

# **MARMEL BEAUTY ACADEMY, INC**

---

**COSMETOLOGY | ESTHETICIAN | MANICURING**

**SCHOOL CATALOG  
NOVEMBER 1, 2020 TO NOVEMBER 30, 2021**

6444 Bellingham Ave, North Hollywood, CA 91606 ♦ Tel: (818) 617-2717 ♦ [www.marmelbeauty.com](http://www.marmelbeauty.com)

WELCOME LETTER.....	4
APPROVAL DISCLOSURE STATEMENT.....	5
STATEMENT OF NON – DISCRIMIANTION.....	6
BANKRUPTCY DISCLOSURE.....	6
FACILITY & EQUIPMENT.....	6
MISSION STATEMENT & EDUCATIONAL OBJECTIVES .....	7
APPROVALS.....	8
MARMEL BEAUTY ACADEMY OFFICERS AND FACULTY.....	9
FACULTY LISTING AND QUALIFICATIONS.....	9
HEALTH AND SAFETY.....	10
<b>COURSE CALENDAR .....</b>	<b>10</b>
SCHOOL OFFICE HOURS.....	10
SCHOOL CALENDAR.....	10
DAY CLASS SCHEDULE.....	10
EVENING CLASS SCHEDULE.....	10
MAKE UP HOURS.....	10
HOLIDAYS.....	11
STARTING DATES.....	11
<b>ADMISSION POLICY</b>	
ADMISSIONS.....	11
ADMISSIONS POLICY.....	11
VERIFICATION OF HIGH SCHOOL DIPLOMA.....	12
STUDENTS WITH PRIOR HOURS .....	12
RE- ENTRY POLICY.....	13
ENGLISH – AS – A – SECOND LANGUAGE OF INSTRUCTION .....	13
TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT ACADEMY.....	13
<b>ACADEMIC POLICIES AND INFORMATION</b>	
STUDENT CLOCK HOUR POLICY .....	13
TIME CARD CREDIT.....	14
PROGRESS POLICY .....	14
RECORD KEEPING .....	15
MAKE UP HOUR POLICY.....	15
PROOF OF TRAINING & TRANSCRIPT .....	15
ATTENDANCE POLICY.....	15
ATTENDANCE STATUS.....	15
ABSENCES .....	15

TARDINESS .....	16
MAKE UP HOURS .....	16
LEAVE OF ABSENCE (LOA).....	16
GRADUATION REQUIREMENTS.....	16
<b>SATISFACTORY ACADEMIC PROGRESS REPORT (SAP) POLICY</b>	
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) .....	17
EVALUATION PERIODS.....	17
WARNING.....	18
DISMISSAL.....	18
APPEAL PROCEDURES.....	18
RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS .....	19
INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS.....	19
GRADING SYSTEM.....	19
THEORY .....	19
PRACTICAL TRAINING .....	19
PROBATION.....	20
<b>SCHOOL RULES AND REGULATIONS</b>	
DRUG AND ALCOHOL POLICY.....	21
CONTROLLED SUBSTANCE.....	21
DRUG ABUSE PREVENTION PROGRAM.....	21
DISCLOSURE OF EDUCATION RECORDS.....	21
VISA SERVICES.....	21
PROBLEM & COMPLAINT PROCEDURES (Grievance Procedure).....	21
PROGRAM AND POLICY CHANGES.....	21
SCHOOL RULES AND REGULATIONS CONDUCT.....	22
DRESS CODE AND APPEARANCE.....	23
DISCIPLINARY ACTIONS.....	24
ACKNOWLEDGMENT OF DISCLOSURES RECEIVED.....	26
<b>STUDENT SERVICES</b>	
INSTRUCTION LOCATION.....	27
EXTERNSHIP PROGRAM .....	27
PROFESSIONAL COUNSELING.....	28
STUDENT SERVICES .....	28
ORIENTATION .....	28
JOB PLACEMENT ASSISTANCE.....	28

LIBRARY AND LEARNING RESOURCES.....	28
CAREER COUNSELING.....	28
LEARNING RESOURCES.....	28
HOUSING.....	28
WHEELCHAIR ACCESSIBLE.....	28
<b>TUITION AND FEES</b>	
TEXTBOOKS REFERENCE.....	30
FINANCIAL AID.....	30
STATE BOARD EXAMINATION REQUIREMENTS AND COST.....	30
PROGRAMS COSTS.....	30
*STRF is the STUDENT TUITION RECOVERY FUND FEE.....	31
METHODS OF PAYMENTS:.....	31
FORM OF PAYMENT ACCEPTED.....	31
NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION.....	32
EXTRA INSTRUCTIONAL CHARGES.....	32
<b>CANCELLATION AND REFUND POLICY</b>	
STUDENT’S RIGHT TO CANCEL.....	32
REFUND POLICY.....	32
SCHOOL OR COURSE CANCELLATION.....	33
 <b>COSMETOLOGY PROGRAM</b>	
.....	34
<b>ESTHETICIAN PROGRAM</b> .....	37
<b>MANICURING PROGRAM</b> .....	40
<b>BARBERING TO COSMETOLOGY CROSSOVER</b> .....	43
<b>ESTHETICIAN TO COSMETOLOGY CROSSOVER</b> .....	47
<b>COSMETOLOGY KIT</b> .....	50
<b>ESTHETICS KIT</b> .....	50
<b>MANICURING KIT</b> .....	50

## **WELCOME TO MARMEL BEAUTY ACADEMY!**

Congratulations for considering **Marmel Beauty Academy, Inc** (also referred to as a MBA) to assist you in achieving your desired career goals. You are now entering a field that will provide you with opportunities for a successful future in the Beauty Industry.

To achieve our mission, **Marmel Beauty Academy, Inc** is approved to offer the following programs:

Cosmetology	1600 Clock Hours
Esthetician	600 Clock Hours
Manicuring	400 Clock Hours

Our training is focused for students to pass the appropriate California State Board of Barbering and Cosmetology licensure examinations. All training includes written, practical and “Mock-Board” Training throughout the programs to help ensure success at the State Board Exam.

This Catalog contains important information about the programs that we offer to help guide you as you take the next important steps towards your future. To be successful in the programs at our Academy, you need to be prepared for hard work, dedication, and practice on your part. Our goal is to prepare our students with only the most advanced and newest techniques in the Beauty Industry.

**Our programs are designed to prepare and guide you to obtain the necessary skills for a successful career. Additional information may be found on our website at: [www.marmelbeauty.com](http://www.marmelbeauty.com)**

Sincerely,  
**Maga Margarita Nichole, Owner**

## **APPROVAL DISCLOSURE STATEMENT**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of California code of Regulations.

The California Department of Consumer Affairs – Board of Barbering and Cosmetology (BBC) approves the facilities, equipment and curriculum for Barber and Cosmetology Schools. Minimum requirements must be met for approval by the Board.

