

The faculty of Citrus Heights Beauty College believes that Cosmetology, Esthetics, and Manicuring is a continual learning experience; therefore, they attend seminars and classes in professional techniques and teaching methods throughout the year to keep abreast of the latest trends and techniques.

<i>Becky Hambelton</i>	<i>Credential Teacher</i>	<i>Education Director</i>
<i>Troy Killorn</i>	<i>Credential Teacher</i>	<i>Associate Director/Admissions/ Instructor</i>
<i>Sharle Hambelton Killorn</i>	<i>Credential Teacher</i>	<i>Office Administrator /Instructor Esthetics</i>

Candy Hambelton
Kristy Stewart
Ana Victoria Villa
Jamie Enriquez
Gianna Guzzi
Dawn Hall

Credential Teacher
Credential Teacher
Credential Teacher
Cosmetologist of 13 years
Cosmetologist
Cosmetologist of 18year

Cosmetology & Manicuring Instructor
Cosmetology & Esthetics Instructor
Cosmetology Instructor
Cosmetology Instructor
Cosmetology Instructor
Manicuring & Cosmetology Instructor

Mission Statement & Objectives

Mission Statement

The Mission of Citrus Heights Beauty College is to provide a clean, professional, and educational environment that is centered on academic and practical learning.

It is our mission for our graduates to successfully pass the California State Board of Cosmetology exam, instill a sense of professionalism in each student, and provide up to date training information, so our students may successfully obtain job opportunities in Cosmetology, Esthetician, Manicuring and related fields.

Objectives

The educational objectives of Citrus Heights Beauty College are to provide vocational training in the areas of cosmetology, manicuring and esthetics and to provide each student with the opportunity to achieve a Completion Diploma and the opportunity to learn and acquire the knowledge and skills necessary to take and pass the California State Board examination and enter the profession with all related job entry-level skills.

- **Licensed cosmetologists** can work as hairstylist, color specialists, hair cut specialist, work in a nail or skin care salon, platform artist, makeup artist, product representative, product educator, salon manager, salon owner, runway or fashion stylist, etc. the possibilities are endless.
- **Manicurist** can work as a nail technician, a natural nail technician, a nail product representative, product educator, salon manager, salon owner.
- **Estheticians** can find job opportunities as a skin care specialist in a day spa or full service salon, specializing in body treatments, facials, or clinical treatments in a dermatologist office or medical esthetics office, acne clinics, and skin clinics. Estheticians can also work as makeup artists, skin or makeup product representative, product educator, skin salon manager, salon owner, day spa owner or manager.

You the Student

Please review this catalog in depth and review our school's Performance Fact sheet under "[how our students are doing](#)" on page 11. In thinking about you, your career, and how to professionalize this career, it is necessary that we concentrate on the importance of you the student. What are you doing with your time: That is an important factor which, once lost, can never be regained! Are you making the most of your talents as you go

about your work from day to day? To what extent are you concentrating on the development of yourself? How well are you taking advantage of the opportunities around you to develop yourself personally and through this development, to elevate the career you have chosen? Bear in mind, it is you, the individual, who gives stature to the work you perform, rather than the work giving stature to you. Consequently, you are the key to elevating your own standards and of those around you who have chosen the career of Cosmetology, Esthetics, or Manicuring.

If you really want it to be professional stature, if this is the image you want to convey to others, and then promise yourself to do everything within your power to become a professional yourself, and to lend the dignity of professionalism to your work endeavors.

This can begin with your attitude toward your work. How do you feel about it? How important do you consider what you do each day? Are you proud of your career? Can you say “I would not trade jobs with anyone?” If you do not feel this sense of satisfaction, ask yourself what is wrong?

A second factor to consider is your desire for accomplishment. Are you satisfied with mediocre performance, or do your standards call for top quality? The heights we reach are never greater than the goals which motivate us. Set your goals within reach, but high enough to provide challenge on which to call for your very best effort. Then there is the important question of enthusiasm. There must be a sufficient degree of enthusiasm, the contagious kind to motivate you daily and keep before you the important goals to be achieved.

Complete with this is a fourth factor, a willingness to work. Nothing worthwhile is accomplished without effort. When the going gets the toughest is the time to be all the more determined to put forth your best efforts. What we are saying then, is the development of your personality depends basically on mental characteristics, both the intellect and attitude. Fortunately you can begin anew with each day, cultivating the right attitude, and daily you can find reward as well.

While developing the proper attitude you cannot overlook the importance of the emotional self. How much self-control do you exercise? What about your degree of loyalty, both to your job and to your fellow students? How much tolerance have you built up to daily frustrations with which you are confronted, and how do you react to conflicts you encounter?

If your response can be a mature one, if you can see part of the other person’s point of view, instead of being restricted to only your own, you are in a good position to give expression to some of the social qualities so necessary for creating a professional image for your career.

School Schedule

This is a general outline in which students spend their time in school.

Program	Approximate Program Length	Total Clock Hours	Hours per week
Cosmetology	42 weeks	1600 clock hours	40 hours per week
Cosmetology	56 weeks	1600 clock hours	30 hours per week
Esthetician	16 weeks	600 clock hours	40 hours per week
Manicurist	11 weeks	400 clock hours	40 hours per week

Cosmetology - the 1st -Six weeks in the course is foundation training as a “freshman”

Esthetics - the 1st – five weeks in the course is foundation training as a “freshman”

Manicuring - the 1st – two weeks in the course is foundation training as a “freshman”

The weekly schedule is as follows:

Tues – Thursday:

8:15 am to 10:00 am - Theory Class – All Students (No clinic during this time)

10:00 am to 4:45 pm - Clinic and classroom as assigned

Or Tues – Thursday:

8:15 am to 10:00 am - Theory Class – All Students (No clinic during this time)

10:00 am to 7:15 pm - Clinic and classroom as assigned

Friday– Saturday:

8:15 am to 4:45 pm - Clinic

Lunch breaks are 30 minutes as scheduled.

Schedule and Calendar

Classes start every six weeks, starting the first Tuesday after the New Year. A student may commence training at any scheduled class throughout the year, or according to enrollment demands. Our classes usually run small for better student/teacher relationships and more thorough freshman instruction. Graduation occurs following the required number of hours as specified for a particular training program. Day classes are conducted from 8:15 a.m. to 4:45 p.m. Tuesday through Saturday. Entrances into these classes are scheduled according to availability.

The School is closed on Sundays and Mondays and the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day. A Special holiday may be declared for special or emergency reasons. Holy Days of all Religious beliefs may be respected and allowed.

Start Dates for 2015	
Cosmetology	January 6th March 3 rd May 12 th July 7 th September 8 th November 3 rd
Manicuring	February 17 th April 21 st June 23 rd August 19 th October 20 th
Esthetician	January 13 th April 7 th June 30 th September 22 nd November 10 th

Dates are subject to change. Please contact us if you have any questions.

Admission Requirements

Students are admitted as regular students under the following criteria:

- a. Applicants are admitted with a copy of High School Diploma or transcripts showing completion, GED. We do not accept California State Proficiency test or Ability to Benefit Students.
 - If a diploma cannot be provided due to loss or damage, transcripts showing that high school requirements have been met must be provided.
 - If a diploma was awarded from another country, the document must be translated into English, Evaluated and certified to be the equivalent to a High School Diploma granted in the State of California, and notarized as to the true content of the document. We do not provide visa services or vouch for student status.
- b. Attend an orientation and or personal interview. Contact the Admissions office for an appointment.
- c. Must pass admission test. The school uses Milady Entrance Test; Students must pass the exam with a 70%. The test will be administered by the college staff.
- d. Must have a valid picture ID, (driver's license, Passport, CA ID card) and Valid Social Security Card.
- e. ***All CHBC forms must be signed and handed in along with copies or proof of the above mentioned items.***

- f. 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.
- g. This institution does not offer bilingual instruction nor provide interpreters for those that do not understand English. All classes are given in English and students need to be proficient in English in order to understand their coursework.

Non-Discrimination Clause & Non-Recruitment Policy

Non – Discrimination Clause

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, religion, disability, ethnic origin nor be subjected to discrimination of any kind based on the above. For information regarding Non-Discrimination or to resolve complaints contact the School Director. However Citrus Heights Beauty College **DOES NOT** provide English – as – a – Second Language instruction (ESL).

Non-Recruitment Policy

The college does not recruit students already attending or admitted to another school offering a similar program of study. We do not compensate our employees involved in recruitment, enrollment, admissions, student attendance, nor do our employees get compensation for sales of educational materials to students.

Policy for Re-Enrolling Students

1. Student must have a validated copy of withdrawal forms and proof of training documents from the Educational institution in which they were previously enrolled showing Previous Enrollment hours and Operations. If you do not have this form, and we do not retain records over 5 years, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours.
2. Your Kit and textbook must be equivalent and current to Citrus Heights Beauty College Kits with professional equipment and a mannequin that has sufficient hair for your instructor to evaluate various operations. Any items needed, can be purchased from the Citrus Heights Beauty College stock.
3. Student must have completed and passed freshman class and final with a 70 % comprehension during previous enrollment. If you have not you must retake the freshman class and final.
4. If a student has over 200 hours and it has been less than 2 year since previous enrollment they must take a written and practical review to demonstrate their ability and knowledge retention from previous training, prior to being accepted onto the Citrus Heights Beauty College clinic floor. It would be determined at that time by the Director if the student would benefit more from retaking the freshman class.
5. If you withdraw under probation, you will re-enroll under probation status. Withdrawals, and official interruptions have no effect on Satisfactory Progress Policy.
6. It is up to the discretion of the Director to review and handle each re enrolled student on an individual basis.
7. The college maintains current records for a period not less than 5 years at its principal place of business.

