



## **Student Catalog**

**January 1, 2021- December 31, 2021**

*\*School Catalog is updated annually and may be revised at any time.*

*Revised on 3/5/2021*

**1605 E. MANNING AVENUE, REEDLEY, CA. 93654**

**Phone (559) 637-0503**

**[www.piofb.com](http://www.piofb.com)**

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## **GENERAL INFORMATION**

This catalog is designed to help you understand our program at Princess Institute of Beauty. The information is designed to provide you with essential information that you will need to embark on a new and exciting career in the field of cosmetology. More detailed information will be personally provided by appointment at our school. Princess Institute of Beauty is committed to helping you succeed in your career. Whether you recently left high school or you are interested in pursuing a second career, our staff is here to help you accomplish your goals. We offer the following programs:

<b>COSMETOLOGY</b>	<b>1,600 CLOCK HOURS</b>	<b>(Certificate)</b>
<b>NAIL CARE</b>	<b>400 CLOCK HOURS</b>	<b>(Certificate)</b>
<b>SKIN CARE</b>	<b>600 CLOCK HOURS</b>	<b>(Certificate)</b>

## **MISSION STATEMENT**

The mission of Princess Institute of Beauty is to provide a comprehensive and quality training and education that will assist all of our graduates to successfully pass the California State Board licensing examination and to obtain a successful career in the field of cosmetology, nail and skin care.

## **FACILITIES**

Princess Institute of Beauty campus is located at 1605 East Manning, Reedley, CA. 93654; where all classes are held. The campus is located at the corner of East Manning Avenue and Buttonwillow Avenue.

The building is designed for an Institution of Cosmetology with a minimum of 3750 sq. ft. and ideal atmosphere and environment for learning the profession of Cosmetology, Nail and Skin Care. Our facility occupancy levels accommodating 50 students at one time. Restrooms are available in the building. Instruction is provided in the primary classrooms.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Enrollment and admissions as well as all classroom study takes place at this site. All student records are kept at this site. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The ratio of students to equipment is 1:1.

## **ADMINISTRATION AND STAFF**

Maria E. Moore,  
**Owner/ Director/ Instructor/Licensed Cosmetologist**  
**Email: [m.moore@piofb.com](mailto:m.moore@piofb.com)**

Marion M. Rodriguez,  
**Office Manager /Business & Administration Office/ Licensed Cosmetologist**  
**Email: [m.rodriguez@piofb.com](mailto:m.rodriguez@piofb.com)**

Adriana Martinez  
**Financial Aid Office**  
**Email: [a.martinez@piofb.com](mailto:a.martinez@piofb.com)**

Julissa Anzaldua  
**Office Assistant / Substitute Instructor / Licensed Cosmetologist**  
**Email: [j.anzaldua@piofb.com](mailto:j.anzaldua@piofb.com)**

Lizbeth B. Viera,  
**Lead Practical Instructor/ Licensed Cosmetologist**

Ana Yuriar  
**Practical Instructor / Licensed Cosmetologist**

Virginia Swinger  
**Skin Care Instructor / Licensed Esthetician**

All staff meetings are held quarterly at the premises of the school, 1605 E. Manning Ave, Reedley, Ca. 93654. Notices are sent out in advance.

## **INSTRUCTOR QUALIFICATIONS**

Instructors are licensed Cosmetologists and maintain a current license. In addition, each instructor has several years of experience in the Cosmetology profession.

## **OFFICE HOURS**

Business office hours are Tuesday through Friday from 8:00 AM to 5:00 PM; Monday by appointment only. Class sessions vary and are described in the course information section that accompanies each program. The institute observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing of observed holidays is provided at the back of this catalog.

## **LIBRARIES**

The school does not have a library on campus but students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. Copies of all required Board of Barbering and Cosmetology textbooks are available. **Students also have access to the Internet onsite.**

**INSTRUCTIONAL AIDS: Facial charts, visual aids, charts, mannequins for student practice, books as required by the California Board of Barbering and Cosmetology, magazines, styling books relative to the study of Cosmetology and computerized chapter reviews on all subjects.**

## **GOVERNING GOALS**

The students of the community are to actualize the benefits of an exemplary education, Princess Institute of Beauty must have a clear sense of the goals it is trying to accomplish, the characteristics of the school it seeks to provide, and the contributions that the various staff members in the Institution must make in order to transform these ideals into reality.

**EFFECTIVE LEADERSHIP:** An exemplary institute requires effective leaders, who are able to:

- Build a shared vision to promote the success of all students.
- Maintain a positive school or department culture.
- Ensure an effective instructional and services program, and
- Manage the operations and resources effectively.

An exemplary institute operates on the premise that it can only be as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining outstanding educators and support staff who can advance the Institute's vision. Each of us has a responsibility to ensure that the PRINCESS logo is recognized as a symbol of service, professionalism, integrity, and high student achievement. As ambassadors of the vision, every employee and student will be held to the expectation of promoting service, professionalism, and integrity in every aspect of the performance of their duties.

An exemplary institute provides a standards-based curriculum that is balanced and rooted in real world application of content, skills, and knowledge. The academic progress of each student is closely monitored and support is provided for those who require additional assistance. Decisions are made based on the analysis of student performance data. Instruction is differentiated and reflects best practices. In the final analysis, the effectiveness of an institute is determined on the basis of the conduct, character, and achievement of its students. A system of accountability is in place that monitors overall student achievement. A system of accountability is in place that monitors overall student achievement.

Princess Institute of Beauty has adopted the “PIVOT POINT SALON FUNDAMENTALS” This concept embraces healthy body and mind, effective communication, and human relations. These fundamentals are designed to develop professional skills to industry standards. These standards are measured in three levels. Level 1 beginning: Level 2 intermediate and Level 3: Entry level proficiency for beginning stylist.

## **STUDENT RIGHTS AND GRIEVANCE PROCEDURE**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. ***If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. Unresolved complaints may be directed to the address below.***

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-(888) 370-7589, or by completing a complaint form, which can be obtained on the bureau’s internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov). Also, 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:

Bureau for Private Postsecondary Education,  
1747 North Market Blvd Suite 225  
Sacramento California, 95834 [www.bppe.ca.gov](http://www.bppe.ca.gov)  
*The mailing address is:*  
P. O. Box 980818  
West Sacramento, CA 95798-0818  
Toll Free Number: 1 (888) 370-7589  
Telephone Number: (916) 431-6959 Fax: (916) 263-1897  
By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **PROSPECTIVE STUDENTS**

As a prospective student, you are encouraged to review the school catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet as well as the all documents included in the pre-enrollment package. These items must be provided to you prior to signing an enrollment agreement.

## **STUDENT HOUSING**

Princess Institute of Beauty has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. There is a range of housing available in our area ranging between \$700.00- \$1,200.00 per month.

## **ADMISSION POLICY**

Prior to enrollment, students will be oriented to school policies, rules and regulations needed to comply with the California Barbering and Cosmetology Program and be informed of all established tuition, fees and charges. All new students and transfer students are required to attend a **mandatory** orientation prior to first day of instruction. Before enrollment students are given a pre-enrollment package. Pre- enrollment package contains the following: School catalog, school completion rate, licensure rate, job placement rate, physical demands of the professions, safety requirements of the profession, state employment compensation/ wage statistics, state licensure requirements.

Princess Institute of Beauty does not admit ability to benefit students. An ability to benefit student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at the institution.

## **ADMISSION REQUIREMENTS**

- Must be a minimum of 17 years of age,
  - *If student is 17, a parent or legal guardian must sign the Enrollment Agreement*
- Valid Government Issued Identification Card ( Drivers License, Military Identification, Passport )
- High School Diploma and/ or the equivalent GED ; or
- Official High School Transcript showing the graduation date
- Applicants must pay Non-Refundable Application & Registration Fee

## **TRANSFER POLICY**

Transfer students from accredited schools must follow the same application procedures as new applicants. In addition, they must submit official transcripts of all work undertaken at the post-secondary level. Princess Institute of Beauty does not accept any student who is not in good academic, attendance or ethical standing at a previous institution. A certificate of completion will be provided transfer students completing the program with Princess Institute of Beauty. **This institution does not and will not recruit students already attending or admitted to another school offering a similar program of study.**



## **CREDIT FOR PREVIOUS TRAINING**

Credit for prior training or experience out of state will be granted upon review and verification by the Board of Barbering and Cosmetology. Princess Institute of Beauty will accept all hour from another approved institution in California with an original Proof of Training Document from the institution where the student is transferring from. The student will be required to provide Princess Institute of Beauty with documentation. There will be a \$75.00 Registration Fee and STRF Fee ( if applicable). The student will be charged for textbooks and additional kit equipment. The tuition will be prorated for the hours remaining. All qualification for admission must be satisfied. The student will be required to meet with the Director and/ or Admissions to ensure that all admission / transfer requirements are satisfied. Princess Institute of Beauty does not accept credit for experimental credit and challenge examinations. With prior approval from the Director, enrolled student may transfer between programs at Princess Institute of Beauty.