**The following courses have BPPE & BBC approvals:**

<b>Cosmetology</b>	<b>1600 Clock Hours</b>
<b>Esthetician–Skin Care</b>	<b>600 Clock Hours</b>
<b>Manicuring</b>	<b>400 Clock Hours</b>

**The Department of Labor SOC/O\*Net Codes for our programs that lead to careers:**

<b>Cosmetology</b>	<b>39-5012.00</b>
<b>Esthetician</b>	<b>39-5094.00</b>
<b>Manicuring</b>	<b>39-5092.00</b>

**Entry-level position for our graduates include:**

**Hair stylist, Barber, Hair Colorist, Make-up Artist, Skin Care Specialist, Manicurist , Pedicurist, Nail Artist, Vocational Education Teacher (with a minimum of 3 year of Salon/Shop experience and education).**

## **CATALOG CERTIFICATION**

Marmel Beauty Academy certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Marmel Beauty Academy. MBA updates the catalog on an annual basis. The academy makes every effort to ensure accuracy of the information obtained. Any questions that have not been satisfactory answered by the Academy may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, [www.bppe.ca](http://www.bppe.ca), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. All students are encouraged to read the catalog prior to signing an enrollment agreement. You may access the catalog by visiting the Academy’s website at [www.marmelbeauty.com](http://www.marmelbeauty.com) under “Disclosures”. 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 website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **STATEMENT OF NON – DISCRIMINATION**

MBA does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or on any other basis prohibited by federal or state law, in employment or in its educational program.

This policy applies to hiring of all positions and admissions of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The School Admissions Advisor is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the program.

## **BANKRUPTCY DISCLOSURE**

MBA 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 esq.).

## **FACILITY & EQUIPMENT**

MBA has approximately 4780 square feet of suitable space devoted to teaching the science and art of the beauty and wellness industry located on a busy thoroughfare on the first floor of a retail strip. Adequate parking is available on both sides of the school.

Classrooms are equipped with visual aids and/or other instructional resources, which are for the use of students. Student Salon/Reception is equipped with TV/DVD for visual aids. The students purchase a practical kit consisting of the equipment necessary to complete their chosen course of study before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for lost or stolen personal items. Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software. 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 academy is divided into a reception area, office, dispensary, theory and practical classrooms, student clinic, student lounge, and library. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, microdermabrasion machines, magnifying lamps and other current modalities to perform on demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering and Cosmetology Article 6. Section 904 as listed below.

The minimum equipment for a school of cosmetology shall be as follows:

(1) Electrical equipment for giving instruction in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.

(2) Mannequins, with a full head of hair	10
(3) Time clocks or time scanner	1
(4) Shampoo bowls	5
(5) Dryers	6
(6) Facial chairs or facial couches	2
(7) Manicure stations	6
(8) Thermal hair straighteners	
(A) Non-electric comb	3
(B) Stove (for non-electric combs)	1
(C) Electric curling iron	1
(D) Non-electric curling iron (at least two sizes)	3
(E) Stove (for non-electric curling irons)	1
(9) Hairstyling or barber chairs	15

The minimum equipment for a school of barbering shall be as follows:

(1) Mannequins, with a full head of hair	7
(2) Time clock or time scanner	1
(3) Shampoo bowls	3
(4) Dryers	4
(5) Hairstyling or barber chairs	8
(6) Electric curling iron	1
(7) Non-electric comb	1
(8) Non-electric curling irons (at least two sizes)	2
(9) Stove (for non-electric combs)	1
(10) Towel steamer	1

### **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

The mission of MBA is to offer students the training, knowledge and technical skills necessary to pass the California State Board of Barbering and Cosmetology examination. Successful students will be able to work effectively in the beauty industry. In order to achieve this objective the Academy does the following:

1. Maintain a highly skilled and qualified staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of



beauty industry related career and subjects, with emphasis on salon techniques and current up to date trends.

3. Teaches the value of professionalism and business skills in the beauty industry related career path, including high standards of workmanship and personal conduct, which will enable the student to acquire employment in an entry level position and be an asset to the salon or spa of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is a credit to the beauty industry related career path.

### **APPROVAL**

1. MBA is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and division 7.5 of Title 5 of the California Code of Regulations [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone (916)431-6959 Fax (916) 236-1897
2. State Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 574-7574 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## **MARMEL BEAUTY ACADEMY OFFICERS AND FACULTY**

CEO/OWNER Maga Nichole	Admissions Maga Nichole	School Financial Aid Rubina Aghajanyan
Student Services Rubina Aghajanyan	Cosmetology Instructor Vallarie Ruelas	Esthetician Instructor Amy Lynn Weaver
Manicuring Instructor Vivian Ngan Kim Nguyen	Receptionist	

### **Marmel Beauty Academy, Inc Faculty Listing and Qualifications**

Each member of our Academy is dedicated to the success of our enrolled students.

California instructional staff members possess current state licenses, where required. California instructors possess a minimum of (3) years of experience, education and training in current practices of subject teaching, per California State Law. MBA student to instructor ratio is 30:1.

#### **COSMETOLOGY**

Arax TerOvsepyan – Licensed Cosmetologist with over 10 years of experience in the field.

#### **ESTHETICIAN**

Nara Ponomarenko – Licensed Esthetician with over 5 years of experience in the field.

#### **MANICURING**

Elmira Sukiasyan – Licensed Cosmetologist with over 20 years of experience in the field.

#### **HEALTH AND SAFETY**

The institution will keep all working areas in a clean and safe condition at all times. The student should be aware of the physical demands required by the beauty and wellness professional industry. The industry generally requires continued standing, sitting, constant use of the upper torso, shoulder, arms, wrist, hands, upper back and neck and the necessary care for the handling of harmful materials. Students must be careful of the application of liquids that can produce allergies or discomfort. A student must be physically capable of performing all required activities conducted at MBA and comply with all safety policies and procedures.

### **COURSE CALENDAR**

#### **SCHOOL OFFICE HOURS**

Monday through Friday from 9:00am to 7:00 pm

#### **SCHOOL CALENDAR**

We offer day and evening classes. Your schedule will be determined based on the specific program you choose: Cosmetology, Manicuring, and Esthetics.

#### **DAY CLASS SCHEDULE**

Full Time – Monday through Friday: 9:00 a.m. – 5:00 p.m.

Part Time – Monday through Friday: 9:00 a.m. – 2:00 p.m.

#### **EVENING CLASS SCHEDULE**

Monday through Thursday: 5:00 p.m. to 10:00 p.m.

#### **MAKE UP HOURS**

Saturday 10:00 a.m. to 2:00 p.m.

**Marmel Beauty Academy, Inc Observes the following holidays:**

**HOLIDAYS**

**DATES**

New Year's	January 1, 2021
Martin Luther King Jr.	January 18, 2021
Presidents Day	February 15, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Veteran's Day	November 11, 2020
Thanksgivings Day	November 26-27, 2020
Christmas Day	December 25, 2020
New Year's Eve	December 31, 2020

**The School reserves the right to close the school or cancel classes for special circumstances or emergencies. In the event of such a situation, students will be notified by (Phone call, email, and text message) of the closure and the date of re-opening. Student scheduled hours/ anticipated completion dates and contract end dates would be adjusted for the interruption.**

**STARTING DATES**

**Marmel Beauty Academy, Inc** has continuous enrollments and students can enroll anytime during the year. All classes begin every Monday of each week.