Policy for Transfer Students*

1. Transfer student must have State Board approved documentation clearly displaying the previously earned clock hours and hours of theory and operations. [See credit evaluation below.](#)
If you do not have this form, you will not receive credit for previous enrollment until you present this to us. You will be enrolled as a regular student with no previous hours.
2. No more than 800 prior hours will be accepted by our institution.
3. A picture ID, a valid social security card, and proof of education are needed.
4. You must purchase a Kit from Citrus Heights Beauty College upon enrollment into the course.
5. Transfer students will be placed in freshman class to evaluate training level and are required to pass the freshman written and practical with a 70% or higher.

*** NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

"The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits in theory hours and lab operations, you earn in Cosmetology, Esthetician or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Citrus Heights Beauty College to determine if your credits will transfer."

This school establishes a procedure of daily record of applied effort and computer time clock for record keeping of the student's class hours and practical hours in compliance with California Board of Cosmetology.

Credit Evaluation, and Training Levels & Goals

Credit Evaluation

Appropriate credit will be granted for prior training from **another institution** upon review and verification by school officials up to 800 hours for Cosmetology, 120 hours for Manicuring and 120 for Esthetician. Hours from another program that are accepted by CHBC are counted as both attempted and completed. SAP will be based on actual contracted hours at CHBC.

Appropriate credit will be granted for prior training *from the CHBC institution* upon review and verification by school officials.

Training Levels and Goals

Beginning or Freshman Level: A minimum of 160 hours is devoted to the basics and fundamentals of cosmetology, manicuring, and esthetics. Classes for theory and application are conducted daily. Students then practice the newly learned skills on mannequins and/or models. A student must demonstrate a thorough understanding of the subject matter by written test and practical application to advance to the senior level.

Advanced or Senior Level: Students will continue to attend a minimum of 5 hours per week of theory classes in addition to specialized classes with emphasis on the course of study. Senior students are expected to be able to perform all applications with minimum supervision and pass all written and practical tests. Students will perform work in clinic area on clients as well as mannequins.

Milady's Text books and Review books are used by all courses. A Milady's Student CD and laptop computer are available at all times for students to study, along with CD's, videos and books for students at all levels to access.

Cosmetology Course Outline

Cosmetology: 1600 hours @ 40 hours per week

Course objective: is for graduates of this course to have the basic, safety, sanitation, manipulative and judgmental skills to pass the CA State Board Examination and possess the work habits and attitude to seek employment as an entry level Cosmetologist or its related fields.

Cosmetologist can work as hairstylist, color specialists, hair cut specialist, work in a nail or skin care salon, platform artist, makeup artist, product representative, product educator, salon manager salon owner, runway or fashion stylist, etc. the possibilities are endless.

Time of Classes: 8:15 a.m. to 4:45 p.m. Tuesday thru Saturday 40hour week
8:15 am to 7:15 pm Tuesday thru Thursday 40 hour week

Theory: is held for all students 8:15 to 10:00am Tuesday –Thursday is presented in lecture and demonstration format using developed lesson plans from Milady's Standard Textbook, Redken product and color manuals, CHBC procedures manual and the latest industry trends and information. Audio visual aids, guest speakers and field trips are also used.

Freshman Class: Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. This "practice" usually takes place the first 6 weeks of class in what is called freshman class. Students must demonstrate a thorough understanding of both theory and the skills of lab operations before they work on clients. Students test out of freshman class in both theory and lab operations with a 70% or higher.

Materials: Standard Milady's textbook of Manicuring – Procedure book – Charts – Video/DVD – Transparencies – All books available in the school library – School material and supplies

Equipment: Clinic equipment, implements and products are comparable to those used in the industry. The School uses Redken, Enjoy, Nicholas, and HED hair care products

Examination: Given at the end of each subject

Evaluations: End of freshman class/ 450 hours /900 hours/ 1250 hours/1600 hours/ 1200 hours – Pre Application

Grading: Students are examined regularly in theory and practical work

THEORY: A-100%-90%, B- 89%-90%, C- 79%-70%, F- Below 70% and or Complete/ Incomplete

PRACTICAL OPERATIONS: Completed correctly ____ Yes or ____ No. Points will be awarded for Yes.

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

Cosmetology Curriculum Requirements – 1600 hours (332.271.010)

Cosmetology Curriculum Requirements – 1600 hours (332.271.010)	Minimum Hours of Technical Theory Instruction	Minimum Hours of Practical Lab Operations
CHEMISTRY- theory includes ph scale, product and chemical chemistry	20	
HEALTH & SAFETY/ HAZARD SUBSTANCE- skills and knowledge in safety procedures include proper use, storage and disposal of chemicals, implements and electrical appliances. First aid practices as relates to Cosmetology	15	
BACTERIOLOGY- skills include naming and recognizing skin diseases and disorders of the scalp, hair, skin and nails	5	
THEORY OF ELECTRICITY- skills include understanding of electrical safety, application and usage of appliances used in Cosmetology, esthetics and manicuring	5	
COSMETOLOGY ACT BOARD LAWS & REGULATIONS- theory includes thorough understanding of California state Board of Cosmetology rules and regulations concerning Cosmetology, Esthetician and Manicuring	20	
DISINFECTION& SANITATION- skills and practice in sanitizing, disinfecting of individual workstations, tools equipment, linens and proper use and storage.	20	100
Anatomy & Physiology- skills include hair, nail and skin structure and physiology	15	
WET HAIR STYLING/ SETS & COMBOUTS- skills include wet roller sets, finger waving and pin curls, Combouts and back combing, and styling aids.	20	45
THERMAL & HOT TOOL HAIR STYLING- includes skills in dry and thermal tool styling, techniques and use of styling aid products	30	125
Up Do and Formal Styles- includes skills in back combing, twists, braids, bridal, and formal hair styles		35
SHAMPOOING and HAIR ANALYSIS skills include draping, brushing, scalp manipulations, conditioning and rinsing and scalp analysis	15	35
PERMANENT WAVING /SOFT CURL- Skills will include sectioning, wrapping, strand test, solution application, test curl and neutralization.	40	55
CHEMICAL STRAIGHTENING skills will include sectioning, strand test, relaxer application and techniques		45
HAIR CUTTING- Skills include haircutting and trimming with scissor, razor, thinning	20	80

shear and clippers, sectioning and techniques		
HAIR COLOR Low Lights & BLEACHING -skills include color formulation, mixing, application technique and removal of chemicals	60	40 30
ESTHETICS –basic skills in the areas of facials manual facials electrical facials chemical	25	15 10 15
WAXING - skills include proper safety, application and removal of face and body wax	15	15
Make Up - skill in the areas of makeup application, contouring, color choice and proper application	10	15
MANICURING – basic skills in the areas water & hot oil manicure services, pedicures, artificial nail tips, liquid and powder, gels nail wraps and repairs	5 5 10 10 10	15 10 50 nails 50 nails 20 nails

Additional Training

Salon Management, Professionalism, Desk, Lab, Marketing- Skills in business knowledge, resume, career planning, customer relations product and retail sales.	16	
---	-----------	--

Manicuring Course Outline – 400 hours (331.674.010)

Manicuring: 400 hours @ 40 hours per week

Course objective is for graduates of this course to have the basic, safety, sanitation, manipulative, and judgmental skills to pass the CA State Board Examination and possess the work habits and attitude to seek employment as an entry level *Manicurist*. *Manicurists* can work as nail technicians, a natural nail technician, a nail product representative, product educator, salon manager or salon owner.

Time of Classes: 8:15 a.m. to 4:45 p.m. Tuesday thru Saturday

Theory is held for all students 8:15 to 10:00am Tuesday –Thursday is presented in lecture and demonstration format using developed lesson plans from Milady’s Standard Textbook CHBC curriculum and the latest industry trends and information. Audio visual aids, guest speakers and field trips are also used

Freshman Class: Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. This “practice” usually takes place the first 2 weeks of class in what is called freshman class. Students must demonstrate a thorough understanding of both theory and the skills of lab operations before they work on clients. Students test out of freshman class in both theory and lab operations with a 70% or higher.

Materials: Standard Milady’s textbook of Manicuring – Procedure book – Charts – Video/DVD – Transparencies – All books available in the school library – School material and supplies

Equipment: Clinic equipment, implements and products are comparable to those used in the industry. The School uses Create, Gelish, Nail Tec and INM nail lacquer.

Examination: Given at the end of each subject

Evaluations: End of freshman class/200 hours Midpoint/ 240 hours – Pre Application

Grading: Students are examined regularly in theory and practical work

THEORY: A-100%-90%, B- 89%-90%, C- 79%-70%, F- Below 70% and or Complete/ Incomplete

PRACTICAL OPERATIONS: Completed correctly ____ Yes or ____ No. Points will be awarded for Yes.

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

Manicuring Curriculum Outline – 400 hours (331.674.010)

The curriculum for students enrolled in a Manicurist course shall consist of Four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7350 of the Barbering and 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 person or on a mannequin.