**Princess Institute of Beauty does not have an articulation agreement or training agreement with any other school, college or university at the present time.**

## **READMISSION REQUIREMENTS**

Any student who voluntarily withdraws or is expelled from the institution must apply for readmission in accordance with the aforementioned admission requirements. All students who withdraw may re-enter into a program without the loss of credit of state board hours if it is within (5) years from the date of the students' withdrawal, which is an institutional policy. All records of students are stored for five (5) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment. The school will verify that the student was in good standing with the school before the student is accepted for re-entry. The school keeps the students' transcripts indefinitely.

Students who have been granted a leave of absence status from the school are exempt from this requirement.

## **EQUAL OPPORTUNITY/ NON- DISCRIMINATION CLAUSE**

Princess Institute of Beauty is committed to providing equal education and employment opportunities to all individuals. Princess Institute of Beauty does not discriminate on the basis of age, race, color, sex, ethnic origin or religion in admitting students.

## **PRIVACY POLICY**

Effective January 1, 2013, the Standards and Criteria require institutions to guarantee each student or parent or guardian if the student is a dependent minor access to the student's records. The institution must require written consent from the student or guardian before releasing any student information in response to a third- party request or unless otherwise required by law.

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third -party request for information will require written authorization from the student or parent/guardian of a dependent minor. Princess Institute of Beauty requires a release form be completed for each third -party request of information. Princess Institute of Beauty provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

### **Leave of Absence (LOA) Policy**

Students may experience extended personal, medical or unforeseen events which may hinder them from attending class. Princess Institute of Beauty allows for these circumstances by allowing a Leave of Absence (LOA) from the program. However, LOA's can only be granted under special circumstances and if a written request is formally made in advance by the student and approval is granted by Princess Institute of Beauty Director. The written request must specify the following:

- Reason for Leave of Absence**
- Specific date of departure from school**
- Specific date student will be returning to school**
- Student Signature**

A granted LOA will have a beginning and ending date and will last no more than a maximum of 30 calendar days. In order for a LOA to be granted, there must be a reasonable expectation that the student will return from the LOA. In addition, the student and a school official must sign and date an enrollment agreement addendum prior to the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student who is granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Students that returns to school after a **granted LOA** will retain all clocked hours and examinations prior to the LOA.

Students who fail to return on the specified date of the LOA will be dismissed from the program. The student withdrawal date for the purpose of calculating a refund is always the student's last day of attendance (LDA).

In a rare case, such as a medical condition a LOA may be granted up to 6 (six) months in a 12 month period with a written requested from a physician. The LOA together with any additional leaves of absence must not exceed a total of 180 calendar days in any 12-month period.

Princess Institute of Beauty understands that there are some unforeseen circumstances that will prevent a student from formally requesting a LOA in advanced. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not be able to request the LOA in advance. The institution may grant an LOA to

the student who did not request prior to the LOA due to unforeseen circumstances if the institution documents its decision and collects a written request from the student at a later date.

In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend school because of the car accident.

### **LIABILITY**

Princess Institute of Beauty assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

### **STUDENT RECORDS**

Students are guaranteed the right to access and review their personal files in compliance with the 1974 Family Education Right to Privacy Act. Third party requests for information will require written authorization from the student. Under no circumstances will information regarding a student, parent or guardian be released without the written consent of the student. The school will provide copies of any information sent out by the school at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the Administrator.

### **RETENTION OF STUDENT RECORDS**

The Princess Institute of Beauty will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. The file will contain all of the following pertinent student records:

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and

- (5) In addition, a transcript showing all of the following:
- (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - (C) Credit for courses earned at other institutions;
  - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - (E) The name, address, website address, and telephone number of the institution.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
- (8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
- (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (11) Copies of any official advisory notices or warnings regarding the student's progress; and
- (12) Complaints received from the student.

## **TRANSCRIPTS**

Student transcripts will be maintained permanently. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The institute reserves the right to withhold an official transcript, if the student's financial obligation to the institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the institute.

## **STUDENT SERVICES**

### **COUNSELING SERVICE**

Princess Institute of Beauty takes a personal interest in each individual student. Every student is extended the privilege of consulting with the Director at any time. Additional referrals for professional counseling may be requested at the student's expense.

### **PLACEMENT ASSISTANCE**

We have support from the community's salon owners and take great pride in encouraging our student's placement at their salons. We also provide a job listing bulletin board for students to

review employment opportunities. We cannot guarantee placement or use it as an endorsement to enroll.

### **DRUG & ALCOHOL ABUSE PREVENTION POLICY**

It is a policy of Princess Institute of Beauty to maintain a drug-free and alcohol-free workplace and campus. The illegal possession, use or distribution of drugs or alcohol by students, staff, and faculty members is a violation of Princess Institute of Beauty rules, as well as State and Federal law. The Director at Princess Institute of Beauty has directed employees to report drug and alcohol abuse with State and Federal agencies. Princess Institute of Beauty upholds high standards of conduct for both employees and its students, which prohibit the following acts:

1. Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on campus premises or while on off-campus field trips either during or after working hours.
2. Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance while on campus premises, or while engaged on school business or attending school activities either during or after working hours.
3. Unauthorized use, manufacture, distribution, possession, or sale of alcohol on campus premises or while on school activities either during or after working hours.
4. Storing in a locker, desk, vehicle, or other place on school premises, any unauthorized controlled substances, drug paraphernalia or alcohol.
5. Use of alcohol off school premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others.
6. Possession, use, manufacture, distribution or sale of illegal drugs off campus premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others.
7. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.
8. For employees, failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at Princess Institute of Beauty

Princess Institute of Beauty conducts an evaluation of our Drug Free and Alcohol Abuse Prevention Policy on an annual basis.

### **Sanctions**

Princess Institute of Beauty will impose the following sanctions on students and employees for violations of the standards of conduct.

## **Students**

All students who violate Princess Institute of Beauty's Drug Free and Alcohol Abuse Prevention Policy will be required to appear before the Director of Princess Institute of Beauty. Princess Institute of Beauty reserves the authority to suspend, dismiss or expel from the institution any student whose continuing presence constitutes a risk to the student's health and safety, or the general well-being of the institution. Any student who is suspended, dismissed or expelled from the institution will have the suspension, dismissal or expulsion noted on his or her transcript.

## **Faculty and Staff**

Violation of the employee standards of conduct may result in the imposition of sanctions up to and including termination of the employee's employment and referral for prosecution by the proper authorities under local, State and/or Federal law. A Princess Institute of Beauty employee who violates drug laws and/or abuses substances prior to or during institution work hours and/or activities will be subject to disciplinary action.

## **Health Risks Associated with Alcohol and Controlled Substances**

All students, faculty and staff should be aware of the health risks caused by the use of alcohol, and by the illegal use of controlled substances.

- Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning to make driving unsafe.
- Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
- Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders and other health problems.
- Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.
- Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:
  - Impaired short -term memory or comprehension
  - Anxiety, delusions, hallucinations
  - Loss of appetite resulting in a general damage to the user's health, over a long-term
  - A drug-dependent newborn if the mother is a drug user during pregnancy. Pregnant women who use alcohol, drugs, or who smoke should consult their physicians
  - AIDS, as a result of "needle-sharing" among drug users
  - Death from overdose
  - The health risks associated with drugs or excessive use of alcohol are many, and are different for different drugs but all nonprescription use of drugs, and excessive use of alcohol, endangers your health. There are no good reasons for using a drug that is not prescribed by your doctor or for drinking to excess.

## **Federal Penalties and Sanctions for Illegal Possession of Controlled Substances**

- **21 U.S.C. § 844(a)**
  - o 1st Conviction: Up to 1-year imprisonment and fine of at least \$1,000 or both.
  - o After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine

of at least \$2,500.

o After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.

o Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:

- 1st conviction and the amount of crack possessed exceed 5 grams.
- 2nd crack conviction and the amount of crack possessed exceed 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

• **21 U.S.C. § 853(a) (2) and 881(a) (7)**

o Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

• **21 U.S.C. § 881(a) (4)**

o Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

• **21 U.S.C. § 844(a)**

o Civil fine of up to \$10,000.

• **21 U.S.C. § 862**

☐ Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

• **18 U.S.C. § 922(g)**

o Ineligible to receive or purchase a firearm.

**State Penalties and Sanctions for Illegal Possession of Controlled Substances**

The framework for the regulation of most drugs, also called controlled substances, is set out in the California Uniform Controlled Substances Act. Generally, as of February 2006, it is a criminal offence:

- To illegally manufacture, sell, distribute, or possess controlled substances listed in the California Uniform Controlled Substances Act.
- To possess, cultivate, sell or possess for sale marijuana.
- To use or be under the influence of a controlled substance.
- To transport, sell, or distribute marijuana to a minor or to use a minor to transport, sell, or distribute marijuana.
- To provide any alcoholic beverage to a person under 21 or to any obviously intoxicated person.
- To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.