**ADMISSION POLICY**

**ADMISSIONS**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at [www.marmelbeauty.com](http://www.marmelbeauty.com)

**ADMISSIONS POLICY**

The following are the requirements and procedures for admission to Marmel Beauty Academy, Inc.

1. Applicants to MBA must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission (Prospective student questionnaire)
3. All applicants are given a tour of the campus before enrolling.
4. Provide a valid Proof of High School Education. This includes a copy of a high school diploma, high school transcript, GED or an ATB test.

5. All applicants must complete financial arrangements prior to admission.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
7. Provide a government issued photo identification
8. Provide a valid Social Security Card or ITIN
9. All applicants must pay a non-refundable registration fee in the amount of \$85.00
10. If you are 18 years of age with proof of High School Diploma or Equivalent of a GED
11. **If you are at least 17 and a high school graduate:**
  - a. You need to provide your valid U.S. High School Diploma, a GED, or high school transcripts verifying your graduation date.
12. If you do not have a high school diploma or GED, you must take an ATB test
13. **If you are at least 18, an immigrant to the United States, and have completed high school or its equivalent in your country of origin:**
  - a. you need to provide a copy of your high school / secondary school education credential as well as an English Translated copy that clearly identifies completion of high school / secondary education that is equivalent to a U.S. High School Diploma. If the out of state / country education certificates are translated by a bona fide, third-party document evaluation service, the translation must be that company's letterhead. The translation must be conducted at your own expense.
14. MBA does not admit students who have a record of a felony conviction.
15. MBA does not offer instructions in any other languages.
16. **If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school:**
  - a. you need to provide your valid home school diploma.
  - b. To provide **EITHER** a copy of the state – issued secondary school completion credential (if your state issues this certificate), **OR** a copy of the Private State School Affidavit issued by the state for the school from which the diploma was granted.
  - c. To present a valid Social Security card and a valid government issued photo identification card or driver's license.

### **VERIFICATION OF HIGH SCHOOL DIPLOMA**

Marmel Beauty Academy, Inc will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass the GED test prior to Enrollment.

### **STUDENTS WITH PRIOR HOUR**

**CALIFORNIA:** Prior hours will be granted to students with training from a licensed Cosmetology School in California with proper documentation. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing the Enrollment Agreement. We cannot grant hours after you start school.

**OUT OF STATE / COUNTRY HOURS:** The California Board of Barbering and Cosmetology must evaluate all prior training to obtain credit. MBA reserves the right to determine the amount of credit we will accept upon state evaluation. The documents required for this process can be found on the California Board and Barbering website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) the Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved from the previous school along with any other requirements.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment, tuition, non- refundable registration fee, kit. Tuition is based on hours needed.

**Marmel Beauty Academy, Inc** does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.

### **RE - ENTRY POLICY**

A former student of MBA may submit a new application to request reentry to complete his/her program of study. The admission requirements listed above (under Admissions) will need to be submitted with the application. Students must sign a new enrollment agreement and pay the \$85.00 non-refundable registration fee.

### **ENGLISH AS A SECOND LANGUAGE OF INSTRUCTION**

Marmel Beauty Academy, Inc does not offer English as a second language of instruction. For successful completion, the student must be able to speak, read, and write in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admissions policy.

### **TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR ACADEMY**

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

## **ACADEMIC POLICIES AND INFORMATION**

### **STUDENT CLOCK HOUR POLICY**

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance. By using the time clock to punch in and out at the start and end of the class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch

break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior Column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.** After clocking in, you are required to maintain theory/demonstration class or be in applied effort. Time cards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card, so that the hours and operations are transferred correctly to the roster. **The time cards are the property of the school and must remain in the school at all times.** Time cards must be retained/stored in their entirety for 6 years by the school.

### **TIME CARD CREDIT**

The following is a guideline for the instructor to issue credits.

1. Each theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied to the efforts of the student as they manually perform practical subjects.
4. Some practical operations may take longer to perform according to the student's skills.

Note: the following time frame the program gives for each operation:

Scalp Treatment = ½ to 1- hour      Facial = 1 ½ to 2 hours  
Permanent Wave = 2 to 2 ½ hours      Haircut = ½ to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity are not tolerated. If any of these occur, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your probation or termination.

### **PROGRESS POLICY**

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

## **RECORD KEEPING**

Student records for all students are kept for six (6) years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records including a transcript of grade earned.

## **PROOF OF TRAINING & TRANSCRIPT**

The first Official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student live signature. No transactions will be issued until all tuition and other fees due to the institution are paid.

## **ATTENDANCE POLICY**

### **ATTENDANCE STATUS**

**Full time:** Any student scheduled to attend 23 hours or more per week.

**Part time:** Any student scheduled to attend at least 16 hours per week.

## **ABSENCES**

Students need to contact the Academy whenever an absence is necessary. Please call, email or text the office as soon as you are aware that you need to be absent. Absences of five (5) days or more without notification may be considered cause for suspension. Any student who has 3 consecutive suspensions will be in a probationary period. Students who have been absent for more than fourteen (14) days without notifying the director will be automatically terminated.

Absences will be considered excused under the following conditions:

1. Illness of the student
  2. Illness or death in the student's family
  3. A documented emergency
- A Doctor's Note, Dentists Note, Court documents, Mechanics receipts if you have car trouble, dependent's documents (ex. your children's note, or if you are the primary caregiver for an elderly person)
  - Notes must be submitted within one week of the tardy or absence.

**Absences of five (5) days or more without notifications may be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.**



## **TARDINESS**

Day school starts at **9:00am** and night school starts at **5:00pm** there is a **7-minute grace period**. After the grace period, the student may not clock in or attend class until **9:30 am /5:30pm**. Clocking in at **9:07am or 5:07pm** is considered being late: however, the student must make up all hours missed.

**Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended, or be placed on probation until tardiness ceases.**

## **MAKE UP HOURS**

Upon signing your enrolment agreement, your tuition covers all hours up to your anticipated graduation date. Students may make up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for our program, Marmel Beauty Academy, Inc will continue to train students toward completion for an additional 14 calendar days at no additional cost. Once the student has exhausted the additional 14 calendar days of training, each additional hour will cost \$10.00 per hour. Sick days and personal days are subject to these charges. Approved documented medical emergencies, court days, pre-arranged days off, or funeral are not subject to this charge.

## **LEAVE OF ABSENCE (LOA)**

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. Students who will be absent more than 14 days and are needing an LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave. Occasionally, unforeseen circumstances will prevent the student from requesting a LOA in advance, (e.g.: the student was injured in an automobile accident and hospitalization or recovery required with extended absence). When certain exceptions apply (as with examples given), notification to the admissions office (by phone, fax or email) must be done as soon as possible for documentation purposes. In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absence.