Such technical instruction and practical operations shall include the following:

1. The Barbering and Cosmetology Act and the Board's rules and regulations. Technical instruction min 10 hours.
2. Cosmetology chemistry (shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary technical instruction minimum hours –10 hours.
3. Health and Safety/Hazardous Substance (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and agents, ergonomics, and communicable diseases, including HIV, AIDS, and Hepatitis B. 15 hours
4. Disinfection and sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment. Technical instruction – 20 hours practical operations 10.
5. Bacteriology, anatomy, and physiology. Technical instruction –10 hours
6. Manicuring and Pedicuring

- a. Water and oil manicure, including nail analysis, and hand and arm massage. Technical instruction – 15 hours / Practical operations – 40
- b. Complete pedicure, including nail analysis, and foot and ankle massage. Technical instruction – 10 hours / Practical operations – 20
- c. Artificial nails
 - i. Acrylic: liquid and powder brush-on. Technical instruction 10 hours / practical operations – 80 nails
 - ii. Artificial nail tips - Technical instruction 10 hours / practical operations 60 nails
 - iii. Nail wraps and repairs – technical instruction – 5 hours / practical operations 40 nails

Manicurist – 400 hours (331.674.010)

Manicuring Requirements	Minimum Hours of Theory instruction	Minimum Practical Lab Operations
Cosmetology Act and Board Rules & Regulations	10	
Cosmetology Chemistry relating to manicuring	10	
Health and Safety / Hazardous substances	15	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy & Physiology	10	
Water, oil Mani, including hand and arm massage	15	40
Complete Pedi including foot and ankle massage	10	20
Artificial Nails (liquid and powder)	15	80 nail
Nail Tips	15	60 nails
Nail wraps and Repairs	5	40 nails

Esthetician Course Outline– 600 Hours (332.271.010)

Esthetician: 600 hours @ 40 hours per week

This course is ideal for the person who seeks knowledge and employment in the specialty field of skin care and make-up.

Course objective is for graduates of this course to have the, skills to pass the CA State Board Examination; to possess safety, sanitation, manipulative, and judgmental skills to enter into the esthetics field. Graduates should have the work habits, attitude, and product knowledge to seek employment as an entry level Esthetician.

Estheticians can find job opportunities as a skin care specialist in a day spa or full service salon, specializing in body treatments, facials, or clinical treatments in a dermatologist office or medical esthetics office, acne clinics, and skin clinics. Estheticians can also work as makeup artists, skin or make up product representative, product educator, skin salon manager, salon owner, day spa owner or manager.

Time of Classes: 8:15 a.m. to 4:45 p.m. Tuesday thru Saturday.

Theory Class is held for all students 8:15 to 10:00am Tuesday –Thursday is presented in lecture and demonstration format using developed lesson plans from Milady’s Standard Textbook, Image Training Product and Procedures, Dermalogica training and Product Manual, CHBC procedures and the latest industry trends and information. Audio visual aids, guest speakers and field trips are also used.

Materials: Standard textbook of Esthetics – Procedure book – Charts – Video/DVD – Transparencies – All books available in the school library – School material and supplies.

Equipment: Clinic equipment, implements and products are those used in the industry. We use Dermalogica, Image, Clinical Formula, Coats Aloe, and Dr. Schwab skin products; Youngblood, and Your name cosmetic make up products; Essential and Berins waxing products.

Examination: Given at the end of each subject.

Evaluations: End of freshman class/200 hours / 300 hours – Midpoint/ 450 pre Apply for state board.

Freshman Class: Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. This “practice” usually takes place the first 5 weeks of class in what is called freshman class. Students must demonstrate a thorough understanding of both theory and the skills of lab operations before they work on clients. Students test out of freshman class in both theory and lab operations with a 70% or higher.

Grading: Students are examined regularly in theory and practical work

THEORY: A-100%-90%, B- 89%-90%, C- 79%-70%, F- Below 70% and or Complete/ Incomplete

PRACTICAL OPERATIONS: Completed correctly ___Yes or___ No. Points will be awarded for Yes.

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

Esthetician Curriculum Outline – 600 Hours (332.271.010)

The curriculum for students enrolled in an Esthetician course shall consist of Six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology act. For the purpose of this section, TECHNICAL INSTRUCTION shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual person or on a mannequin. Such technical instruction and practical operations shall include the following:

1. The Barbering and Cosmetology Act and the Board’s rules and regulations. Technical instruction min 10 hours.

2. Cosmetology chemistry (shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations.) Shall also include the elementary technical instruction minimum hours –15 hours.
3. Health and Safety/Hazardous Substance (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and agents, ergonomics, and communicable diseases, including HIV, AIDS, and Hepatitis B. 15 hours
4. Disinfection and sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before the use of all instruments and equipment. Technical instruction – 10 hours practical operations 50.
5. Bacteriology, anatomy, and physiology, Skin Analysis skin condition Technical instruction –15 hours
6. Facials
 - a. Manual (Shall include skin analysis, Cleansing, scientific manipulations, packs and masks.) Technical instruction 20 hours – Practical operations 40
 - b. Electrical (Shall include the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing 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.) Technical Instruction – 20 hours Practical operations – 50
 - c. Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layer of the facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.) Technical -30 Operations- 50
7. Preparation, consultation, Record Keeping, CPR. Technical instruction- 15 hours
8. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)Wax and Depilatories Tweezers – Technical instruction 25 hours Practical operations – 50–
9. Make-up (shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.) Technical instruction 20 hours Practical operations – 40

Esthetician – Skin Care 600 hours (332.271.010)

Esthetician Requirements	Minimum Hours of Technical Theory Instruction	Minimum Practical Lab Operations
Cosmetology Act and Board Rules and Regulations	20	
Cosmetology Chemistry	20	
Health and Safety/Hazardous Substances	15	
Electricity	10	
Disinfection and Sanitation	10	50
Bacteriology, Anatomy, and Physiology, Skin Analysis	15	
Facials Manual	20	40
Facials Electrical	20	50
Facials Chemical	30	50
Eyebrow Arching/Hair Removal	25	50
Make up	20	40
Prep/Consult/Record Keeping/CPR	15	
Salon Management. Professionalism	8	
Product Knowledge	8	
Outside Training Classes/Shows	16	

Rules and Procedures for tracking clock Hours and Operations

- A. Daily clock hours are recorded on a computer time clock system by student clocking in and out with a fingerprint. Students also keep track of daily hours on their Record of Applied Effort Theory Lab Sheets.
- B. **Daily Applied Effort** are hours of technical instruction, theory, and class assignments, practical operations (labs) such as manikin or client clinical work, these hours are documented daily on student’s individual sheets.
- C. **Should you forget to clock in out you will lose time credit.**
- D. Both student and instructor are required to sign Applied Effort (A.E.) sheets on a daily basis.
- E. A.E. sheets are turned in on the last day of attendance for that week. They will be reviewed by and instructor and then placed in student file box. Every week a new accumulation of clock hours is posted outside attendance office for students to monitor and track their total hours.
- F. Should you forget to hand in your Daily A.E. sheets at the end of the week, you may lose all credit accumulated that week/weeks. Do not take these sheets home!

Monitoring Student Progress and Grading

Policy for Monitoring Student Progress

- A. All written tests scores, quizzes, projects and written assignments are entered into the computer Smart Time system by an instructor. Daily operations and technical instruction are recorded on A.E. sheets OR “time cards” by student and checked by an instructor .A.E. sheets and grades are evaluated at students scheduled (450), (900), (1250)(1600) clock hours for Cosmetology/ Manicurist (200, 400) hours /Esthetician: (300, and 600) hours in a one on one consultation with an academic advisor.

- B. Report cards and SAP are given at these scheduled times. Grades and attendance are cumulative.
- C. All Practical Operations must be checked by an instructor to insure individual needs are met. Students will be evaluated on their practical hands on work daily. Mandatory written evaluations will be as per hours in B. At this time, students are informed of any deficiencies and they may need extra work in order to reach their goals. Students will be notified immediately if they fall below 80% in their academic progress and be given personal one-on-one instruction, in order to reach and maintain satisfactory progress.
- D. Students may request a consultation concerning academic progress at any time with instructor, Assistant Director or Director.

Grading Policy- Please also refer to Satisfactory Progress Policy

Theory grade is worth 33% of your GPA; Lab is worth 34% and Major Tests are worth 33%
 Students are examined regularly in theory with theory exams and practical lab work through Weekly Lab Requirements. These tests and labs are collected, graded and input into our computer system and factor into the GPA. Quarter tests are given to Cosmetologists and count as a major grade. A series of final Senior Tests given at 1400 hours for Cosmetologists, 350 for Manicurists, and 520 for Estheticians are also given and must be passed with an 80% or higher.

THEORY: A-100%-90%, B- 89%-90%, C- 79%-70%, F- Below 70% and or Complete/ Incomplete

Lab/Practical OPERATIONS: Completed correctly ____ Yes or ____ No. Points will be awarded for Yes.

OR 0-5 point system- 5 points possible A =5 (excellent) B=4 (Good) C =3 Average D= (Poor) F=1 (not Complete or ineffective)

Attendance Policy

Students are expected to be in regular attendance. Absence from classes can seriously affect the student’s progress. An absence must be excused by an instructor, but the student is required to complete the prescribed work. Excessive absenteeism and tardiness will be reviewed by the administration. Students cannot be dismissed by an instructor. Such dismissals are to be sanctioned only by the administrators of the school. Students must abide by all school rules and regulations concerning unexcused absences. **Student should drop from Cosmetology/Esthetician freshman class if more than 3 day of training is missed 2 days for Manicurist!** Reenrollment into next class will be discussed on an individual basis.