- For persons under 21, to have any container of alcohol in any public place or any place open to the public.
- To operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of 0.08% or higher.
- For any person under the age of 21 to operate a motor vehicle with a blood alcohol level of 0.05% or higher.
- To have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol or to possess alcohol while in a motor vehicle.
- To have in one's possession or to use false evidence of age and identity to purchase alcohol.
- For any person under the age of 21 to purchase alcohol.

### **Getting Help**

Employees who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physician or a health insurance program to address substance abuse and rehabilitation.

Students who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their family physicians or to contact the following agency which is located close to campus:

#### **Reedley Special Services Community Center (S.S.C.C.)**

749 "G" Street

Reedley, CA 93654

Phone # (559) 637-1036

Fax # (559) 637-7233

Office hours:

Monday – Thursday 10:00 am – 6:30 pm

Closed Friday, Saturday and Sunday

#### **Turning Point of Central Ca**

1311 11<sup>th</sup> Street

Reedley, CA 93654

Phone (559) 638-8588

#### **Selma Special Services Community Center (S.S.C.C.)**

3410 N. McCall Suite 109

Selma, CA 93662

Phone # (559) 896-3593

Fax # (559) 896-3598

Office hours:

Monday, Tuesday, Thursday - 10:00 am - 6:30 pm

Closed Wednesday, Friday, Saturday and Sunday



## **CAMPUS SECURITY POLICY/ CRIME REPORT**

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics**

Any student, faculty member, or employee of Princess Institute of Beauty should directly report any potential criminal act or other emergency to Maria E Moore, Director, at 559-637-0503 for any crimes committed during school hours. Maria E. Moore, Director, will immediately call the local police station. If any potential criminal act or emergency occurs after school hours, reports should be made to the local police station.

**Reedley Police Department**

**559-638-4250**

**Fresno County Sheriff Department**

**559-600-3111**

Upon receipt of a call, officers are dispatched to the site, an investigation is conducted and appropriate action taken. Please be as detailed as possible when providing a physical description of a suspect or perpetrator to the police and to Maria E Moore, Director. Along with describing a person's height, weight and build, try to include information pertaining to facial hair, skin complexion, jewelry and tattoos (where applicable). Vehicle descriptions should include, make, model, color and approximate year of manufacture. When possible, try to record marker plate, state of origin, and any notable damage to the vehicle. It is also imperative that crime scenes not be disturbed so as to preserve any physical evidence that may exist.

Princess Institute of Beauty does not have its own campus security or enforcement authority nor does it possess the arrest authority needed to halt a perpetrator. All crimes on campus should be reported to the Director, who will report the crime to the Reedley Police Department for record keeping purposes.

If you are the victim of a crime and do not want to pursue action with Princess Institute of Beauty or the criminal justice system, you may still want to consider making a confidential report. With your permission, Maria E Moore, Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Princess Institute of Beauty can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for Princess Institute of Beauty.

### **Timely Warnings**

In the event a serious situation arises, either on or near campus, which constitutes an ongoing or continuing threat to students and employees, a campus wide "timely warning" will be issued. The warning will be issued to students, faculty, and staff.

The decision to notify the campus community will be based on a case by case basis unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The initial recommendation will be made by law enforcement

personnel at the scene. The law enforcement personnel at the scene will request notification of the campus community based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the Director. In the event of an incident that would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate.

Princess Institute of Beauty will take the actions described above without delay.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director, will immediately notify the campus community by posting a notice on the Princess Institute of Beauty website at [www.piofb.com](http://www.piofb.com). All instructors will be provided a copy of the announcement to notify their students during class. Anyone with information warranting a timely warning should report the circumstances to the Director by phone 559-637-0503 or in person, 1605 E. Manning Avenue Reedley, CA 93654. The Director will work with the local police in communicating information about crimes reported to them that require timely warning.

### **Daily Crime Log**

While the college does not have an on-campus security or enforcement department, Princess Institute of Beauty tracks all crime reports on campus that are reported to the Administration office. The Director, Maria E Moore is responsible for preparing and publishing this report. The log contains records of criminal incidents by date reported and includes the nature of the crime, date and time the crime occurred, the location of the crime and the disposition of the complaint if known. Copies of the log are available upon request in the Administration Office.

### **Campus Crime Statistics**

Princess Institute of Beauty believes a community that is well informed about the nature of its crimes is a safety conscious public. Not only is it your right to know the information included in this document--it is to your advantage to act on it by developing personal routines that enhance your own safety and becoming actively involved in the reporting of crimes and suspicious/unusual activities. The crime statistics in this document are compiled by the Administrative Staff. The statistics are based on crimes reported to the Director of Princess Institute of Beauty and/or the Reedley Police Department.

<u>Criminal Offenses</u>	<u>Year</u>	<u>On Campus Property</u>	<u>Public Property</u>
Criminal Homicide			
Murder and Non- Negligent Manslaughter	2018	0	0
	2019	0	0
	2020	0	0
Criminal Homicide			
Negligent Manslaughter	2018	0	0
	2019	0	0
	2020	0	0
Sex Offenses			
Forcible Sex Offenses	2018	0	0
	2019	0	0
	2020	0	0
Sex Offenses			
Non-Forcible Sex Offenses	2018	0	0
	2019	0	0
	2020	0	0
Robbery	2018	0	0
	2019	0	0
	2020	0	0
Aggravated Assault	2018	0	0
	2019	0	0
	2020	0	0
Burglary	2018	0	0
	2019	0	0
	2020	0	0
Motor Vehicle Theft	2018	0	0
	2019	0	0
	2020	0	0
Arson	2018	0	0
	2019	0	0
	2020	0	0

Hate Crimes	2018	0	0
	2019	0	0
	2020	0	0

	<u>Year</u>	<u>On Campus Property</u>	<u>Public Property</u>
Domestic Violence	2018	0	0
	2019	0	0
	2020	0	0

Dating Violence	2018	0	0
	2019	0	0
	2020	0	0

Stalking	2018	0	0
	2019	0	0
	2020	0	0

Sexual Assault	2018	0	0
	2019	0	0
	2020	0	0

**Bias Crimes**

Race	2018	0	0
	2019	0	0
	2020	0	0

Religion	2018	0	0
	2019	0	0
	2020	0	0

Sexual Orientation	2018	0	0
	2019	0	0
	2020	0	0

Gender	2018	0	0
	2019	0	0
	2020	0	0

Gender Indentity	2018	0	0
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	2019	0	0
	2020	0	0
Disbilty	2018	0	0
	2019	0	0
	2020	0	0

	<u>Year</u>	<u>On Campus Property</u>	<u>Public Property</u>
National Origin	2018	0	0
	2019	0	0
	2020	0	0

**Arrests**

Illegal Weapons Possession	2018	0	0
	2019	0	0
	2020	0	0

Violation of Drug Law	2018	0	0
	2019	0	0
	2020	0	0

Violation of Liquor Law	2018	0	0
	2019	0	0
	2020	0	0

**Refferal for Disiplinary Action**

Weapons Possession	2018	0	0
	2019	0	0
	2020	0	0

Drug Law	2018	0	0
	2019	0	0
	2020	0	0

Liquor Law	2018	0	0
	2019	0	0
	2020	0	0

\*Princess Institute of Beauty does not have dormitories or other residential facilities for students on campus

\*Public Property defines as property within or immediately adjacent to and accessible from campus

### **Annual Security Report**

Every year, Princess Institute of Beauty will provide to students and employees crime statistics for 1605 E. Manning Avenue Reedley, CA 93654 The information is compiled by the Director and Administrative Staff.

### **School Crime Prevention**

Students, faculty and employees of Princess Institute of Beauty have access to academic and administrative facilities on campus during school hours. Any suspicious persons should be reported immediately to Administrative Staff.

### **Timely Reports of Crime**

Princess Institute of Beauty follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained because of a criminal investigation. We strongly encourage anyone who is the victim or witness to any crime to promptly report the incident the Director, who will notify local enforcement agencies. It is the right of any member of our community to contact the local police department to investigate any crime.

### **Registered Sex Offenders**

Students, faculty and staff of Princess Institute of Beauty may contact the California Office of the Attorney General at the website regarding information about a Registered Sex offender

<http://www.meganslaw.ca.gov>

### **Violence Against Women Act (VAWA)**

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) which amended the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act). After negotiated rulemaking committee reached consensus, the final regulations went into effect July 1, 2015.

Each year, the campus will report statistics for domestic violence, dating violence, sexual assault and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. Princess Institute of Beauty has added VAWA to our institutional crime log and will begin reporting the information. All perspective and continuing students and employees will be provided a training prevention program at the time of hire and/or as part of new student orientation.

Princess Institution of Beauty prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Each of these offenses are defined as follows:

- Domestic Violence

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Dating Violence
- Violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship
    - The type of relationship
    - The frequency of interaction between the persons involved in the relationship

### **Sexual Consent**

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent.

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know or reasonably should know to be incapacitated constitutes sexual misconduct.
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

## **Bystander Intervention**

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention
- If you see or hear something and you do not feel safe, contact the local police.