Students who are granted LOA's will not be assessed any additional charges while they are on LOA. No refund calculations will be performed during the LOA. A student may request more than one LOA during their contracted timeframe; however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in a 12-month period. Students who fail to return from an LOA will be considered dismissed (dropped), as of the last class day of attendance prior to the start of the leave.

## **GRADUATION REQUIREMENTS**

A student who completes the specified program required hours and operations with a cumulative school of 75% or better, has paid all financial obligations and completes the Graduate Exit Survey,

he/she will be awarded a certificate certifying graduation and Proof of Training for State Licensure. MBA staff will assist all graduates with completing the necessary paperwork to apply to take the State Licensing Examination.

**SATISFACTORY ACADEMIC PROGRESS REPORT (SAP) POLICY**

**STANDARDS**

This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of “C” (75%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. Students that are attending the course programs who have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medically approved Leave – of – Absence (see LOA policy). Students who expect to be absent 14 days or more will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. 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 75% 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. These policies are outlined elsewhere in this catalog.
3. Complete the course within one and a half (1 ½) times the length of the course as defined in the enrollment agreement. For example, if a student has contracted to complete the course within 40 weeks, he or she must complete it within 60 weeks.
4. Students must meet minimum academic (75%) and attendance (75%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a copy of their completed SAP evaluations form after their SAP counseling.

**EVALUATION PERIODS:**

**Satisfactory Academic Progress will be assessed at the following benchmarks of scheduled attended hours:**

<b>Cosmetology 1600 clock hours</b>	<b>Esthetician 600 clock hours</b>	<b>Manicuring 400 clock hours</b>
450 clock hours	300 clock hours	200 clock hours
900 clock hours	600 clock hours	400 clock hours
1200 clock hours		
1600 clock hours		

**For transfer students, the SAP will take place at 50% of the contracted time.**

**Determination of Students, the SAP Progress Status:** Students meeting the minimum requirements (70%) for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each evaluation period.

**WARNING:** Students who fail to meet the minimum (70%) requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the waning 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.

**DISMISSAL:** After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The director will offer assistance in locating a suitable tutor, should such a service be requested by the student. Any student seeking a tutor is personally financially responsible for the cost of all such tutoring.

**APPEAL PROCEDURES:** Students must initiate the Appeal Process. Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (15) days prior to the start of the probationary period (for the evaluation period in question) and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The basis that a student can file an appeal: the death of a relative of your immediate family, an injury or illness of the student or a relative of your immediate family. Immediate family relatives are defined as Grandparents, Parents, Brother(s), Sister(s), spouse and Children or other special circumstances. To file an appeal, you have to have experienced a death in the family, an injury or illness (supported by a physician statement) or other special circumstances that can be documented. The appeal must also state your own explanation describing the reason for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision prior to the beginning of the current probationary period. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision (a copy of the decision will also be retained in the students file) within a reasonable timeframe (5-10 days). The decision of the committee shall be final. A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined to be making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS**

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards our current educational program will not impact your current SAP as they are counted as both attempted and completed hours.

## **INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS**

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. 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 by the same number of days taken in the leave of absence and will not be included in the students 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.

## **GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance (measured in actual hours & weeks) and academic progress of the student. Students must maintain a **"C" (75%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**THEORY:** Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

<b>GRADE</b>	<b>LEVEL</b>
75 % - 100%	Satisfactory
0 – 74%	Unsatisfactory

## **PRACTICAL TRAINING**

Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (clients or another student) or on a mannequin. Practical Training work will be graded as follows.

<b>GRADE</b>	<b>LEVEL</b>
75 % - 100%	Satisfactory
0 – 74%	Unsatisfactory

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the first probationary period, **if the student appeals the decision, and prevails upon appeal.** Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

## **SCHOOL RULES AND REGULATIONS**

### **DRUG AND ALCOHOL POLICY CONTROLLED SUBSTANCE**

1. All students and employees are informed that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance within the premises of the Academy is strictly prohibited. Employees and students violating this rule will be subject to immediate dismissal & termination of employment and/or school program.
2. For Drug Free Awareness Program's detailed information regarding; a) Dangers of Drug Abuse, b) Assistance with Drug Counseling, c) Rehabilitation Programs, or any other information regarding drug abuse, contact:

**CRI- Help, North Hollywood  
11027 Burbank Blvd.  
North Hollywood, CA 91601  
(888)659-7510.**

It is the policy of this Academy to maintain our workplace free of drugs. As stated in the first paragraph, students and employees are subject to termination for violation of this Academy rule. In addition, any persons distributing drugs to other employees or students will be referred to the authorities and the Academy will press charges for drug distribution in the workplace.

3. Each employee and student is required to read and sign this Policy.
4. Your schooling and/or employment at this organization is subject to:
  - a. Abide to the terms of this statement, and
  - b. Notify the employer of any criminal statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. The U.S. Drug agency will be notified within ten (10) days after receiving notice from an employee or otherwise a copy of such conviction will be submitted to the agency.
6. Our organization will take the following actions within thirty (30) days of receiving notice with respect to any employee and/or student who is convicted.
  - a. Terminate employee and/or student OR
  - b. Require such employees and/or students to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state or local health, enforcement or another appropriate agency.

## **DRUG ABUSE PREVENTION PROGRAM**

Marmel Beauty Academy, Inc makes the following information available to its students, staff, and instructors. Any individual associated with MBA, who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency: **CRI – Help, North Hollywood. Address 11027 Burbank Blvd, Ca 91601 Hotline: (888) 659-7510**  
[www.addictionresource.com](http://www.addictionresource.com)

## **DISCLOSURE OF EDUCATION RECORDS:**

Written consent is required from the student (or the parent/guardian if the student is a dependent minor) before any education records may be disclosed to a third party, with the exception of an accrediting commission and governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

## **VISA SERVICES**

This institution does not admit students from other countries, so no visa related services are offered.

## **PROBLEM & COMPLAINT PROCEDURES (Grievance Procedure)**

In the event of a problem, complaint or misunderstanding, MBA has implemented the following policy & procedures:

1. Meet with your instructor to discuss your issue/complaint/concern.
2. If your issue is not resolved, write your concern on the school form (located in the school reception area and give it to the School's Director. The Director will meet with you within three (3) business days to discuss your concern and get the necessary information to investigate and resolve the issue. If you do not believe the issue is resolved, you have the right to contact the Bureau for Private Postsecondary Education.
3. 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 website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **PROGRAM AND POLICY CHANGES**

Marmel Beauty Academy, Inc at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving students' educational experience. MBA reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur; the **MBA** is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

**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:**

**Physical Address – 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**

**Mailing Address – P.O Box 980818 West Sacramento, CA 95798-0818**

**Phone Number (888)370-7589**

**Fax Number (916)263-1897**

**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

## **SCHOOL RULES AND REGULATIONS CONDUCT**

Marmel Beauty Academy, Inc is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For these reasons, MBA has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the Academy.
2. Students must arrive at school ready and on time.
3. Students must clock in and out daily. If students are not able to clock in or out, notify your instructor.
4. In case of illness or emergency, students are responsible to contact the school on or before your scheduled start time at (818) 617-2717.
5. Failure to meet school's attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late, or leave early: NO Exceptions.
6. Dishonesty on the part of any student may result in probation, suspension or termination from the Academy. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
7. Students will be held responsible for any theft or damages done to the Academy site property and will be expected to reimburse the institution for such damage or loss.
8. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing, will not be tolerated.
9. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on Academy or externship property.
10. Students may not be in possession of any type of weapons or create a safety hazard to others while on Academy property.
11. Smoking is not permitted anywhere inside the school facilities or building. Please smoke



outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.