If you do not attend on a Saturday you must call or request it off ahead of time. If Saturday attendance is missed in excess the student may be dropped from the program! **NOTE:** Students who need additional hours past the **contracted graduation** date appearing on the Enrollment Agreement will be required to pay \$6.75 per hour for each hour of additional training needed to complete the necessary clock hours as required by the State of California for the course which the student is enrolled.

Tardiness Policy

If you are going to be late you must notify the school by 8:15 a.m. When you clock in late your time will be calculated to the nearest quarter hour. If you are habitually late, you will be counseled and disciplinary action or termination may result. Students who are late to theory, late defined as more than ten (10) minutes, cannot clock into school until 9:45 and or when theory has ended. Remember credit can only be given for **Applied Effort.**

Satisfactory Academic Progress Policy

Satisfactory progress is required in attendance and academic for all enrolled students. Satisfactory progress is required in attendance and academics in order to maintain eligibility for title IV assistance programs, as well as it is required for all other students enrolled in the college. Citrus Heights Beauty College uses the following criteria to determine satisfactory progress:

Academics: Overall academic grade averages of 70%, Grades are based on the following requirements:

- **Theory work** - Theory Tests, quizzes, worksheets, vocabulary words, review questions, and weekly written requirements
- **Major Tests** Freshman Final, Quarter Tests, State Board Exam Review book and final Exit tests
- **Practical work** - Weekly Clinical Operations

Note: Failed and missed exams may be made up for grade averaging purposes. Make up tests are to be made up as soon as possible but no later than the end of the quarter. Makeup tests can be arranged with an instructor or administration. Weekly Requirements are due every Friday to receive full credit. Letter grades are as follows 100 – 90 A, 89 – 80 B, 79 – 70 C, 69 – 60 D, 59 and below is an F.

Attendance:

70% average attendance is needed to maintain *Title IV assistance*. Cosmetology student must complete 360/450 scheduled clock hours for 1st two evaluation periods and 280/350 scheduled hours for final 2 evaluation periods. Esthetician students must complete 240/300 clock hours for each evaluation period and Manicurist must attend 160/200 scheduled hours to maintain Satisfactory attendance progress. The student will be deemed to be making satisfactory progress if their academic grade is 70% or higher, and their attendance is in compliance with their scheduled status up to a 143% of max time frame. Students who are meeting minimum requirements at evaluations will be considered making satisfactory progress until the next scheduled evaluation. Evaluations will be made for each course as indicated to meet satisfactory progress in attendance and academic progress. Student will meet with CHBC advisor one on one to review academic progress at the scheduled evaluations as follows: **Cosmetology: 450, 900, and 1250, 1600 hours /Manicurist: 200, and 400 hours /Esthetician: 300, and 600 hours.**

In Order for a student to be considered making satisfactory progress as of the midpoint of the course, the student must meet both attendance and academic progress requirements on at least one evaluation by the midpoint of the course. ***Please note that academic and attendance averages are Cumulative.*

Maximum time for course completion

To remain eligible for federal funds, student's attendance must be maintained at a rate that indicated that course completion can be within the schedules time frames as follows. **Note:** Transfer and re-enrolled students maximum time frame of course completion will be based on hours needed to complete the course.

Max time frame=143% required clock hours (see chart below):

Cosmetology – 1600 hours	Manicurist – 400 hours	Esthetician -600 hours
Full time – 60 weeks max	15 weeks max	Full time – 23 weeks max
$\frac{3}{4}$ time – 80 weeks max	20 weeks max	$\frac{3}{4}$ time – 30 weeks max
$\frac{1}{2}$ time – 120 weeks max	30 weeks max	$\frac{1}{2}$ time – 45 weeks max

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.

Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Academic/Attendance Warning and Probation

Warning

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

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory progress.

School Policy

It is our school policy that a student who is put on warning, writes a plan to improve academics or attendance. *Our school policy* is that if student does not make SAP after the warning period and will not make SAP by the next scheduled evaluation, and does not appeal *or* does not have a successful appeal that the student will be asked to drop the course.

Student Status, Course Incompletes, and Appeal Procedures

Student Status

If a student is dismissed, upon their return to the school they will remain in the same status when they left

Course Incompletes

Course incomplete, repetitions and noncredit remedial course are not applicable to this institution's form of instruction.

Appeal Procedures

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days.

The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Baby Boards & Graduation Requirements

Baby Boards

Baby Boards are given weekly on Thursdays for senior students who have completed 1350 total clock hours, and are given each week until graduation from the Citrus Heights Beauty College and the State Board Exam is passed on the original given exam date. Baby Boards *after* 3 months after graduation may be charged additional fees.

Graduation Requirements

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

In Cosmetology	satisfactory completion of	1600 hours
In Manicuring	satisfactory completion of	400 hours
In Esthetician	satisfactory completion of	600 hours

Upon graduation you will receive a diploma from Citrus Heights Beauty College and Proof of Training Documents.

State Board Licensing Requirements

The state of California requires that a student must complete course curriculum and; Cosmetology 1600 clock hours/ Manicuring 400 hours/ Esthetician 600 hours of training in a board approved school, be 17 years of age or older, have completed 10th grade or higher, hold a valid social security card and picture ID and is not subject to denial pursuant to CA code 480(below). Board approved Proof of Training documentation, an application for the State Board exam and exam fees must be sent to the State Board. Upon successfully passing both the State Board Practical and Written portions of the exam with a 70% or higher the graduates will then be receive a California Cosmetology License. Cosmetology Licenses need to be renewed every 2 years by paying a fee and filling out renewal information on line or by mail.

California state regulation #480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

- (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the

Penal Code.

(2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another.

(3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.

(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

Job Placement Assistance

As prescribed by State law, we cannot guarantee job placement as an inducement to enrollment. However, one of our primary goals is to provide specialized, intensive training that will make graduates highly employable upon being licensed by the State Board of Cosmetology. Our instructors work closely with salon owners and employers throughout California so that all students are given an opportunity to become gainfully employed upon completion of their chosen course and licensed. Classified job opening ads are on our Job Opportunity tab on our website as well as announced. When prospective employers contact Citrus Heights Beauty College stating openings and what their needs are, our administrative staff then contacts graduates who fit the employer's needs. Instructors teach students how to write resumes and job interview skills. Staff members give written and oral recommendations to prospective employers. Students are encouraged to discuss their employment needs with their advisors.

Compensation for a Licensed Graduate

The U.S. Department of Labor provides current (2013) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$11.12 / \$23,140	\$11.07 / \$23,045
Estheticians (Skin Care Specialist) / 39-5094	\$15.86 / \$ 32,990	\$15.79 / \$32,849
Manicurists / Pedicurists / 39-5092	\$10.48 / \$21,790	\$9.19 / \$19,115

Projections of Employment

Employment may vary by geographic area and changes in the economy. Along with new jobs, the need to replace workers who retire, transfer to other occupations, or leave the labor force will increase the number of job openings.

In California, the number of Hairdressers, Hairstylists, and Cosmetologists is expected to grow faster than average growth rate for all occupations. Jobs for Hairdressers, Hairstylists, and Cosmetologists are expected to increase by 20.0 percent, or 8,100 jobs between 2012 and 2022.

United States	Employment		Percent Change	Job Openings ¹
	2010	2020		
Hairdressers, Hairstylists, and Cosmetologists	627,700	726,100	+16%	21,810

California	Employment		Percent Change	Job Openings ¹
	2012	2022		
Hairdressers, Hairstylists, and Cosmetologists	40,400	48,500	20%	9,500

United States	Employment		Percent Change	Job Openings ¹
	2010	2020		
Manicurists and Pedicurists	81,700	95,300	+17%	2,850

California	Employment		Percent Change	Job Openings ¹
	2012	2022		
Manicurists and Pedicurists	23,000	28,500	23.9%	740

United States	Employment		Percent Change	Job Openings ¹
	2010	2020		
Skincare Specialists	47,600	59,300	+25%	2,040

California	Employment		Percent Change	Job Openings ¹
	2012	2022		
Skincare Specialists	5,100	7,200	41.2	400

¹Job Openings refers to the average annual job openings due to growth and net replacement.

Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2008-2018, while the projections period for national data is 2010-2020

Counseling Services & Disciplinary Counseling

Counseling Services

Every student is extended the privilege of consulting with the Director of the School. Dependent minor student's families desiring information concerning the student's progress may consult the Director of the School. Counseling appointments may be scheduled with director or office administrator, but we do have an open door policy.

Other counseling numbers and information you may need: Placer Adult Protective Services 530-886-5401/ Sacramento County 916-874-9377 CA Department of Rehabilitation 916-324-1313, Placer Department of Mental Health Alcohol and Drug Prevention Services 530-889-7240, National Drug and Alcohol Addiction 1800-729-6686, Women's Center Domestic Abuse and Rape 916-652-6558, WEAVE 24hr line 916-920-2952, Veteran Affairs 1800-952-5626, Suicide Prevention 530-885-2300, Family Planning 530-889-7170.

Disciplinary Counseling

When a student needs to be counseled for disciplinary problems the following procedures are entailed:

1. Student is brought into school office to discuss the situation or problem. A consultation report is filled out by one of the following, instructor, manager, or director and the student explaining the reason for the counseling and any comments made. At this time a written warning may be issued. If student is under the age of 18 a parent or guardian will be contacted immediately.
2. If discussion and written warning are not respected, student may be clocked out and sent home for the day or for a three day suspension.
3. If disciplinary problems persist after these steps, the school may terminate the student from the course.
4. Some offenses may require immediate action such as suspension or dismissal.