## **Risk Reduction and Ongoing Awareness**

Princess Institute of Beauty provides risk reduction and ongoing awareness through orientation of new staff and perspective and ongoing students. In our orientation program, staff and students are provided information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

## **Sanctions**

Students found responsible for violating any of the institutions policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the institution's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. The mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return. The sanctions listed below is not meant to be exhaustive.

- Suspension from the institution
- Dismissal from the institution

The final determination of the appropriate sanction is done by the Director.

Employees found responsible for violating Princess Institute of Beauty's policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the institution's policies. The final determination for employees is decided by the Director.

## **Preserving Evidence after a Sexual Assault**

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if



the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

### **IF YOU HAVE BEEN SEXUALLY ASSAULTED:**

There are many resources for victims who are unsure what to do when dealing with domestic violence, relationship abuse and stalking. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, **call 9-1-1**. Tell the dispatcher that you are in danger and that you need help immediately.

The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused. Alternatively, you can contact a domestic violence and dating violence hotline at any time at **800-799-SAFE**.

Princess Institute of Beauty encourages individuals to report a sexual assault to the police having jurisdiction where the assault occurred. Additionally, victims are encouraged to seek guidance and support from professional resources.

### **Student Sexual Assault Survivor’s Bill of Rights**

Federal law entitles sexual assault victims to the following rights. The accuser and the accused have the same opportunity to have others present throughout disciplinary proceedings. Both parties shall be informed of the outcome of any disciplinary proceeding. Victims shall be informed of their options to notify law enforcement. Victims shall be notified in writing of health and mental health counseling services available on and off campus. Victims shall be notified in writing of options for changing academic and living situations, victim advocacy, legal assistance,

visa and immigration assistance, student financial aid and other protective measures regardless of whether the victim reports the incident to law enforcement.

### **Sexual Assault, Rape, or Misconduct**

Any behavior that constitutes a sexual offense under this policy will subject the offender to disciplinary action and sanctions by Princess Institute of Beauty up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. Prohibited conduct includes sexual assault, rape, attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. With regard to any disciplinary proceedings, both the accuser and the accused are entitled to the same opportunities to have others present and both the accuser and the accused will be informed of the outcome. In addition, sexual assault, rape and other sexual offenses are illegal under California criminal statutes and may be prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, sodomy, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act.

Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it.

Students will also be disciplined for other sexual offenses which are criminal in nature or which violate other community standards. After the alleged sex offence, Princess Institute of Beauty will change the academic situation of all parties involved during the school's investigation.

Victims and witnesses of sexual offenses should be assured that care, confidentiality and consideration of the victim's wishes will be taken into account throughout the investigation. The administration will consider requests for changes in programs and work with victims to reach available and reasonable solutions. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Reedley Police Department and the Office of the Director. Victims should seek immediate medical assistance from medical facilities in the Reedley vicinity.

Victims of sexual assault should:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to the institution Director and the Reedley Police Department. At the victim's request, officers or administrators will assist in the notification of local law enforcement. Princess Institute of Beauty's disciplinary system may proceed against any

alleged violator of institutional policy, whether or not state or federal criminal proceedings exist or are pending.

- Preserve any evidence of the assault for proof of a criminal offence.
- If necessary, seek counseling and/or emotional assistance and support. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim.

**Important phone numbers for victims of sexual assault:**

Resources for Crime Victims  
600-CVAC ( 2822)

RCS Fresno  
259 N Blackstone  
Fresno, CA 93701  
24hr Line 559-222-7273

Marjaree Mason Center  
1600 M Street  
Fresno, Ca 93721  
24hr Line 559-233-4357

Adult Protective Services  
559-600-3383

**Sexual Harassment and Equal Educational Opportunity**

Princess Institute of Beauty provides an equal educational opportunity to all students and does not discriminate on the basis of race, color, sex, sexual orientation, marital status, veteran's status, religion, national or ethnic origin, age, or disability in the administration of educational programs, admission and employment policies, scholarship and loan programs, and other school-administered programs. Princess Institute of Beauty is dedicated to the mission that all human beings possess an inherent dignity. Princess Institute of Beauty strongly condemns any unlawful or wrongful discrimination against the rights of others. Throughout the year, Princess Institute of Beauty requires students to attend awareness programs for the prevention of rape, acquaintance rape, and other forcible and non-forcible sexual offences.

Princess Institute of Beauty does not condone or tolerate any behavior (verbal, electronic, or physical) by an employee, student, or visitor that would constitute sexual harassment. Such behavior will subject the harasser to appropriate sanctions, including, but not limited to, counseling, suspension, expulsion, or civil or criminal action. Sexual harassment is a form of illegal discrimination referring to a wide range of inappropriate behaviors and/or unwanted conduct of a sexual nature that effectively denies the victim of the harassment the opportunity to work and/or study in a non-threatening, stress-free environment.

Princess Institute of Beauty defines sexual harassment in the following ways: Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect sexual

demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's educational success.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Princess Institute of Beauty is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members is respected. It is the policy of the institution that acts of intolerance, abuse, or harassment by students, faculty, staff and visitors, will not be tolerated.

Any individual who violates this policy will be subject to appropriate action, including, but not limited to, counseling, suspension, expulsion, termination from the campus, or civil or criminal action.

Acts of intolerance and abuse are defined as any offensive verbal, written, or physical conduct directed at a person or group based upon race, color, national and/or ethnic origin, gender, sexual orientation, disability, religion, veteran's status, age, or association with persons different from oneself where such behavior is intimidating, hostile, demeaning, or could or does result in emotional or physical harm, embarrassment, or fear of one's personal safety.

Abuse and harassment include offensive behavior that interferes with a person or group's educational status or participation in campus activities, or which creates a hostile academic or social environment. Prohibited behaviors include threatening or offensive letters, use of threatening or demeaning language, vandalism, or graffiti to campus property, and stalking or aggression relating to dating relationships.

### **Reporting of Incidents of Abuse or Harassment**

Any incident of criminal misconduct, such as physical assault or destruction of property, should be promptly reported to the Director and may be reported to the Reedley Police Department. Any incident of abuse or harassment by a student or an unidentified perpetrator should be promptly reported to Director and/ or Administrative Staff. If appropriate, the student disciplinary process will be initiated.

### **Equal Opportunity Grievances by Students Involving Princess Institute of Beauty Employees**

Students who feel that they have been discriminated against or subjected to harassment by a Princess Institute of Beauty employee in violation of the above policies are urged to promptly report the matter to the Director.

**Investigation and Informal or Formal Resolution**

If the reported incident is not of a serious nature or in situations where miscommunication is occurring, the Director may attempt to resolve the matter through discussion and mediation with the alleged harasser's supervisor. In situations where serious misconduct is reported, Maria E. Moore will investigate and determine the appropriate action. The complainant and the alleged perpetrator will be notified of the disposition within 45 days.

**Grievance Process**

If the student is not satisfied with the above resolution, the student can file a grievance. The student should refer to the student catalog.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

## **ACADEMIC POLICIES**

Cosmetology school experience and credit are not calculated or granted on the basis of unit, months, weeks or days; they are calculated by the hour in accordance with the California State Board of Barbering and Cosmetology.

### **RECORDS**

- a) Each student is required to maintain operations card.
- b) The Operation Card must be signed by the students Practical Instructor weekly.
- c) Students are required to clock in and out upon arrival, lunch time, and departure time, utilizing an electronic time clock and time card.
- d) Student daily records are the property of the school and are to remain on campus.
- e) Clocking in and out for another student is considered the equivalent of academic dishonesty in a clock-hour based program, and could result in dismissal from school or time lost.
- f) The correct procedure for clocking in and out is posted at the time clock. Lunch: Students will be in intervals of an hour lunch period. Students must notify the floor instructor and reception desk when going to and returning from lunch. Failure to clock out or back in from lunch will result in loss of attendance hours.

### **BREAKS**

Students are allowed one 15-minute break and a 1- hour lunch per six (6) hour day. Students are not required to clock in and out during regular break if they do not exceed 15 minutes and they remain on campus; however, if a student needs longer than 15 minutes, or needs to leave the campus grounds during a break (or any time), they **MUST CLOCK OUT**. Failure to clock out and back in, under these circumstances will result in a loss of attendance hours for that period of time. Should student need to leave campus in vehicle, he or she must be off time clock.

### **ABSENTEEISM**

Excessive unexcused absences and/or tardiness constitute a reason for disciplinary action. Students should notify the administrative office, supervising instructor, and receptionist of expected absence three days in advance. In the event of an unexpected absence, students should notify the school. Attendance on Saturday is mandatory for all students. If a student incurs an unexcused Saturday absence, he or she will be subject to disciplinary action, **i.e., (1) day suspension.**

### **TARDINESS**

If a student arrives after 9:07 am and/ or theory class has started he/she will not receive credit until 10:00am.