12. The Academy does not provide childcare services. Children are not permitted in the instructional areas.
13. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge.
14. Students must adhere to all required health and safety standards.
15. No cell phones, texting, or phone calls are allowed in any class or during any school session.
16. Students may not use earphone radios during class sessions.
17. All electronic devices must be turned off or placed in silent mode.
18. Eating and/or drinking is not allowed in any of the classrooms at any time.
19. No gum chewing is allowed in school during school hours.
20. Students must keep work stations clean at all times.
21. Each student daily must complete a minimum of ½ hour of sanitation. All kits must be in a sanitized condition at the end of each day scheduled.
22. Students must take all appointments assigned to them. Failure to take a customer is grounds for suspension.
23. All students serving the clients must be courteous and pleasant. If difficulty arises, please call an instructor.
24. Only products furnished by the academy may be used unless otherwise approved by the instructor.
25. Students receiving personal service will be charged a lab fee.
26. The instructor must approve all personal service prior to starting the service.
27. Students may not make up for missed time without office written approval NO exceptions.
28. Notify the office immediately of any of the following: legal name change, address or telephone changes.

Violations of any of the guidelines listed above may result in probation, suspension, or dismissal from Marmel Beauty Academy, Inc

**Please note:** students are not permitted on school campus during suspension, expulsion or appeal periods.

### **DRESS CODE AND APPEARANCE**

Students must wear appropriate attire as designated by the Academy. Professional attire is recommended at all times. A detailed dress code is provided during orientation.

- Estheticians are required to wear White.
- Cosmetologists are required to wear Black.



- Manicuring students are required to wear Yellow/Gold
- All students must wear the Student Name Tag (name tag replacement \$5.00)
- No shorts, skirts above the knee are permitted.
- No sleeveless tops, spaghetti strap shirts, no revealing shirts or pants.
- Shoes must be closed toe and heel.
- Heels must not be higher than 2 inches.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times. Make-up, hairstyles, fingernails, and jewelry must be moderate and understated. Any student reporting to class inappropriately dressed will not be allowed to remain, and the time missed will be recorded as an absence.

## **DISCIPLINARY ACTIONS**

### **Immediate Withdrawal (Termination)**

- (1) Theft
- (2) Altering or forging time cards
- (3) Causing extreme or willful disruption of the school
- (4) Use of or being under the influence of drugs or alcohol in school
- (5) Physical, mental or emotional abuse of another person
- (6) Combative behavior directed toward another student, patron, visitor or school staff.

### **The Following May Result in a Suspension (One-Day to Two-Weeks)**

- (1) Leaving school without the permission of the instructor.
- (2) Failure to have proper equipment when needed.
- (3) Use of foul language, ethnic, racial or sexual slurs.
- (4) Receiving personal services without instructor's permission.
- (5) Gossiping or causing discord in the school.
- (6) Smoking outside of designated areas.
- (7) Refusing to perform an assignment, patron or otherwise.
- (8) Removing time cards from school premises.
- (9) Using products or performing services not on a patron ticket.
- (10) Modifying customer services without consulting an instructor.
- (11) Improper uniform.
- (12) Dirty uniform or unsatisfactory personal cleanliness.
- (13) Failure to observe sanitary rules and regulations.
- (14) Shouting.
- (15) Use of cell phones inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.

- (17) Entering an administrators or instructor's office or being behind a staff member's desk without permission.
- (18) Failure to clean up the work area or perform assigned cleanup duties.
- (19) Leaving class or clinic without permission.
- (20) Failure to clock in or out properly.
- (21) Failure to take lunch break at the proper time.
- (22) Showing discourtesy to anyone in school.
- (23) Unexcused absence (must give 2 weeks' notice for day off to be excused) and students must call by 9:30 if they are going to be late or absent.
- (24) 5 or more tardiness in a month

**In General:**

A third suspension or a third violation of the above school rules may result in termination from Academy. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber or in the beauty field.

**ACKNOWLEDGMENT OF DISCLOSURES RECEIVED**

**Marmel Beauty Academy, Inc  
6444 Bellingham Ave. North Hollywood, Ca 91606**

**Student Name:** \_\_\_\_\_ **Student No.** \_\_\_\_\_

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

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

- \_\_\_\_\_ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- \_\_\_\_\_ School's assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board exams
- \_\_\_\_\_ A copy of the school's Catalog via electronically [www.marmelbeauty.com](http://www.marmelbeauty.com)
- \_\_\_\_\_ A copy of the BBC Health and Safety Student Book via electronically [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under schools
- \_\_\_\_\_ A copy of the BBC Act Laws and Regulations via electronically [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) under LAWS & REGS
- \_\_\_\_\_ A copy of the School Performance Fact Sheet (Applicable to schools operating in California)
- \_\_\_\_\_ I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and talk with students and instructors, and tour the facility.
- \_\_\_\_\_ I provided a copy of my High School diploma or its equivalent.

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

**I certify that I have received the disclosures indicated below, at the time of my actual enrollment and signing of my enrollment agreement.**

- \_\_\_\_\_ I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.
- \_\_\_\_\_ (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

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

**I certify that I have received the disclosures indicated below prior to the first day of class.**

- \_\_\_\_\_ Orientation Class
- \_\_\_\_\_ Satisfactory Progress Policy
- \_\_\_\_\_ Course outline for my course of study

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

\_\_\_\_\_  
Institutional Representative Date

## STUDENT SERVICES

### INSTRUCTION LOCATION

Marmel Beauty Academy, Inc  
6444 Bellingham Ave.  
North Hollywood, CA 91606

**EXTERNSHIP PROGRAM:** The Externship program at Marmel Beauty Academy, Inc is a great opportunity for students to gain real work experience in salons throughout the North Hollywood area while earning clock-hour credits towards graduation. Minimum requirements must be met before they can begin the program:

1. The institution must ensure that the participating student is meeting the following criteria:
  - a. Student's attendance and academic performance must be 70% percent or better.
  - b. Student's tuition must be current.
  - c. Student has completed 60% of the required minimum practical operations and minimum hours of technical instruction.
  - d. Only the following programs can participate in the externship program (Cosmetology, Esthetician, Manicuring).
2. The establishment where the externship occurs must be licensed by the state and in good standings.
3. Each individual supervising students in the service facility must hold a valid California License for the program being supervised.
4. Students must have completed 60% or more of their contracted course in order to participate.
5. Students cannot accrue more than 10% of the contracted course.
6. The student and institution must sign the externship information packet that is provided by the institution before either party begins to participate in the program.
7. The extern can only accrue eight (8) hours of clock hour credit per week.
8. The student must wear his/her student extern school ID on them at all times while at the establishment where the externship is being held.
9. Institution officials must make periodic visits to a participating establishment to observe and verify these requirements are being met.
10. Establishment must evaluate the student's performance for activities completed during the externship using the Extern Progress Report Document. A manager or supervisor must sign each time the student participates in the externship program in order for the student to accrue the hours and operations.
11. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship.
12. Establishment must complete a certificate of attendance and hours as related to course requirements that are completed during the externship; and
13. Institution must recognize training hours certified by the establishment toward a student's course completion.