**Any Physical or verbal confrontation or fights will result in suspension and/or immediate dismissal from school from both parties involved.*

Grievance Procedure

If you have a problem with an individual, whether it be a student, teacher or client, that you cannot resolve by talking with them, then you need to take your concern to the Assistant Director; The Assistant Director can act as a buffer so that both parties may discuss the problem in a calm, controlled matter with a third party present to assist in resolving the issue. If the matter at hand cannot be resolved at this point the issue can be taken to the Director.

Most problems can be resolved thru these step and chains of command. Most problems can be resolved if discussed in a timely manner before the issue escalates and if approached in a non-confrontational tone.

- Students may direct complaints or problems to Assistant Director. All necessary steps will be made to resolve the problem. The Assistant Director will be regularly accessible for reasonable periods of time before and during the range of time in which students are schedule to attend the institution.
- If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and

disposition of it. If the complaint or relief requested by the student is rejected, the institution will provide the student with a written response detailing the reason for the rejection.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Veteran's Administration Students

A veteran student will follow all school attendance, and grading policies. All veteran's paperwork will be kept current. A veteran will meet once a month with the administrator to check attendance and any problems encouraging proper use of the veteran's benefits.

Standards of Progress, CPR 21.4254 (b) (6)

Veterans and eligible persons are evaluated according to the evaluation schedules detailed in this catalog. Students who fail to meet satisfactory progress standards (70% minimum) at a given evaluation period will be placed on academic probation for one additional evaluation period.

Probationary students who fail to meet the minimum satisfactory progress standards by the conclusion of the probationary period will be terminated from veteran's benefits. Veteran's benefits will be reinstated only after the student has reestablished satisfactory progress standing in accordance with the academic standards described above and in the detailed catalog.

Disclosure of Education Records FERPA

Adult students and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in their educational records. Education records are defined as files, materials and documents that contain information directly related to a student and maintained by the institution.

- The college does not sell or share information with third person parties
- Students are not entitled to inspect the financial records of their parents.
- Written consent is required before education records may be disclosed to the parents of adult students or others, with the exception of disclosures allowed by law, such as to accrediting commission or governmental agencies.
- Access to files must be requested in writing, in letter form or on a form furnished by the institution. Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution.
- All records will be maintained for each student for a minimum of five years after graduation or termination. Student's transcripts are kept on a permanent basis.

Exceptions to Student release of records include:

- Health and safety Emergency
- To *comply with judicial order or subpoena*. CHBC must make a reasonable effort to notify the student before disclosure, unless the subpoena directs that student not be informed.
- To *authorized federal/state officials* in connection with auditing or evaluating federally supported education programs, or enforcing laws regarding such programs. Such as CA Bureau of Private Postsecondary Education.
- In connection with *financial aid* which a student has applied for or received to determine (a) eligibility, (b) amount, (c) conditions imposed on aid such as Department of Education
- To *accrediting organizations* to perform accrediting functions such as NACCAS

Health and Safety

Physical Demands

A student must be in good physical health free of any communicable disease. As a cosmetology student you will be in direct contact with the public. A student must consider their own physical limitations in terms of making a career choice in cosmetology. The physical demands of a cosmetologist include but are not limited to, standing for long periods of time, extensive hand and arm movement, walking, pushing, bending and stretching. Skin will come in contact with products, and chemicals such as perm solution, hair color, bleach, shampoo, conditioner, styling products, nail products, oils and lotions. Some sensitive skins may have reactions to these products. Gloves can be used to prevent irritation.

Health & Safety

Safety is important to us at Citrus Heights Beauty College. Students must follow all state and school sanitation and safety requirements outlined by your course curriculum, Performance Criteria and cosmetology procedures. All containers must clearly label their contents. Hands must be washed prior to starting a client. All implements used on clients must be properly sanitized or disposed of, according to California disinfection and sanitation standards.

OSHA requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Drug Free Policy

Citrus Heights Beauty College has a policy of maintaining a DRUG FREE WORKPLACE. All students and staff are notified that the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited. If in compliance with the policy, appropriate personnel action may be taken and may

include termination also requiring satisfactory participation in a DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM approved for such purposes by the Federal, State, or Local law enforcement agency.

Drug Abuse Prevention Program

Citrus Heights Beauty College makes the following information available to its students, staff, and teachers. Any individual associated with Citrus Heights Beauty College who is seeking information, counseling, or assistance concerning Drug or Alcohol Abuse prevention may call or visit the following agency:

Department of Health and Human Services:

212 Harding Blvd
Roseville, CA 95678
(916) 783-9143

7845 Broadway
Sacramento, CA 95820
(916)-366-2736

In some instances students or staff may be in need of professional assistance or counseling with regard to alcohol or drug abuse, for which we are not trained. In these instances, students and staff are encouraged to contact the Director or the Admissions/Financial aid office for an outside referral. Referrals of this type are made on a case by case basis if needed.

Drug Free Campus Policy

Citrus Heights Beauty College participates in the US Department of Education Drug Free Schools Program. Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion, termination of employment, and referral for prosecution under local, state, and federal law. Students who violate this policy are subject to loss of eligibility in all Federal Financial Aid Programs.

Campus Crime

Campus Crime Awareness and Security

At Citrus Heights Beauty College your safety is very important to us. We strive to have a safe and secure facility for you as our student. The college is monitored via Closed Circuit Cameras to assist in maintaining a safe educational environment for all Students, Staff, and Clients. Should at any time you feel the safety or wellbeing of you, fellow classmates, or clients is in jeopardy you are encouraged to speak to a staff member immediately. If at any time you see something that is out of the ordinary contact a staff member immediately. If a staff member is not available go to the office and speak to Mr. Troy or Miss Becky. All concerns are addressed there is no concern too small. We have included the “Campus Crime Statistics” for you in this catalog. This is updated at least annually; you can request an updated list from the admissions office. If you have any questions regarding the Campus Crime Awareness and Security see Mr. Troy in the Admissions Office.

Campus Crime Statistics

Below you will find the statistics concerning Crime on the Campus of Citrus Heights Beauty College. This information as well as for years past can be found on the College navigator website – www.nces.ed.gov If you have questions or concerns see Mr. Troy in Admissions.

Crime Statistics

Arrests On-Campus	2012	2013	2014
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
Criminal Offenses On-Campus	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<ul style="list-style-type: none"> The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here. These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the Campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see http://ope.ed.gov/security. 			

Note: No Criminal offenses occurred on the Campus of Citrus Heights Beauty College during 2013-2014. This report is updated annually.

Tuition Policies and Fees

All tuition and fees payable according to payment arrangements made prior to commencement of classes. For further information on tuition assistance, please contact the director. Students must maintain all required payment schedules through the course of training. Missed payments could cause for withdrawal from school.

Tuition and Fee Schedule

Course	1st Payment	Tuition	Total:	Approx.,
Cosmetology	\$500.00	\$10,600.00	\$11,100.00	40 Weeks
Manicurist	\$500.00	\$1,500.00	\$2,000.00	10 weeks
Esthetician	\$500.00	\$8,500	\$9,000.00	16 weeks

First payment or Down payment is due upon acceptance into the course from which you have enrolled to hold your position in that class. 2nd payment is due on the first day of class and subsequent payments are due each month between the 1st and 10th of the month.

- **Cosmetology:** \$11,100.00
 - Students may pay tuition at \$500.00 down, and \$1060.00 per month for the next 10 months. Prior arrangements must be made at the office for payments.
- **Manicurist:** \$2000.00
 - Students may pay tuition at \$500.00 down and 3 payments of \$500.00
- **Esthetician:** \$9000.00
 - Students may pay tuition at \$500.00 down and 4 payments of \$2125.00 per month to be paid on the same day of each following months.

Custom payment plans can be determined on an individual basis and made official in the student’s contract agreement.

Adult Education: For those who qualify, there may be adult education funding available.

TFC Payment Plans are also available. Please ask us for more information.

Students who need **additional hours** past the contracted graduation date appearing on the Enrollment Agreement will be required to pay \$6.75 per hour for each hour of additional training.

The school reserves the rights to change tuition and fees, make subject changes when necessary in kits that are required. A notice of 10 days will be given by the school in these instances. *This will not affect students already under contract who have signed an enrollment agreement.*

ALL FEES AND TUITION MUST BE PAID BEFORE A STUDENT MAY GRADUATE AND RECEIVE A DIPLOMA AND COMPLETEION PAPERS FROM THE COLLEGE.

Cosmetology Cost of Attendance

Cosmetology Cost of Attendance	Fees
Books (<i>non-refundable</i>)	\$200.00
Kit/Tools (<i>non-refundable</i>)	\$800.00
Tuition	\$10,000.00
Registration (<i>non-refundable</i>)	\$100.00
STRF Fees (<i>non-refundable</i>)	\$0.00
Other	-
Total Contract for Cosmetology Course	\$11,100.00
*Additional Fees:	
State Board Exam Application	\$134.00
Rental Kit for State Board	\$160.00
Overtime Fees	\$6.75 per hour over
Room and Board	Not Offered

Esthetician Cost of Attendance

Esthetician Cost of Attendance	Fees
Books (<i>non-refundable</i>)	\$200.00
Kit/Tools (<i>non-refundable</i>)	\$700.00
Tuition	\$8,000.00
Registration (<i>non-refundable</i>)	\$100.00
STRF Fees (<i>non-refundable</i>)	\$0.00
Other	-
Total Contract for Esthetician Course	\$9,000.00
Additional Fees:	
State Board Exam Application	\$124.00
Rental Kit for State Board	\$65.00
Overtime Fees	\$6.75 per hour over
Room and Board	Not Offered

Manicurist Cost of Attendance

Manicurist Cost of Attendance	Fees
Books (<i>non-refundable</i>)	\$190.00
Kit/Tools (<i>non-refundable</i>)	\$336.00
Tuition	\$1,400.00
Registration (<i>non-refundable</i>)	\$74.00
STRF Fees (<i>non-refundable</i>)	\$0.00
Other	-
Total Contract for Manicurist Course	\$2,000.00
Additional Fees:	
State Board Exam Application	\$119.00
Rental Kit for State Board	\$55.00
Overtime Fees	\$6.75 per hour over
Room and Board	Not Offered

Housing Information and Services

Citrus Heights Beauty College does not provide housing opportunities and services. CHBC is a non-residential campus.