### **MAKE-UP HOURS/ WORK**

The school does not offer make up hours for absent hours. The student continues to attend until course hours are met. Students will be allowed to make-up tests, homework or assignments if they are absent on their own time. **It is the students' responsibility to check with their instructor and schedule a day to make- up any tests.**

SATURDAYS ARE MANDATORY. STUDENTS MAY REQUEST SATURDAY OFF WITH JUSTIFIABLE CAUSE **ONE WEEK ADVANCED** NOTICE TO FLOOR INSTRUCTOR. IF STUDENT DOES NOT REQUEST SATURDAY OFF IN ADVANCED, STUDENT WILL BE SUBJECT TO ONE (1) DAY SUSPENSION FOR MISSING SATURDAY.

### **TERMINATION OR DISMISSAL**

Any student absent more than **(14) consecutive calendar days** without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return an official leave of absence. When a student does not return from a leave of absence and does not notify the school that he or she has mitigation or extenuating circumstances, the documented date of return is used as the termination date. In addition, any student who fails to maintain satisfactory progress or fails to abide by the school's rules and regulations is subject to termination of enrollment. NOTE: The school does not charge a termination fee.

### **CELL PHONE(S), ELECTRONIC DEVICE(S) POLICY**

Using your cell phone during class not only distracts you and may cause you to miss valuable material, it also disrupts the classroom, teachers and your fellow classmates. You may not be interested in the material being presented, but it is unfair to your fellow students to distract them as well. Because of this, it is a strict policy that cell phones must be turned off or silent and put away during theory or you will be asked to leave for the day; resulting in a loss of hours for that day. At times the instructor may ask you to use your cell phone for activities or training, however during the rest of class your phone should not be a distraction to yourself or others. **In the event of emergencies, please provide the school main contact number so you may be reached.** On the salon floor, cell phones should not be used as it's unprofessional and you are here to learn and monitor your client. **Cell phones should be checked during designated break and or lunches only or when approved by staff only.** Students are also prohibited from wearing bluetooth earpieces and headphones during school hours.

### **CONDUCT POLICY**

Good conduct is expected of all students. This includes following all the school rules, regulations and following the directions and instructions of the staff. Any problems are to be brought to the attention of the Supervisor. Conduct that is unbecoming, rude, vulgar, profane, endangering and or behavior that has a negative reflection on the reputation and welfare of the

school will result in disciplinary action upon the discretion of the school Director. Conduct policy applies on or off campus within the scope of school hours.

### **DRUG-FREE POLICY**

Princess Institute of Beauty is committed to fostering a drug-free environment for its students and employees. Therefore, no student or employee may use, possess, sell or distribute alcohol or other types of “illegal” or controlled substances,” or use possess drug paraphernalia or on school grounds, except for drugs prescribed by a physician. Additionally, the illegal use of prescribed drugs and the inappropriate use of over the counter drugs are also prohibited. Persons showing behavior or conduct indicative of having used or consumed alcohol or other substances shall be prohibited from entering the school grounds or participating in clinic operations.

Princess Institute of Beauty reserves the right to impose disciplinary action to the extent allowed by local, state and federal laws against students or employees found to be in violation of this policy. School disciplinary action may include suspension expulsion or termination, as well as referral for prosecution to the appropriate governmental agency. Substances prohibited from use on the school site are: Alcohol, marijuana, amphetamines, cocaine, LSD, PCP, and other drugs.

### **REASONS FOR SUSPENSION AND/ OR DISMISSAL**

Following are the procedures consistent with due process. A student may be suspended or dismissed, or given a sanction, for any of the following reasons:

- a) Theft or non-accidental damage to college property.
- b) Forgery, alteration or misuse of records or documents.
- c) Cheating, plagiarism or other academic dishonesty
- d) Physical or verbal abuse of others or any threat of force
- e) The use, possession, distribution or being under the influence of alcohol, narcotics, or other controlled substances on campus at any time, or off campus at any college sponsored event.
- f) Unauthorized entry into, unauthorized use of, misuse of college property
- g) Disorderly, lewd, indecent, obscene or offensive conduct on campus or off campus at any college sponsored event and or unwelcome physical contact.
- h) Possession or use of explosive or weapons
- i) Failure to comply with directions of college officials acting in performance of their duties.
- j) Obstruction or disruption of the educational process
- k) Soliciting or assisting another do any act which would subject another to student discipline
- l) Any other cause identified as good cause by Educational Code Section 76032 and 76033
- m) Attempting to do any of the above



## **DRESS CODE**

The school requests that when dressing, all students keep in mind that we prefer that our students present a professional, conservative dress while on school premises.

- A portion of the student's school fees are used to pay for a uniform lab apron / vest.
- Black pants, white or black top and the lab coat are to be worn Tuesday thru Saturday.
- Cloth face covering
- Face shield & Face covering while working on client in student salon
- Students are required to wear a lab apron / vest and name badge while in school. The name badge will be supplied by the school and identifies the student as such.
- Shoes – the student must wear a full shoe that covers the entire foot. No open toes, sandals, clogs, boots, or spike heels or heels less than two inches in diameter. Shoes should also have a no marring bottom/heel/sole.
- The school reserves the right to ask a student to not wear a particular item to school, and top update and/or change the above noted dress code as it deems best for the interest of the school and students.

## **ATTENDANCE POLICY**

**Princess Institute of Beauty is open Tuesday- Saturday from 9:00 am – 4:00 pm; Monday's staff will be available in office by appointment only.**

All full-time students are required to attend school six (6) hours per day, five day per week. Classes are held Tuesday- Saturday from 9:00am -4:00pm. It is the students' responsibility to clock in when arriving to school. All students' must clock out if he/she are leaving school. The students' hours will not be counted if he/she forgets to clock in or out.

As previously stated on page 30 and 31, tardiness and excessive absences are not acceptable. Students that clock in after 9:07am, will not receive credit until 10:00 am. Student must make arrangements with Director or Administrator if he/ she will arrive late, if there is no prior approval, student will not receive credit until 10:00am.

An overtime will be charged for students who have not completed 1600 clocked hours and/ or tasks by the end of the contract date. *Please refer to page 38 "Overtime Charges"*

**If a student is absent (14) consecutive calendar days, he or she will be dismissed from program.**

## **STANDARDS FOR STUDENT ACHIEVEMENT**

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250, 1600 Scheduled hours
Skin Care	300, 600 Scheduled hours
Nail Care	200, 400 Scheduled hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

#### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED (150%)</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 30 hrs/wk) - 1600 Hours	80 Weeks	2400
Skin Care(Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Nail Care (Full time, 30 hrs/wk) – 400 Hours	21 Weeks	600

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

**Students who have not completed the course within the maximum timeframe would be over the contract end date. These students may continue their coursework / hours at the institution on a cash pay basis. Please refer to Overtime Charges on page 38.**

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90% - 100%	EXCELLENT
80% - 89%	VERY GOOD
70% - 79%	SATISFACTORY
74% and BELOW	UNSATISFACTORY

**STUDENT EVALUATION PERIODS:**

**Cosmetology**

<u>Evaluation Period #1</u>	450 Scheduled Hours	15 Weeks
<u>Evaluation Period #2</u>	900 Scheduled Hours	30 Weeks
<u>Evaluation Period #3</u>	1250 Scheduled Hours	41 Weeks
<u>Evaluation Period #4</u>	1600 Scheduled Hours	53 Weeks

**Skin Care**

<u>Evaluation Period #1</u>	300 Scheduled Hours	10 Weeks
<u>Evaluation Period #2</u>	600 Scheduled Hours	20 Weeks

**Nail Care**

<u>Evaluation Period #1</u>	200 Scheduled Hours	6-7 Weeks
<u>Evaluation Period #2</u>	400 Scheduled Hours	13 Weeks

#### **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.

#### **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.

#### **APPEAL PROCEDURE**

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. If the student does not prevail upon appeal, student will be able to attend but will be deemed ineligible to receive Title IV aid. Student must make payment arrangements with the Administration office.

#### **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 academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **GRADUATION/ COMPLETION REQUIREMENTS**

**Maintain an overall grade average of 75%**

**Student must pass Final Exam with a 75% or greater,**

**Maintain a minimum grade of 67% for attendance**

**Student must complete all required clocked hours,**

**Students must complete all required classroom training (tests, tasks, homework),**

**Pay all monies due to the school**

**Student must complete Exit Counseling**

Upon successful completion of the program, students will be awarded a certificate noting the specific program of study and the completion date. Student will also be given the Proof of Training Document in a sealed envelope. The Proof of Training document is required to be able to take the Licensure examination.

**If the student has not met all graduation requirements, he/she will not be eligible for graduation and will not be given the Proof of Training document.**

## **COST OF ATTENDANCE (FULL-TIME)**

Program Name	Application Fee (Non-Refundable)	Registration Fee (Non-Refundable)	Digital Seat / Study Guide (Non – Refundable if used)	STRF Fee (Non-Refundable)	Student Kit (Non-Refundable if used)	Tuition	Total Cost	Weeks
COSMETOLOGY	\$25.00	\$75.00	\$400.00	\$10.00	\$1,500.00	\$18,550.00	\$20,560.00	53-54
NAIL CARE	\$25.00	\$75.00	\$250.00	\$2.00	\$498.00	\$2,950.00	\$3,800.00	13-14
SKIN CARE	\$25.00	\$75.00	\$400.00	\$5.00	\$1,200.00	\$8,550.00	\$10,255.00	20-21

**This institution does not charge interest on student installment payments:** Payments made directly to the school can be paid by the following methods: cash, check, money order or cashier’s check. The institution reserves the right to change tuition and fees, make subject changes when necessary and make substitution in kits as required without prior notice. Any changes will not affect currently enrolled students.