## **PROFESSIONAL COUNSELING**

Should a student encounter personal problems that interfere with his/her studies, referrals to professional assistance organizations will be supplied.

## **ORIENTATION**

Marmel Beauty Academy, Inc requires that each student attend an orientation before beginning class. Information on the school, expectations, job placement assistance and career counseling services are some of the topics covered.

## **JOB PLACEMENT ASSISTANCE**

Marmel Beauty Academy, Inc's main objective is to provide specialized training that prepares our graduates for successful licensure and employment as a Cosmetologist, Esthetician, and Manicurist. The school has an advisory board of industry professionals and the staff works with salon owners and employers to provide students the opportunity to obtain gainful employment after they have received their license. We encourage students to discuss their employment aspirations with their instructors or staff members. Job placement assistance is provided to our graduates and students upon request at no extra charge, but the school does not guarantee employment.

## **LIBRARY AND LEARNING RESOURCES**

Marmel Beauty Academy, Inc maintains library facilities to address the requirements of the programs provided at the school. Resources are accessible on campus in the library. Students may access the library resources, which includes laptop computers with internet access, online licensing preparation from MiladyPro, videos of practical exams for all enrolled programs, CDs/DVDs, magazine publications, and books. There is a check-in/check-out system for removing resources from the library, please see the Front Desk to Check materials out.

**CAREER COUNSELING:** Students are mentored throughout their studies at MBA during classes and individually. Students may request additional advising sessions at any time.

**LEARNING RESOURCES:** Reference materials are available to students during school hours. These materials include DVD's, videotapes, periodicals, books and visual aids that support and enhance each program offered at Marmel Beauty Academy, Inc.

**HOUSING:** Marmel Beauty Academy, Inc does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. There is housing in the immediate area. Average Monthly rent for a one bedroom is \$1,500 per month in 2019 [www.apartmentguide.com](http://www.apartmentguide.com)

## **WHEELCHAIR ACCESSIBLE**

The campus is wheelchair accessible. Students with needs are advised to meet with an Admissions Advisor to assess their personal needs as well as determine if the training courses offered and the occupation they lead to are suitable for the prospective student's individual needs.

## TUITION AND FEES

### TEXTBOOKS REFERENCE

Milady Standard Cosmetology Textbook

Milady Standard Esthetics Textbook

Milady Standard Nail Technology Textbook

### FINANCIAL AID

**The school does not participate in either State or Federal Financial Aid Programs, nor does it provide financial aid directly to its students.** A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. This institution has not entered into an articulation or transfer agreement with any other institution.

### STATE BOARD EXAMINATION REQUIREMENTS AND COST

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) and have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit Proof of Training from the School, present government issued ID, file an Application for Examination, and remit the examination fee.

Students must furnish an examination kit, fees, and traveling expenses to the Board of Barbering & Cosmetology Examination centers (located in Los Angeles and Fairfield). Students are eligible to apply for the Pre-Application (student is required to take a program assessment exam and obtain an 85%) to assist the student in obtaining a date closer to his/her graduation date at no later than that date where the student has completed 75% of their program. The fees are as follows for those programs that require licensure for employment:

<b>Cosmetology Exam and License Fee</b>	<b>\$125.00</b>
<b>Cosmetology Pre-Application Fee (completed 1200 hours)</b>	<b>\$9.00</b>
<b>Esthetician Exam and License Fee</b>	<b>\$115.00</b>
<b>Esthetician Pre-Application Fee (completed 450 hours)</b>	<b>\$9.00</b>
<b>Manicuring Exam and License Fee</b>	<b>\$110.00</b>
<b>Manicuring Pre-Application Fee (completed 240 hours)</b>	<b>\$9.00</b>

## TUITION & FEES

<b>PROGRAMS COSTS</b>						
<b>Program</b>	<b>Registration Fee (non-refundable)</b>	<b>Tuition</b>	<b>Textbooks (Non – refundable upon receipt)</b>	<b>Student Kit (Non-refundable upon receipt)</b>	<b>STRF* (Non-refundable)</b>	<b>Estimated Total Charges for the Current Period of Attendance and the Entire Educational Program</b>
<b>Cosmetology</b> SOC CODE 39.5012 CIP CODE 12.0401	\$85.00	\$12,000.00	\$350.00	\$1,065.00	\$0.00	<b>\$13,500.00</b>
<b>Esthetician</b> SOC CODE 39.5094 CIP CODE 12.0409	\$85.00	\$6,000.00	\$350.00	\$565.00	\$0.00	<b>\$7,000.00</b>
<b>Manicuring</b> SOC CODE 39.5092 CIP CODE 12.0410	\$85.00	\$3,000.00	\$300.00	\$300.00	\$0.00	<b>\$3,685.00</b>

The following is the down payment chart the student is obligated to pay upon enrollment before starting the classes.

<b>Program</b>	<b>First Payment Due Upon Enrollment (Down Payment)</b>
<b>Cosmetology</b>	<b>\$2,500.00</b>
<b>Esthetician</b>	<b>\$2000.00</b>
<b>Manicuring</b>	<b>\$1685.00</b>

**\*STRF is the STUDENT TUITION RECOVERY FUND FEE**

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 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 charge 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 Division within 30 days before the school closed or, if 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 judgement against the institution for a violation of the Act.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at:

**Physical Address – 2535 Capitol Oaks Drive, Suite 400**

**Sacramento, CA 95833**

**Mailing Address – P.O Box 980818**

**West Sacramento, CA 95798-0818**

**Phone (888)370-7589 Fax (916) 263-1897**

**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**METHODS OF PAYMENTS:** Method of payment include full payment paid at the time of signing the Enrollment Agreement (registration, kit, books fee) with enrollment balance paid prior to start date or through an approved payment plan. Payments made in accordance with the student's payment schedule are due on the 1<sup>st</sup> of each month. Late payments are subject to a **\$10.00 late fee**. The institution reserves the right to change tuition and fees and make subject changes without prior notice when necessary. Changes will not affect currently enrolled students.