Federal Assistance Programs

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. *CHBC offers grants but not loans at this current time.* The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance: All Financial Aid, Title IV information for Citrus Heights Beauty College will be available in our Student Handbook you will receive one during Orientation or you can download from our website www.chbeautycollege.com.

Loans

Students who obtain loans to pay for their education have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Cancellation Withdrawal and Refund Rights Policy

1. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later (**Cancellation Period**).

To cancel the contract for school, call, mail, fax or deliver signed and dated copy of cancellation notice, or other written notice to: Citrus Heights Beauty College 916-725-6861 phone, 916-725-7838 fax, chbeautycollege@aol.com , 7518 Baird way Citrus Heights, CA 95661.

Cancellation date will be determined by the postmark on written notification, or the date said information is delivered or e-mailed to school administrator.

This notice need not take any particular form; it needs only to state you wish to cancel the agreement. If you cancel this agreement within the seven-day time period, CHBC will refund any money that you paid within 45 days after your notice is received. If School has distributed books to you, you shall return them upon cancellation. If you fail to return the books in good condition, you will be charged the kit list cost of books, *Kit equipment and supplies are not returnable due to sanitary reasons. Therefore, once you receive, accept, and or use any equipment the cost will be charged to you. The school may deduct the amount for the equipment from the refund amount due to you and you may keep the equipment.

2. **You have the right to withdraw from School at any time.** A withdrawal may be effectuated by the student's written notice, or the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Any student who finds it necessary to withdraw must notify the Admissions Office promptly, in person or in writing, of their intent to discontinue classes, stating their reasons in full. If you withdraw from the course of instruction *after the cancellation period* as in Par.1, School will remit a refund less the registration and STRF fee within 45 days following your withdrawal. You are obligated to pay only for educational services received and accepted equipment. Equipment purchased through the school is not refundable due to State sanitation and disinfection regulations. The refund shall be the amount you paid for instruction multiplied by a fraction—the numerator of which is the actual attended number of hours of instruction which you have received, the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.
3. Any monies due a student who **unofficially withdraws** from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a week (every 7 days). A student who has not been in contact with the school, verbally or in writing, for a period of 14 days, will be determined as to have UNOFFICIALLY withdrawn and will be dropped and withdrawal and refund processes will begin.

- For students who have completed **60 percent** or less of the scheduled hours of attendance, the refund shall be based on a pro rata refund. For students who have completed **61 percent** or more of the period of attendance, *100 percent of tuition is due.*

HYPOTHETICAL REFUND EXAMPLE: The following table outlines the refund due based on percentage of training completed, assuming you paid the following:

Total Contract	Less Fees for Registration	Less Supplies	Tuition Fee
\$8,100	\$100	\$2,000	\$6,000

<i>% of Scheduled Hours of Attendance Completed</i>	<i>Refund Due</i>
10%	\$5,400
25%	\$4,500
50%	\$3,000
61% and above	\$0

- For the purpose of **determining the amount you owe**, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for 14 consecutive calendar days without notifying the school. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you,
- Students cannot be dismissed by an instructor. Such dismissals are to be sanctioned only by the Administrators of the School or by State or Federal counselors.
- If the course is cancelled subsequent to a student’s enrollment**, the School shall at its option provide a refund of all monies paid, or provide completion of the course,
- Students who do not complete the program within the maximum time allowed (not to exceed 150% of the course length) will be automatically withdrawn from the program.

NOTICE #1: All documentation referred to in this agreement is part of and integral to this Agreement.

NOTICE#2: STUDENT TUITION RECOVERY FUND “You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- (1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- (2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

You are not eligible for protection from STRF and you are not required to pay the STRF fee, if either of the following applies: (a) You are not a California resident, or are not enrolled in a residency program, or (b) Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in education all programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau of Private Postsecondary and Vocational Education (BPPS). You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: (1) The school closed before the course of instruction was completed, (2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school, (3) The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs, (4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the BPPS, (5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTICE#3: NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED FROM OUR INSTITUTION - The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or proof of training certificate you earn in Cosmetology, Manicuring or Esthetician is also at the complete discretion of the institution to which you may seek to transfer. If the diploma (if student completes) or proof of training certificate (if training is incomplete) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Citrus Heights Beauty College to determine if your diploma or Proof of Training Certificate will transfer. NOTICE#4: LOANS - If a student obtains a loan to pay for an

educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both the following may occur: (a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, and (b) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. GENERAL TERMS:

- (1) No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, religion, disability, ethnic or national origin nor be subjected to discrimination of any kind based on the above. For information regarding Non-discrimination or to resolve complaints contact the School Director,
- (2) Placement assistance may be provided. However, it is understood that the School does not and cannot promise or guarantee employment or level of income or wage rate to any student or graduate,
- (3) All supplies for the program selected will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student,
- (4) Cost of medical or other examinations, if required, is to be paid for by the Student,
- (5) Completion certificates will be issued after the completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade average (as stated in the catalog) to receive a completion certificate. Students will be permitted to a retest (as stated in the catalog) for any grade below passing,
- (6) In the event of disaster, Acts of God (such as fire, flood, earthquake, etc), labor disputes, or equipment failure, the School reserves the right to postpone training for a maximum of 30 days. Students will be duly notified and compensated if applicable,
- (7) All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class start date is 90 days,
- (8) The School reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded,
- (9) The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval all applicable Federal and State agencies, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending Students,
- (10) The School reserves the right to reject any applicant for admission not meeting the requirements for the program selected. The student's enrollment may be terminated at the election of the School director, if the Student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School (as stated in the catalog); in which event, the extent of the Student's tuition obligations will be in accordance with the School's refund policy,
- (11) If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted,
- (12) **Any dispute arising from enrollment (including tuition and fees) at Citrus Heights Beauty College, no matter how described, pleaded or styled, may resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (AAA) under its commercial Rules. The award rendered by the Arbitrator(s) may be entered in any court having jurisdiction,**

(13) This agreement constitutes the complete agreement for educational services between the School and the Student, and no verbal statements or promises will be recognized. No modifications to this agreement may be made without the prior written approval of the School and Student,

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

In Cosmetology 12.0403 satisfactory completion of 1600 hours

In Manicuring 12.0403 satisfactory completion of 400 hours

In Esthetician 12.0403 satisfactory completion of 600 hours

For licensure: Pass the appropriated State Board Practical and written exams with the required mandated scores.

(15) This institution does not offer bilingual instruction nor provides interpreters for those that do not understand English. All classes are given in English and students need to be proficient in English in order to understand their coursework.

Additional Fees

Students who need **additional hours** past the contracted graduation date appearing on the Enrollment Agreement will be required to pay **\$6.75 per hour for each hour of additional training** needed to complete the necessary clock hours as required by the State of California for the course which the student is enrolled.

- **Pre application** for the California State Exam: Cosmetology is \$134.00, Esthetician, \$124.00 and Manicurist \$119.00 due to the State Board of Cosmetology. Students will fill out pre application papers when 75% of training is completed. Through this application process students will be able to take their State Board examination sooner than the regular applicants. It is the student's responsibility to fill out these papers and complete the pre application check list and instructions given to them by an instructor. (These fees are subject to change)
- **State Board Exam Kit Fees from Kit company-** a Kit is needed to perform the practical portion of the State Board Exam. A kit can be rented from the Rent A Kit Company the fee ranges from \$120- \$70.00. (These fees are subject to change)

*Student Tuition Recovery Fund (STRF) Fees – *Currently not being assessed by the State of California*
“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