**Tuition Policies and Fees:** Princess Institute of Beauty currently participates in federal financial aid programs. Students will be allowed to set-up payment arrangements prior to commencement of classes; if he/ she does not qualify for Title IV Funding. For tuition assistance, students should make arrangements with authorized staff. If a student agrees to pay as training is received, the agreed upon monthly payments to be made by the student are indicated on the student enrollment agreement. 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.

**Overtime Charges:** If a student has not completed the required clocked hours and/ or tasks by the end of the contract date, there will be an overtime charge. All students are given a grace period of school days after their contract completion date to complete any tasks, assignments, testing and hours free of charge. After the grace period, if the student still has any tasks, assignments, testing, hours to complete he/ or she will be charged “Overtime Charge”. **Student will be charge at a rate of \$250.00 dollars per week until the student has completed all clocked hours and/ or tasks.**

**Grace Period for the following Programs:**

**Cosmetology : 10 days**

**Skin Care : 5 days**

**Nail Care: 3 days**

## **STUDENT'S RIGHT TO CANCEL:**

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax or telegram to the school address below. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, the school will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 45 day after receipt of the notice. Cosmetology books and supplies, once used, are not returnable and there is no refund.

**PRINCESS INSTITUTE OF BEAUTY  
ATTENTION: DIRECTOR  
1605 E. MANNING AVE  
REEDLEY, CA. 93654**

## **REFUND POLICY:**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction, and who have not cancelled as explained above, shall be a pro- rata refund.

You are obligated to pay only for educational services received and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Any student who notifies the Princess Institute of Beauty of cancellation or program withdrawal in writing has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later; less any non-refundable fees identified on the Cost of Attendance (Page 38).

Students who have completed 60% or less of a course are entitled to a refund based on the refund formula below. After 60% of the course has been completed, course fees are non-refundable.

All students must provide written notification of withdrawal, cancellation or request for refund. Refunds must be requested in writing to the **Princess Institute of Beauty, Attention: Director, at 1605 East Manning Avenue, Reedley, CA 93654**, and the refund will be calculated upon the receipt date or upon withdrawal of the student by the school as referenced above.

Any refund to a student will be refunded minus the non-refundable Application Fee of \$25.00 Registration fee of \$75.00 within 45 days of notification in writing or constructive withdrawal made by the school.

All course fees are due 14 days (two weeks) prior to the first day of the course commencement unless course tuition is paid as part of a payment plan.

**Course Cancellation:** If a course is cancelled subsequent to a student's enrollment and before instruction has begun, the school will provide a full refund to student for all money paid.

**School Closure:** If Princess Institute of Beauty closes permanently and ceases to offer instruction after students have been enrolled, or if a course is canceled after the students have enrolled and the instruction has begun, this Teach Out Plan will be in compliance with the following requirements after a state mandated Pro Rata Refund calculation has been completed for all students involved.

Princess Institute of Beauty acknowledges that in the event of an actual planned institution closure the following will occur:

- The institution will determine the date the last student should complete the course, and remain open until that date.
- The institution will satisfy any outstanding financial obligations to all local, state and federal agencies involved with financial aid
- NACCAS will be notified in accordance with NACCAS Rules of Practice and Procedures; section IV.12.
- NACCAS will be provided with a list of all students who were enrolled at the time of the closure announcement with a details of what arrangements were made for all students involved.
- The institution will provide all relevant information regarding the closure on its website ([www.piofb.com](http://www.piofb.com)) and all associated social media accounts used by the institution to communicate with the students and / or public
- The institution will comply with all State and Federal laws regarding record maintenance.
- The institution will provide NACCAS and Board of Barbering and Cosmetology the name and contact information of the custodian of the institutions files and the address of where those files will be kept.
- The institution will provide all enrolled students with a copy of the NACCAS "How to locate the Accredited Institution within your field of study" document.

If a student withdraws or is terminated by the institution after the seventh day after signing the enrollment agreement or on the first day of attendance, whichever comes later, the following refund policy will be followed:

1. Divide total scheduled hours through the last day of physical attendance by the number of hours in the program.
2. If the quotient in line (1) is <60%, multiply this number by total tuition charges for the course. If the quotient from (1) is  $\geq$  60%, charges are total tuition for the course
3. The total from line (2) is the charges for the hours scheduled
4. The amount owed by the student for the purposes of calculating a refund derived by taking the total from line (3), adding the \$25 Application, \$75.00 Registration Fee and any charges for supplies received and STRF Fees.
5. The refund shall be any amount in excess of the figure derived in (4) that was paid by the student
6. after adjustments for return to title IV have been made (if applicable)



**Hypothetical Refund Example** (accordance to the state mandated policy):

Assume that a student, upon enrollment in a 1600 hour course, pays \$8000.00 for tuition, \$100 for Application/Registration and \$838.50 documented cost to the school for equipment as specified in the enrollment agreement and has attempted 600 hours at the time of withdrawal. The prorated refund to the student would be \$5,000.00 based on the calculation below.

<b>Tuition Cost</b>	<b>Hourly cost of Tuition</b>	<b>Paid for Instruction</b>	<b>Earned Tuition</b>	<b>Refund Calculation for Tuition</b>	<b>Final Refund Calculation</b>	
\$8000.00	$\$8000/1600 = \$5.00$	$1600 \times \$5.00 = \$8000.00$	$600 \times \$5.00 = \$3000.00$	$\$8000.00 - \$3000.00 = \$5000.00$	Total Costs	\$8938.50
					Application Fee	(25.00)
					Registration Fee	(75.00)
					Books/ Supplies	(838.50)
					STRF	<u>(0.00)</u>
					Tuition	\$8,000.00
					Earned Tuition	<u>(\$3,000.00)</u>
					<b>Total Refund</b>	<b>\$5,000.00</b>

\*If the student returns the equipment, in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

\*This institution calculates refunds according to the State Accrediting Agency requirements. The calculation that results most favorable to the student is the one selected on the final calculation.

**FEDERAL OR STATE LOANS:**

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

**WITHDRAWAL:**

You have the right to withdraw from a course of instruction at any time. A notice of withdrawal must be made in writing to the address of the school shown on the first page of this Agreement. When a student officially withdraws from the course, any refund of tuition will be governed by the following policy calculated from the first official day of classes. Only non-refundable fees will be assessed or deducted from the amount to be refunded to the student. There will, however, be no refund for late payment of fees.

Please be advised that a constructive withdrawal of a student may also be made by the school. Such a withdrawal will be determined to have occurred, if in the estimation of the school and instructor, and in the absence of an approved leave of absence or other short-term absence, the student fails to participate in course assignments or other instruction for a period of four-teen (14) consecutive school days.

If a student wishes to withdraw from the institution or a course of instruction, the student must contact the Princess Institute of Beauty, attention: Director, at 1605 East Manning Avenue, Reedley, CA 93654. Refunds will be processed by the Princess Institute of Beauty when a student has resolved all financial obligations against their school debts, and their student account reflects a credit balance. Refunds are processed within forty-five (45) days after the student's account reflects a credit balance.

You have the right to withdraw from school at any time. If you withdraw from the course after the cancellation period described above, the school will remit a refund less a registration/application fee of \$100.00 within forty-five (45) days following your withdrawal. You are obligated to pay only for the educational services rendered and unreturned equipment. If you obtain materials or books, as specified on the front of this agreement, and return it in new condition within thirty (30) days following your withdrawal, the school will refund the amount paid by you for your equipment. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which the student was scheduled to attend prior to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within forty-five (45) days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay the difference.

**ENROLLMENT: Is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance at the school**

## **RETURN OF TITLE IV FUNDS POLICY**

### **Determination of Withdrawal Date from the Institute**

- Students who give official notice to the institute, in writing or orally, the determination of withdrawal date is the date the school received the notice.
- Students who are absent without contact for four-teen (14) consecutive school days will be withdrawn. The determination date is the 14th day from the last date of attendance (LDA).

### **Title IV refund purposes:**

- For students who give official notice to the institute, in writing, the determination date is the date the school received the notice.
- For students who do not officially withdraw from the institute, the determination date is the date the school determines the student is withdrawn. For all students, the withdrawn date is the last day of attendance (LDA).