**Form of payment accepted:** cash, check, money order, and credit card with a transaction fee.

**\*This institution does not provide financial aid to the students.**



## **NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION**

Should you secure a loan to pay for your education, it is your responsibility to repay the loan per the terms outlined by your lender.

## **EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within the maximum time frame allowed as specified in the Enrollment Agreement. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student exceeds the expected graduation date as stated on the Enrollment Agreement, an extra instructional charge will be made for the balance of hours required for the completion of the course. Students will not be allowed to clock in until applicable fees are paid in advance until graduation. An addendum to the Enrollment Agreement will reflect the hours to complete and rate per hour as follows: **\$10.00 an hour for all programs.**

## **CANCELLATION AND REFUND POLICY**

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

A student has the right to cancel the Enrollment Agreement by written notice and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The school shall refund any amount paid by the student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivered, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Agreement.

### **REFUND POLICY**

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (including absences), there will be no refund to the student. The registration fee of \$85.00 dollars is a non-refundable item.

Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If the amount you have paid is more than the amount that you owe for the time you were scheduled to attend, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will arrange to pay the amount that you owe to Marmel Beauty Academy, Inc. Official withdrawal date is the student's notification to the School Director or the School's Determination:

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for 14 days and fail to inform the school that you are not withdrawing.
- The date you failed to return to school as scheduled by an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

#### **SCHOOL OR COURSE CANCELLATION**

**If the school is permanently closed or no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made.**

## COSMETOLOGY 1600 HOURS

<b>Description of Program</b>	This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as a Hairstylist, Chemical Applications, Manicuring and Pedicuring Services.
<b>Program Mission and Objectives</b>	The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.(SOC 39-5012) Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology.
<b>Graduation Requirements</b>	All cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1100), with a minimum grade of "C" (75%). Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
<b>Program Length in Hours</b>	1600 hours
<b>Final Tests or Exams</b>	A final skills exam is administered
<b>Required Internship or Externship</b>	None Required

### Hair Dressing

**The required subjects of instruction in Hairdressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Practical Training
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hours	340 hours
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40 hours	205 hours
Hair Coloring and Bleaching	This module will provide technical and practical instruction in the following techniques and procedures (also including,	60 hours	190 hours

	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	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hours	180 hours

**Technical Instruction in Health and Safety**  
**The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.**

Module	Description	Technical Instruction	Practical Training
Laws and Regulations	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations.	20 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: 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 laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	45 hours	55 hours
Disinfection and Sanitation	This module will provide techniques in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20 hours	45 hours
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	15 hours	

**Esthetics**  
**The required subjects of instruction in Esthetics shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Practical Training
Manual, Electrical, and Chemical Facials	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus,	25 hours	100 hours

	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.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only 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.)		
Eyebrow Beautification and Make-up	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	25 hours	50 hours
<b>Manicuring</b> <b>The required subjects of instruction in Manicuring shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.</b>			
Module	Description	Technical Instruction	Practical Training
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, hand, foot and ankle massage.	10 hours	40 hours
Artificial Nails and Wraps	Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25 hours	25 hours
<b>Program Totals</b>		<b>370 Hrs</b>	<b>1230 Hrs</b>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

## ESTHETICIAN 600 HOURS

<b>Description of Program</b>	This is a specialty course that covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal (other than by electrolysis), make- up artist, and skin care product representative.
<b>Program Mission and Objectives</b>	The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist(SOC 39-5094) The objective is to acquire the knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.
<b>Graduation Requirements</b>	When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (75%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
<b>Program Length in Hours</b>	600 hours
<b>Required Internship or Externship</b>	None Required

<b>Required Courses</b>		<b>Technical Instruction</b>	<b>Practical Training</b>
<b>600 Hours of Technical Instruction and Practical Training as Follows</b>			
<b>350 Hours of Technical Instruction and Practical Training in Facials</b>			
Manual, Electrical and Chemical Facials:	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training	70 hrs	200 Hours

	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	The subject of Preparation shall include but not be limited to the following issues; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills	15 hrs	65 hours
<b>200 Hours of Technical Instruction and Practical Training in Health and Safety</b>			
Law and Regulations	In this module the student will learn about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Consideration	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, 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.	40 hrs	65 hours
Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10 hrs	60 hours
Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>			
Eyebrow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair	10 hours	15 hours

	removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.		
Makeup	In this module the student will learn about and have practical training in skin analysis, basic and corrective application, application of false eyelashes.	10 hours	15 hours
<b>Program Totals</b>		<b>180 Hours</b>	<b>420 Hours</b>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.



## MANICURING 400 HOURS

<b>Name of Program</b>	<b>Manicurist</b>
<b>Description of Program</b>	This is a specialty course that covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skills as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.
<b>Program Mission and Objectives</b>	The mission of the Manicuring course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail-care specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring
<b>Graduation Requirements</b>	Requirements for Satisfactory Completion of Course: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (75%) or better. Students are evaluated through written and performance assessments. No externship is required.
<b>Program Length in Hours</b>	400 hours
<b>Final Tests or Exams</b>	A final skills exam is administered
<b>Required Internship or Externship</b>	None Required

<b>Required Course</b>			
<b>400 Hours of Technical Instruction and Practical Training as Follows</b>			
<b>300 Hours of Technical Instruction and Practical Training in Nail Care</b>			
Module	Module Description	Theory Hours	Practical Hours
Manicures and Pedicures	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.	60 hrs	240 Hours

**100 Hours of Technical Instruction and Practical Training in Health and Safety**

Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Considerations	The subject of Health and Safety shall include, but is 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 laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Disinfection and Sanitation	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 the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection 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.	20 hrs	35 Hours
Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
<b>Program Totals</b>		<b>125 Hours</b>	<b>275 Hours</b>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

## BARBER TO COSMETOLOGY CROSSOVER PROGRAM

<b>Name of Program</b>	<b>Barber to Cosmetology Crossover</b>
<b>Course Description</b>	This 300 clock hour course is designed for the applicant who has completed the California 1500 clock hour Barbering course and holds a California Barbering License. This course prepares a licensed barber to provide the services of a cosmetologist in the state of California. The subjects covered include: manicuring, nail care services, pedicuring, artificial nails, nail tips, nail sculpture, repairs, skin care, manual facials, electrical facials, chemical facials, makeup and eyelash applications. Sanitation and hygiene, massaging, shop management, laws and regulations.
<b>Program Mission and Objectives</b>	The Barber to Cosmetology Crossover course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator. Acquire knowledge of laws and rules regulating California Cosmological establishing practices, sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and acquire business management techniques common to Cosmetology.
<b>Graduation Requirements</b>	All crossover students are required to complete 300 hours of instructions. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (300) with a minimum grade of "C".
<b>Program Length in Hours</b>	300 Clock Hours
<b>Final Tests or Exams</b>	A final skills exam is administered
<b>Required Internship or Externship</b>	None Required