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

General Rules and Regulations of Citrus Heights Beauty College

- Dress code:** While attending the Citrus Heights Beauty College students must be in proper uniform at all times when clocked in. The uniform consists of the following:
 - Women:** Solid Black or White top with Solid Black bottoms and black shoes. No slang words logos or writing displayed. Sweat shirts, ripped, faded or holes in the clothing are not permitted. **SMOCK MUST BE WORN AT ALL TIME – NO EXCEPTIONS**
 - Slacks, Trousers, Dockers' or Dickie's style pants are highly suggested. **NO LEGGINGS, NO STRECH PANTS, NO SWEAT PANTS, NO THERMAL PANTS, or anything that RESEMBELES SUCH!!!!!!NO SHORTS.**
 - Dresses and skirts **MAY NOT BE shorter than 2 inches above the knees.** If nylons are worn, solid black or tan colored nylons only.
 - If open toed shoes are worn socks or nylons must be worn – NO FLIP FLOPS**
Dress salon professional! No Hats. Hair ornaments are permitted. Accessories are allowed as long as they are professional looking, no skull, cross bones, slang, etc.
 - Men:** Neat Solid black pants/slacks or Dockers with a Solid white or black shirt, sweater. Clean black shoes or boots. Loose or sagging clothing revealing undergarments are not permitted.
 - One SMALL STUD Piercing, other than earrings is permitted. Size and shape does matter; all large studs, spikes, barbells, chains and rings will be asked to be removed. Tongue barbells and rings are not allowed. Please be tasteful. We want to see you not your piercings!
- The decision as to whether or not a student is dressed inappropriately is at the discretion of the college staff. A student will be sent home to change if dress code is not met. Student must clock out at this time.**
- Professional Appearance is what we strive for. Make-up and Hair **MUST** be finished before you arrive at School.
- The 1st line of defense against chemicals is your lab coat. **You must wear a lab jacket (smock) while clocked in.** While you are in freshman class you will be required to wear your freshman name tag. **Seniors must wear a SMOCK with a NAME TAG at all times while in the clinic area.**
- If you arrive late (any time after 8:25 a.m. and/or theory door is closed is considered late) for Morning theory and class is already in session you are **not permitted** to attend theory. Do not clock in until 9:45 or until theory has ended. ***Attending theory is important, also realize these missed hours add up to overtime fees of 6.75 per hour.***
- You must call in the day of or request in advance an absence or a tardy. Excessive lack of requests or informed absences may result in a drop from the program.
- Unless used for freshman class, students must pay for chemical services that are being performed on them. (It is normally ½ price) It however must be approved by an instructor.
- You must clock in and out each time you leave the campus. You are entitled to two breaks per day. If you are leaving the campus you must clock out. Attendance is mandatory, it is not an option. If you are going to be absent you must call the college and notify a staff person.
- Applied Effort Lab/Theory (TIME CARDS) are not to be taken home. If you leave the campus without clocking out and having your card signed by an instructor you could be dismissed from the college. Time cards must be signed by you and an instructor at the end of each day to verify Applied Effort Hours.
- Lunch – you are given 30 minutes for lunch. Check your books to arrange lunch in between clients. **Otherwise try to take lunch from 11:30-12:00** if you are clocked in for more than 6 ½ hours regulation states you must take a lunch.

11. **Smoking is allowed in designated areas only. Use the Ashtray, or you will not be allowed to smoke on campus.**
12. **Parking is provided in designated areas only.** You are not allowed to park in the “lower” parking lot for any reason at any time! This parking area is reserved clients only.
13. The only reading material that is permitted is books and information that pertain to your course of study.
14. All Haircuts, Permanents, Hair-Color, and Chemical Services must be STARTED/ CHECKED/FINAL CHECKED by an INSTRUCTOR. (Failure to do so may result in dismissal from the College.)
15. A Professional attitude and conduct must be maintained. When on the clinic floor do not talk to other student s while they are providing a service to another client. It is unprofessional.
16. Any student that refuses to perform a service on a client will be clocked out for the day. Appointments may only be moved by an instructor or receptionist.
17. Front Desk – Students are not permitted behind the desk unless invited by the receptionist.
18. CHEMICALS – Students are not permitted to get their own chemicals unless instructed by an instructor. An Instructor must be present when you mix all hair color.
19. Each student is responsible to keep his or her area and station clean. All containers / bottles must be properly labeled, clean or soiled. You must clean your chair once per week and you must spot mop with a soiled towel the 12 tiles under your station.
20. Each Student is required to perform sanitation at the end of each day. It is the responsibility of you the student to maintain the appearance or the school in a clean an orderly manner.
21. Personal work – Must be approved by an instructor and the front desk. **The Service must be paid for before the service is started.**
22. Cosmetology Students are not permitted in the Esthetician Department without a client and or permission from the Esthetician Instructor.
23. Food and Drinks are **not permitted** in the **Theory Room, Class room, or Clinic area**. The only permitted item is a Water bottle. You must eat food and drink in the Break-room or outside.
24. Pictures are permitted only in Frames. You are not permitted to attach pictures to your mirrors. You must have everything off the top of you station when you leave at the end of the day. You are not permitted to store things on the floor. Storage is in your locker or you must take them home with you at the end of the day.
25. Friends and family members are not allowed in the class room during class hours. Nor are they allowed in the clinic area unless student is performing a paid service on them.
26. Use of profanity is not tolerated, alcohol, or drugs is not permitted on the premises and failure to comply will result in suspension and/or dismissal from school.
27. **CELL PHONES MAY ONLY BE USED IN THE BREAKROOM, and are to remain in your LOCKER when in Classroom or Clinic. Cell phones are not permitted in the theory room or Clinic Area** and phone conversations must be taken outside or in the break room, **not in the clinic**. This includes texting! Excessive cell phone use will result in a no cell phone privileges!

The Above Rules and Regulations are subject to change without notice. Additions may be made at any time by the Administration of Citrus Heights Beauty College.



Refund Notice

Student Name _____ Student Social Security # _____ - _____ - _____
 Student Address _____
 City _____ State _____ Zip Code _____ Phone Number (____)-____-____
 Start Date ____/____/____ Withdrawal Date ____/____/____ Calculated Date ____/____/____
 Tuition Source or Sponsor _____

\$Tuition total x % completed = Tuition Payable. \$Amount paid for in advanced -Tuition Payable = Refund Amount

Total Contract \$ _____
 Kit Equipment & Books - \$ _____
 Enrollment Fee/STRF fee - \$ _____
Total Tuition = \$ _____

Total Hours Completed _____

Total Course Hours / _____

Total % Completed = _____ *if 61% has been completed no tuition refund will be due to student

Total Tuition \$ _____

Percent Completed x _____

Tuition Payable \$ _____

Amount Paid by Student \$ _____ **Amount pd for book/kit** - \$ _____ **Amount pd Enrollment/STRF fee** - \$ _____

Tuition Payable - \$ _____

Refund Balance Due = \$ _____

Accumulated Overtime @\$6.75hr - \$ _____

Returned Check Fee (if applicable) - \$ _____

Total Refund Amount Due \$ _____

Amount (Due to School) \$ _____

As Per State and/or Federal Regulations, the above refund has been paid to _____ Address _____
 _____ . If you have any questions concerning this refund please contact Citrus Heights
 Beauty College at (916)-725-6861 Ext. #4

 Miss Becky, Director _____ Date

 Student Signature _____ Date

 Signature of Parent or Guardian _____ Date

Notice of Cancellation



Notice of Cancellation

I, _____ wish to cancel my contract with Citrus Heights Beauty College on this (day) _____ of (month) _____ (year) _____.

Please state the reason for withdraw: Attendance Medical Financial Transportation Relocating Military Having Difficulty with the training other: please explain _____

~ I understand that I am withdrawing from the course of instruction *after the cancellation period*, I understand I am obligated to pay tuition for completed education and for received and accepted equipment.

~ If you have paid in advance for you educational services the School will remit a refund less the registration and STRF fee within 45 days following your withdrawal.

~ If you the student obtain a loan to pay for this educational program, then you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both the following may occur: (a) ~

~ The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person in entitled to reduce the balance owed on the loan, and (b) you may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Signature of Student _____ Date _____

Signature of parent/legal guardian _____ Date _____

Fact Sheet - BPPE Institutions Annual Report for 2013 – Programs



Tracking Number: 20140830110840

Report for Year: 2013

Institution Code: 3400661

INFORMATION FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION

Degree/Program Level: DiplomaCertificate

If Other, please specify:

Degree/Program Title: DiplomaCertificate

If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was chosen, please specify:

Name of Program (e.g. Business Administration, Massage, etc.): **Cosmetology**

Number of Degrees or Diplomas Awarded: 57

Total Charges for this program (Report whole dollars only): \$ 11100

Number of Students Who Began the Program: 66

Students Available for Graduation: 66

Graduates: 23

Completion Rate: 35

150% Completion Rate: 52

Is the above data taken from the data that was reported to and calculated by the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?:

no

PLACEMENT

Graduates Available for Employment: 23

Graduates Employed in the Field: 19

Placement Rate: 83

Graduates employed in the field an average of less than 32 hours per week: 12

Graduates employed in the field an average of 32 or more hours per week: 7

EXAM PASSAGE RATE

Does this educational program lead to an occupation that requires licensing?: yes

If Yes, please provide the information below (For each of the last two years):

First Data Year (YYYY): 2012

Name of the licensing entity that licenses this field: Consumer Affairs Board of Barbering and Cosmetology

Name of Exam: Cosmetology

Number of Students Taking Exam: 44

Number Who Passed the Exam: 39

Number Who Failed the Exam: 5

Passage Rate: 89

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Consumer Affairs Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

Second Data Year (YYYY): 2013

Name of the licensing entity that licenses this field: Consumer Affairs Board of Barbering and Cosmetology

Name of Exam: Cosmetology

Number of Students Taking Exam: 57

Number Who Passed the Exam: 53

Number Who Failed the Exam: 4

Passage Rate: 93

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Consumer Affairs Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

The data for the last 2 quarters of 2013 was not completed or available from the Department of Consumer Affairs Board Barbering of Cosmetology

Do graduates have the option or requirement for more than one type of licensing exam?:

Provide the names of other licensing exam options:

Name of Option/Requirement:

Name of Option/Requirement:

Name of Option/Requirement:

SALARY DATA

Graduates Available for Employment: 23

Graduates Employed in the Field: 19

Graduates Employed in the Field Reported receiving the following Salary or Wage:

\$0 - \$5,000.00: 0

\$5,001.00 - \$10,000.00: 0

\$10,001.00 - \$15,000.00: 0

\$15,001.00 - \$20,000.00: 3

\$20,001.00 - \$25,000.00: 0

\$25,001.00 - \$30,000.00: 2

\$30,001.00 - \$35,000.00: 1

\$35,001.00 - \$40,000.00: 0

\$40,001.00 - \$45,000.00: 0

\$45,001.00 - \$50,000.00: 0

\$50,001.00 - \$55,000.00: 1

\$55,001.00 - \$60,000.00: 0

\$60,001.00 - \$65,000.00: 0

\$65,001.00 - \$70,000.00: 0

\$70,001.00 - \$75,000.00: 0

\$75,001.00 - \$80,000.00: 0

\$80,001.00 - \$85,000.00: 0

\$85,001.00 - \$90,000.00: 0

\$90,001.00 - \$95,000.00: 0

\$95,001.00 - \$100,000.00: 0

Tracking Number: 20140831123835
Report for Year: 2013
Institution Code: 3400661

INFORMATON FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION

Degree/Program Level: DiplomaCertificate

If Other, please specify:

Degree/Program Title: DiplomaCertificate

If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was chosen, please specify:

Name of Program (e.g. Business Administration, Massage, etc.): **Esthetician**

Number of Degrees or Diplomas Awarded:

Total Charges for this program (Report whole dollars only): \$ 9,200.00

Number of Students Who Began the Program: 11

Students Available for Graduation: 11

Graduates: 7

Completion Rate: 64%

150% Completion Rate: 36

Is the above data taken from the data that was reported to and calculated by the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?:

no

PLACEMENT

Graduates Available for Employment: 7

Graduates Employed in the Field: 6

Placement Rate: 86

Graduates employed in the field an average of less than 32 hours per week: 4

Graduates employed in the field an average of 32 or more hours per week: 2

EXAM PASSAGE RATE

Does this educational program lead to an occupation that requires licensing?: yes

If Yes, please provide the information below (For each of the last two years):

First Data Year (YYYY): 2012

Name of the licensing entity that licenses this field: Board of Barbering and Cosmetology

Name of Exam: Esthetician

Number of Students Taking Exam: 26

Number Who Passed the Exam: 25

Number Who Failed the Exam: 1

Passage Rate: 96

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

Second Data Year (YYYY): 2013

Name of the licensing entity that licenses this field: Board of Barbering and Cosmetology

Name of Exam: Esthetician

Number of Students Taking Exam: 11

Number Who Passed the Exam: 10

Number Who Failed the Exam: 1

Passage Rate: 91

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

Do graduates have the option or requirement for more than one type of licensing exam?: No

SALARY DATA

Graduates Available for Employment: 7

Graduates Employed in the Field: 6

Graduates Employed in the Field Reported receiving the following Salary or Wage:

\$0 - \$5,000.00: 0

\$5,001.00 - \$10,000.00: 0

\$10,001.00 - \$15,000.00: 2

\$15,001.00 - \$20,000.00: 2

\$20,001.00 - \$25,000.00: 0

\$25,001.00 - \$30,000.00: 0

\$30,001.00 - \$35,000.00: 0

\$35,001.00 - \$40,000.00: 0

\$40,001.00 - \$45,000.00: 0

\$45,001.00 - \$50,000.00: 0

\$50,001.00 - \$55,000.00: 0

\$55,001.00 - \$60,000.00: 0

\$60,001.00 - \$65,000.00: 0

\$65,001.00 - \$70,000.00: 0

\$70,001.00 - \$75,000.00: 0

\$75,001.00 - \$80,000.00: 0

\$80,001.00 - \$85,000.00: 0

\$85,001.00 - \$90,000.00: 0

\$90,001.00 - \$95,000.00: 0

\$95,001.00 - \$100,000.00: 0

Over \$100,000.00: 0

Tracking Number: 20140831123835

Report for Year: 2013

Institution Code: 3400661

INFORMATION FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION

Degree/Program Level: DiplomaCertificate

If Other, please specify:

Degree/Program Title: DiplomaCertificate

If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was chosen, please specify:

Name of Program (e.g. Business Administration, Massage, etc.): **Manicurist**

Number of Degrees or Diplomas Awarded: 17

Total Charges for this program (Report whole dollars only): \$ 2000

Number of Students Who Began the Program: 17

Students Available for Graduation: 17

Graduates: 11

Completion Rate: 65

150% Completion Rate: 35

Is the above data taken from the data that was reported to and calculated by the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?:

no

PLACEMENT

Graduates Available for Employment: 11

Graduates Employed in the Field: 7

Placement Rate: 64

Graduates employed in the field an average of less than 32 hours per week: 5

Graduates employed in the field an average of 32 or more hours per week: 2

EXAM PASSAGE RATE

Does this educational program lead to an occupation that requires licensing?: yes

If Yes, please provide the information below (For each of the last two years):

First Data Year (YYYY): 2012

Name of the licensing entity that licenses this field: Board of Barbering and Cosmetology

Name of Exam: Manicurist

Number of Students Taking Exam: 22

Number Who Passed the Exam: 20

Number Who Failed the Exam: 2

Passage Rate: 91

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

Second Data Year (YYYY): 2013

Name of the licensing entity that licenses this field: Board of Barbering and Cosmetology

Name of Exam: Manicurist

Number of Students Taking Exam: 17

Number Who Passed the Exam: 16

Number Who Failed the Exam: 1

Passage Rate: 94

Is this data from the licensing agency that administered the exam?: yes

Name of Agency: Board of Barbering and Cosmetology

If the response was no, provide a description of the process used for attempting to contact students:

Do graduates have the option or requirement for more than one type of licensing exam?:

Provide the names of other licensing exam options:

Name of Option/Requirement:

Name of Option/Requirement:

Name of Option/Requirement:

SALARY DATA

Graduates Available for Employment: 11

Graduates Employed in the Field: 7

Graduates Employed in the Field Reported receiving the following Salary or Wage:

\$0 - \$5,000.00: 0

\$5,001.00 - \$10,000.00: 1

\$10,001.00 - \$15,000.00: 2

\$15,001.00 - \$20,000.00: 0

\$20,001.00 - \$25,000.00: 0

\$25,001.00 - \$30,000.00: 0

\$30,001.00 - \$35,000.00: 0

\$35,001.00 - \$40,000.00: 0

\$40,001.00 - \$45,000.00: 0

\$45,001.00 - \$50,000.00: 0

\$50,001.00 - \$55,000.00: 0

\$55,001.00 - \$60,000.00: 0

\$60,001.00 - \$65,000.00: 0

\$65,001.00 - \$70,000.00: 0

\$70,001.00 - \$75,000.00: 0

\$75,001.00 - \$80,000.00: 0

\$80,001.00 - \$85,000.00: 0

\$85,001.00 - \$90,000.00: 0

\$90,001.00 - \$95,000.00: 0

\$95,001.00 - \$100,000.00: 0

Over \$100,000.00: 0

Please sign that you have read and understand CHBC's latest BPPE Annual Report Fact Sheet

Student Signature _____ Date _____

Parent or Legal Guardian (if 18 and younger) _____ Date _____

Catalog Affidavit



Catalog Affidavit

Prior to signing CHBC's enrollment agreement, you must be given a catalog or brochure and/or a Student Fact Sheet, which you are encouraged to review prior to signing the enrollment agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School's Catalog relating to Completion rates, Placement rates, License examination passage rates, and salaries or wages.

I (print First, Last name)_____ have fully read and understand the Rules, policies and Procedures as outlined in the Citrus Heights Beauty College Catalog. I agree to abide by these rules policies and procedures as a part of my enrollment into this institution. Please sign and date this Affidavit below.

Signature_____ Date _____

Signature of Parent or Guardian (if Applicable)_____ Date _____

****This signed affidavit must be returned to the admissions office along with all of your Enrollment forms on or before your first clock in on the first day of training.***

I have received a copy of the Rules, Regulations, and expectations of the Citrus Heights Beauty College, by signing below I agree to follow these rules, Regulations and expectations and understand the consequences for not doing so stated under the "General Terms" of the School Catalog.

Student Signature _____ Date _____

I have received, read, and understand Citrus Heights Beauty College's latest Bureau for Private Post-Secondary Education Annual report fact sheet on "How our students are doing."

Student Signature _____ Date _____

I understand that my Tuition must be paid in full upon completion of the program or my "proof of training" documents will not be sent to state board, which will delay my taking of the State Board Exam, unless prior arrangements have been made with the Financial Aid Office.

Student Signature _____ Date _____

GENERAL TERMS:

1. All Supplies for the program selected will be supplied by the School at the stated charge. Lost, mutilates, or stolen items will be replaced at the expense of the Student.
2. Cost of medical or other examinations, if required, is to be paid for by the student.
3. The School reserves the right to postpone training in the event of natural disasters, Acts of God, (such as fire, flood, and earthquake), labor disputes, equipment failure, for a maximum on 30 days. Students will be notified and compensated if applicable.
4. All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class start date is 90 days.
5. The school reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.
6. The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with the approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.
7. The school reserves the right to reject any application for admission not meeting the requirements for the program selected.
8. **The student's enrollment may be terminated at the election of the School director, if the Student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the school (as stated in the catalog); Any Physical or verbal confrontation or fights will result in suspension and/or immediate dismissal from school; in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.**
9. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.
10. **Any dispute arising from enrollment (including tuition and fees) at Citrus Heights Beauty College, no matter how described, pleaded or styled, may resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Citrus Heights, California, under its Commercial Rules. The award rendered by the Arbitrator(s) may be entered in any court having jurisdiction.**
11. This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized

I have read and understand the General Terms of Citrus Heights Beauty College

Student Signature _____ **Date** _____
(Month/Day/Year)