### **Calculation of the Amount of Title IV Earned by the Student**

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student. This percentage is applied to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period. Any funds that could have been disbursed will be identified by type and amount of Title IV funds that may make up a post-withdrawal disbursement. If the student is owed a post-withdrawal disbursement of grant funds, those funds will be applied to the student's account. If the student is owed a post-withdrawal disbursement of loan funds and outstanding charges exist on the student's account, the student (or parent if PLUS) will be contacted within 30 days with options. For all students, the percentage of Title IV grant or loan assistance that has been earned by the student is based on the last day of attendance; if this date occurs on or before completion of 60 percent of the payment period. If the student's withdrawal date occurs after completion more than 60 percent of the payment period, 100 percent will be earned. The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew. Return of Unearned Aid, Responsibility of the Institute – The Institute must return, in the Order of Return of Title IV Funds, the lesser of:

- The total amount of unearned Title IV assistance to be returned as calculated; or
- An amount equal to the total institution charges incurred by the student for the payment period multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student. "Institutional charges" are tuition, books, fees, room and board (if the student contracts with the Institute for the room and board) and other educationally-related expenses assessed by the Institute.

### **Return of Unearned Aid, Responsibility of the Student**

After the institute has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institute is required to return from the total amount of unearned Title IV assistance to be returned. The

student (or parent in the case of funds due to a PLUS loan) must return or repay, as appropriate, to:

Any Title IV loan program in accordance with the terms of the loan; and

Any Title IV grant program as an overpayment of the grant; however, a student is not required to return 50 percent of the grant assistance that was disbursed (or could have been disbursed) for the payment period. A student who owes an overpayment on a Title IV grant remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the Institute sends a notification to the student of the overpayment, or 45 days from the date the Institute was required to notify the student of the overpayment if, during those 45 days the student:

1. Repays the overpayment in full to the Institute; or
2. Enters into a repayment agreement with the Institute in accordance with repayment arrangements satisfactory to the Institute; or
3. Signs a repayment agreement through Department of Education, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds. Within 30 days of the date of the Institute's determination that the student withdrew, a school must send a notice to any student who owes a Title IV, HEA grant overpayment because of the student's withdrawal from the Institute. A student who owes an overpayment is ineligible for Title IV, HEA program funds:

If the student does not meet the requirements on the day following the 45-day period; or

As of the date the student fails to meet the terms of the repayment agreement with the school or the Secretary entered in accordance of this section. A student who is ineligible regains eligibility if the student and the Department of Education enter into a repayment agreement.

### **Order of Return to Title IV and other Earned and Unearned Funds**

Funds returned by the institute or the student, as appropriate, in accordance with the institute's Refund Policy, will be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required or requested in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other State assistance
- Private and institutional aid

- Payments made by the student

The institute will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institute's determination that the student withdrew. The institute will determine the withdrawal date for a student who withdraws during a session without providing notification to the institute no later than 14 days of non-attendance.

## **STUDENT TUITION RECOVERY FUND**

### **\*EFFECTIVE 2/8/2021 – STUDENT TUITION RECOVERY FUND\*\***

**The Student Tuition Recovery Fund (STRF) assessment rate has changed from zero (\$0) per \$1000 of institutional charges to fifty cents (\$.50) per \$1000 of institutional charges. Effective 2/8/2021, all institutions are required to collect STRF assessments.**

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools 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 the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **PROGRAM DESCRIPTIONS**

### **COSMETOLOGY**

The curriculum for students enrolled in the Cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices (pursuant to Section 7316 of the Barbering and Cosmetology Act) prepares the students for the State Board Examination and provides the knowledge to make him or her highly employable and capable of demonstrating proficient skills and ability to the public.

Occupations that are available to a Cosmetologist are: Hairstylist, Color Specialist, Manicurist, Make-up Artist, Cosmetic and Beauty Product Representatives, School Educator, Product Educator, Salon Owner, Salon Manager

### **COMPLETION REQUIREMENTS**

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>SUBJECT</b>	<b>HOURS</b>	<b>OPERATIONS</b>
<b><i>Technical Instruction and Practical Training Hair Dressing</i></b>		
Hairstyling	65	240
Permanent Waving	40	105
Haircoloring and Bleaching	60	50
Hair Cutting	20	80
<b><i>Technical Instruction in Health and Safety</i></b>		
Laws and Regulations	20	
Health and Safety Considerations	45	
Disinfection and Sanitation	20	

Anatomy and Physiology	15	
<b><i>Technical Instruction and Practical Training -Esthetics</i></b>		
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification/ Make-up	25	30

<b>SUBJECT</b>	<b>HOURS</b>	<b>OPERATIONS</b>
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***Technical Instruction and Practical Training Manicuring & Pedicuring***

Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	125 Nails

Total theory hours come to a minimum of 370 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for the student, total 1600 hours.

School will provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**COSMETOLOGY – COURSE DESCRIPTION**

**(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing**

**Hairstyling**

**(65 Hours of Technical Instruction / 240 Practical Operation)**

The subject of Hairstyling shall include, but not limited to, the following techniques and procedures: Hair Analysis, shampooing, finger waving, pin curling, comb outs, straitening, waving, curling with hot combs and hot curling irons and blower styling

**Permanent Waving & Chemical Straightening**

**(40 hours of Technical Instruction / 105 Practical Operations)**

The subject of permanent waving and Chemical Straightening shall include, but not limited to, the following techniques and procedure: Hair Analysis, acid and alkaline permanent waving, chemical waving, chemical straightening including the use of sodium hydroxide and other base solutions.

**Hair Coloring and Bleaching**

**(60 Hours of Technical and 50 Practical Operations)**

The subject of Hair coloring and bleaching shall include but not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair Analysis, predisposition, and strand tests, safety precautions, formula mixing, tinting, bleaching high and low lights and the use of dye removers.

**Hair cutting**

**(20 Hours of Technical instruction and 80 Operations)**

The subject of haircutting shall include but not limited to the following techniques: Use of scissors, razor (shaper), electrical clipper/ trimmers and thinning (tapering) shears for wet and dry cutting

## **(2) 200 Hours of Technical Instruction in Health and Safety**

### **Laws and Regulation**

#### **(20 Hours of Technical Instruction)**

The subject of laws and regulations shall include, but not be limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

### **Health and Safety Considerations**

#### **(45 Hours of Technical Instruction)**

The subject of Health and Safety shall include but not limited to the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemical and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

### **Disinfection and Sanitation**

#### **(20 Hours of Technical Instruction)**

The subject of Disinfection and Sanitation shall include, but not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

## **(3) 200 Hours of Technical Instruction and Practical Training in Esthetics**

### **Manual, Electrical and Chemical Facials**

#### **(25 Hours of Technical Instruction and 40 Practical Operation)**

Shall include but is not limited to the following Techniques and procedures: Manual Facials include cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes: however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.

### **Eye Brow Beautification & Make-up**

#### **(25 Hours of Technical Instruction and 30 Practical Operations)**



The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

The subject of Make-up shall include, but is not limited to the following issues: Skin analysis, basic and corrective application, application of false eyelashes, lash and brow tinting.

#### **(4) 100 Hours of Technical Instruction & Practical Training in Manicuring and Pedicuring**

##### **Manicuring and Pedicuring**

##### **(10 Hours of Technical Instruction and 25 Practical Operations)**

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage.

##### **Artificial Nails and Wraps**

##### **(25 Hours of Technical Instruction and 120 nails Practical Operations)**

Application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs and nail analysis.

#### **NAIL CARE**

The curriculum for student enrolled in the nail care course shall consist of 400 clock hours of technical and practical training covering all practices of a manicurist pursuant to Section 7316 of the Barbering and Cosmetology Act. This course prepares the student for the State Board Examination and provides the knowledge to ensure that the student is employable and capable of demonstrating the skills and ability to work with the public.

Some of the potential occupations available: Manicurist, Pedicurist, Spa / Salon Owner, Spa / Salon Manager, Brand Representative, Nail Educator.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, class participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform practical operation. Technical instruction and practical training shall include the following hours

<b><u>SUBJECT</u></b>	<b><u>HOURS</u></b>	<b><u>PRACTICAL OPERATIONS</u></b>
<i>Technical/ Practical Training In Nail Care</i>		
Manicure and Pedicure	60	60 & (180Nails )
<i>Technical/ Practical Instruction in Health &amp; Safety</i>		
Laws and Regulations	10	
Health and Safety Consideration	25	

Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	10	

Total theory hours come to a minimum of 125 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for a student, total 400 hours. The school will provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client services records, and basic tax information relating to booth renter, independent contractors, employees, and employers

## **NAIL CARE - COURSE DESCRIPTION**

Technical Instruction and Practical Training in Nail Care

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

### **(1) 300 Hours of Technical Instruction and Practical Training in Nail Care**

#### **Manicures and Pedicures**

##### **(60 Hours of Technical Instruction and 60 Practical Operations and 180 Nails)**

The subject of Manicures and Pedicures shall include, but is not limited to , the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs and nail analysis.

### **(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety**

#### **Laws and Regulation**

##### **(10 hours of Technical Training)**

The subject of laws and regulations shall include, but not be limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

#### **Health and Safety Considerations**

##### **(25 Hours of Technical Instruction)**

The subject of Health and Safety shall include, but not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/ Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.

#### **Disinfection and Sanitation**

##### **(20 Hours of Technical Instruction and 10 Practical Operations)**

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of 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 shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

**Anatomy, Physiology and Bacteriology  
(10 hours of Technical Instruction)**

The subjects of Anatomy and Physiology shall include, but not be limited to the following issues: Human Physiology, Bacteriology, nail analysis and condition

**SKIN CARE**

The curriculum for students enrolled in a skin care course shall consist of 600 clock hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instructions shall mean instruction by demonstration, lecture, classroom participation and written examination. Practical operations are actual performances by the student of complete services on other person or on a mannequin. These performances prepare the student for the State Board Examination and provide the knowledge to ensure that the student is employable and capable of demonstrating the skills and ability to work with the public.

Some of the potential occupations available: Medical Esthetician, Make- up Artist, Brand Representative, Beauty Adviser, Cosmetics Buyer, Beauty blogger, Beauty Educator, Spa/ Salon Esthetician, Salon/ Spa Manager.

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

<b>SUBJECT</b>	<b>HOURS</b>	<b>PRACTICAL OPERATIONS</b>
<b><i>Technical Instruction and Practical Training in Facials</i></b>		
Manual, Electrical and Chemical Facials	70	140
Preparation	15	
<b><i>Technical Instruction in Health and Safety</i></b>		
Laws and Regulation	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
<b><i>Hair Removal and Make-up</i></b>		

Eyebrow Beautification	25	50
Make-up	20	40

Total Theory/ Technical Instruction hours come to a minimum of 205 hours. The remaining hours are not specified and are to be used to complete operations within areas determined to be a need for a student, total 600 hours.

The practice of Skin Care presents the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

The school will provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client services records, and basic tax information relating to booth renter, independent contractors, employees, and employers.

## **SKIN CARE - COURSE DESCRIPTION**

### **(1) 350 Hours of Technical Instruction and Practical Training in Skin Care**

#### **Manual, Electrical and Chemical Facials**

##### **(70 Hours of Technical Instruction and 140 Practical Operations)**

Shall include but is not limited to the following Techniques and procedures: Manual Facials include cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes: however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.

#### **Preparation**

##### **(15 Hours of Technical Instruction)**

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, and intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care CPR/AED, salon and spa skills.

### **(2) 200 Hours of Technical Instruction in Health and Safety**

#### **Laws and Regulation**

##### **(10 Hours of Technical Instruction)**

The subject of laws and regulations shall include, but not be limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

#### **Health and Safety Considerations**

##### **(40 Hours of Technical Instruction)**

The subject of Health and Safety shall include, but is not limited to the following techniques and procedures: Training in chemicals and health in establishments, material Safety data sheet,

protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

### **Disinfection and Sanitation**

#### **(10 Hours of Technical Instruction)**

The subject of Disinfection and Sanitation shall include, but not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

### **(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up**

#### **Anatomy and Physiology**

##### **(15 Hours of Technical Instruction)**

The subjects of Anatomy and Physiology shall include, but not be limited to the following issues: Human Physiology, Bacteriology, skin analysis and conditions.

#### **Eyebrow Beautification**

##### **(25 Hours of Technical Instruction and 50 Practical Operations)**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

#### **Make-up**

##### **(20 Hours of Technical Instruction and 40 Practical Operations)**

The subject of Make-up shall include, but is not limited to the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

### **Instructional Methods**

All of the following academic and learning methods are used in the programs/ courses offered at Princess Institute of Beauty:

- Discussion, Question & Answer
- Instructor Demonstrations
- Interactive Learning
- Cooperative Learning
- Problem Solving
- Student Salon Activities
- Classroom Presentations

Training aids and audiovisual materials that are used at Princess Institute of Beauty to support the instructional process:

- DVD/ Video
- Primary Color system is used to acquire desired colors in clinical demonstrations
- Instructions are geared to teach manufacturer directions for specific product.

## **CALIFORNIA STATE BOARD OF COSMETOLOGY LICENSE**

### **INFORMATION**

In order to obtain a cosmetology license in California from the California State Board of Barbering and Cosmetology in Cosmetology, Esthetician and Manicurist, students must complete the California State Board of Cosmetology requirements listed below.

Board of Barbering and Cosmetology License Requirements:

- COSMETOLOGIST: 1600 hours
- ESTHETICIAN (Skin Care) : 600 hours
- MANICURIST (Nail Care):400 hours

**Qualifications to take the Board of Barbering and Cosmetology (Board) exams:**

- **Be at least 17 years of age.**
- **Has completed the 10th grade in a public school or its equivalency**
- **Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.**
- **Has completed the following hours in a Board approved school or has completed a 3200 hour apprentice program in California**

**CALIFORNIA STATE BOARD OF BARBERING AND COSMETOLOGY  
P.O. BOX 944226  
SACRAMENTO, CA 94244-2260  
(PHONE) 1-800-952-5210 (FAX)916-575-7281**

### **CALENDAR**

We observe the following holidays: New Years Day, Good Friday, Independence Day, Thanksgiving and Christmas Day. If the school is unexpectedly closed due to extenuating circumstances, a sign will be posted on the front door. Students are to return to school the next scheduled day unless otherwise instructed

The School observes the following holidays:

- **Spring Break- Friday & Saturday (Apr 2-3,2021)**
- **Thanksgiving (Nov 25-27,2021)**
- **Winter Break (Dec 21- Jan 3)**

### **Class Start Dates:**

Class Start Dates to be announced via the school website.

### **Theory & Lab Classroom Schedule / Temporary Distance Education:**

Due to COVID-19, you understand that you will be placed on temporary distance education. All students will attend “on-campus” learning on specified days to work on required lab tasks. You understand that you will be required to participate in the distance education group and PIVOT POINT LAB during school hours to receive credit for hours and tasks. Course material will be available via distance education. Assignments will be given to students during distance education days. All exams must be taken while on campus. In addition, students will be receiving textbooks and a study guide. The academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

All staff will be available to answer any questions during regular school hours. As soon as the order is lifted and it is safe to return to full “on-campus” learning, students will be required will then be required to attend fulltime, “on-campus” learning.

This is a schedule of the general manner in which students spend their time in school. The institution is open for Cosmetology, Nail Care, and Skin Care program student attendance for six (6) hours per day, Tuesday through Saturday from 9:00 to 4:00 p.m. as illustrated above. Full time students are contracted for 30 clock hours per week in order to complete the program in accordance with the Institution’s Satisfactory Attendance Policy.

All programs are clock-hour based; therefore, students complete their course of study at different intervals, depending upon their individual attendance. Cosmetology students complete the 1,600 clock-hour courses in a minimum of 53 weeks. Nail care students complete the 400 clock-hour program in 13 weeks, and the Skin Care 600 clock-hour program in a minimum of 20 weeks.

## DISCLOSURE STATEMENTS

- ✓ Princess Institute of Beauty is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education. **The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau.**
- ✓ While the Princess Institute of Beauty cannot guarantee employment for graduates, assistance in finding employment is provided by posting area job openings on a bulletin board for students to review. Upon graduation, student's name is recorded and the process of follow-up begins. When students take the State Board examination, it is recorded as a pass or fail. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs
- ✓ 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 P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the pre-enrollment package, which must be provided to you prior to signing an enrollment agreement.
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ Princess Institute of Beauty does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.).
- ✓ Princess Institute of Beauty students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. Princess Institute of Beauty does not offer English as a Second Language. All Instruction is conducted in English.
- ✓ In the unlikely event that an applicant whose primary language is English evidences a marginal ability to speak, write or comprehend the language, that student will be referred to and must obtain a passing score on any Test of English as a Foreign Language (TOEFL) examination. Documentation must be presented to the admissions officer demonstrating that the referred applicant has documentation of a passing score. Such documentation will be retained in the student file.
- ✓ The same basic process as that explained immediately above will be required for any student whose primary language is Spanish, except that any such applicant will be referred to any generally recognized Spanish language proficiency testing service such as Foreign Language International or any other proficiency test that may be officially recognized by a national government or postsecondary education agency.



- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa.
- ✓ This institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ Princess Institute of Beauty does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- ✓ Princess Institute of Beauty does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.
- ✓ California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. 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 all financial requirements fulfilled.
- ✓ All students must participate in United States Constitution Day (September 17) Class and Assignments.
  
- ✓ **Princess Institute of Beauty is Accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS) an accrediting agency recognized by the United States Department of Education.**

**National Accrediting Commission of Career Arts & Sciences**  
**3015 Colvin Street**  
**Alexandria, VA 22314**  
 Phone (703) 600-7600  
 Fax (703) 379-2200  
[www.naccas.org](http://www.naccas.org)

**THE SCHOOL RESERVES THE RIGHT TO MAKE CHANGES TO OR CANCEL THE CLASS START SCHEDULE WHEN NECESSARY TO ACCOMMODATE THE NUMBER OF PROSPECTIVE STUDENTS INTENDING TO ENROLL.**