**BARBER TO COSMETOLOGY CROSSOVER (300 HOURS)**

<b>MODULE</b>	<b>DESCRIPTION</b>	<b>Technical Instructions (Hours)</b>	<b>Practical Operations (Hours)</b>
Laws and Regulations	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: 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 laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	5 hrs	
Disinfection and Sanitation	This module will provide techniques in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	5 hrs	10 hrs
Preparation		5 hrs	10 hrs
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	5 hrs	
Manual, Electrical and Chemical Facials	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including 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	45 hrs	60 hrs

	purpose of contracting, the muscles of the body or face.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only 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	Eye-brow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	5 hrs	10 hrs
Make-Up	Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	5 hrs	10 hrs
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, hand, foot and ankle massage.	15 hrs	50 hrs
Artificial Nails and Wraps	Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	5 hrs	35 hrs
Communication Skills and Career Development	Communication skills with customers, vendors, affiliates and steps of developing a successful career.	5 hrs	5 hs
<b>Program Totals</b>		<b>110 hrs</b>	<b>190 hrs</b>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

## ESTHETICIAN TO COSMETOLOGY CROSSOVER PROGRAM

<b>Name of Program</b>	<b>Esthetician to Cosmetology Crossover</b>
<b>Course Description</b>	This course is designed for the applicant who has completed the California 600 clock hour Esthetician course and holds a California Esthetician License. This course prepares a licensed esthetician to provide the services of a cosmetologist in the state of California. The subjects covered include: manicuring, nail care services, pedicuring, artificial nails, nail tips, nail sculpture, repairs, skin care, manual facials, electrical facials, chemical facials, makeup, eyelash applications, hair styling, permanent waving and chemical straightening, hair coloring and bleaching, hair cutting, laws and regulations, health and safety, anatomy and physiology, disinfection and sanitation, hygiene, shop management.
<b>Program Mission and Objectives</b>	The Esthetician to Cosmetology Crossover course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator. Acquire knowledge of laws and rules regulating California Cosmological establishing practices, sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and acquire business management techniques common to Cosmetology.
<b>Graduation Requirements</b>	All crossover students are required to complete 1400 hours of instructions. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1400) with a minimum grade of "C".
<b>Program Length in Hours</b>	1400 Clock Hours
<b>Final Tests or Exams</b>	A final skills exam is administered
<b>Required Internship or Externship</b>	None Required



**ESTHETICIAN TO COSMETOLOGY CROSSOVER PROGRAM (1400 HOURS)**

**Hair Dressing**  
**The required subjects of instruction in Hairdressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Practical Training
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hours	340 hours
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40 hours	205 hours
Hair Coloring and Bleaching	This module will provide technical and practical instruction in 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	60 hours	190 hours
Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hours	180 hours

**Technical Instruction in Health and Safety**  
**The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.**

Module	Description	Technical Instruction	Practical Training
Laws and Regulations	This module will provide technical instruction in the Barbering and Cosmetology Act and the Board's Rules and Regulations.	20 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: 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 laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	45 hours	55 hours

Disinfection and Sanitation	This module will provide techniques in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20 hours	45 hours
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	15 hours	
<b>Manicuring</b> <b>The required subjects of instruction in Manicuring shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.</b>			
Module	Description	Technical Instruction	Practical Training
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, hand, foot and ankle massage.	10 hours	40 hours
Artificial Nails and Wraps	Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25 hours	25 hours
<b>Program Totals</b>		<b>320 Hrs</b>	<b>1080 Hrs</b>

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

## COSMETOLOGY KIT

1 Debra Manikin	1 GQ Round Brush No. 4	3 Orange Wood Sticks
1 Lexi Hair Cutting Manikin	1 Ceramic Round Brush 1	1 Nail Filer
1 Manikin Holder	1 Ceramic Round Brush 2	1 Glass Dappen Dish
1 Elchim 2001 Hair dryer	1 Ceramic Round Brush 3	1 Nail 1 Way Buffer
1 BabyLiss Pro 1" Spring Iron	1 Soft N Style Smooth Rollers	1 Acrylic Brush No.4
1 WAHL All Star Combo	1 Wide Butterfly Clamps	1 Acrylic Brush No. 8
1 TK2 Shear and Razor Kit	1 Cold Wave Rods	1 Diane Buffing Shining Block
1 Hair Styling Cape	1 Single Prong Curl Clips	1 Nail Brush
1 Shampoo Cape	1 Large End Wraps - 100 Sheets	1 Manicure Bowl
1 Coloring Bowl	1 Soft N Style 2-sided Mirror	1 Finger Manicure
1 HairColor Brush Set	1 Make-up Kit	1 Flip - Top Bottle
1 Color Applicator	1 FantaSea 4pc. Cosmetic Set	1 Cuticle Softener Bottle
1 Jumbo Rat Tail Comb	1 Manicure Kit	1 Alcohol Bottle
1 Hard Rubber Tail Comb	-Slant Tip Tweezer	1 Acetone Bottle
1 Teasing Brush	-Cuticle Nipper-double spring	1 Cuticle Oil Bottle
1 Comb and Lift	-Nail Clipper	1 Lotion Bottle
6 Cutting Comb Set /Inch Marks	-Metal Nail File	1 Deluxe Cosmetic Collection
1 Heat and Chemical Resistant Comb	-Curved Tip Scissors	
1 GQ Paddle Brush	-Cuticle Pusher and Remover	
1 GQ Round Brush No. 2	-Zippered Velvet Case	
1 GQ Round Brush No. 3	1 State Board Nail Polish Kit	

## ESTHETICIAN KIT

1 GiGi Wax Warmer  
1 GiGi All Purpose Wax  
1 Epilating Trial Pack  
1 GiGi Muslin Strips  
1 Make-Up Kit  
1 6 Piece Esthetic Kit  
1 Latex Free Make-Up Sponge  
1 Bamboo 5 piece Cosmo Brush Set  
1 Glamour Lashes  
1 False Lashes  
1 Lash Adhesive  
1 Eyelash Applicator Kit  
1 Flat Massage Manikin Head  
1 Graham Cotton  
1 Cleansing Sponge  
1 Headband  
1 Plastic Sterilizing Tray  
1 Cosmetic Spatulas  
1 7 Piece Skin Care Brush Set  
1 Flexible Mixing Bowl  
1 Hand Mirror  
1 Pack Skin Care Products

## MANICURING KIT

1 Nail 1 Way Buffer  
1 3-Way Nail Buffer File  
1 Acrylic Brush No.4  
1 Acrylic Brush No.8  
1 Flip-Top Bottle  
1 Cuticle Softener Bottle  
1 Acetone Bottle  
1 Cuticle Oil Bottle  
1 Lotion Bottle  
1 Alcohol Bottle  
1 State Board Polish Kit  
1 Manicure Kit  
1 Neon Nail Brush  
1 Manicure Bowl  
1 Plastic Sterilizing Tray  
5 Manicure Finger  
1 Practice Hand  
1 Acrylic Nail Slicer  
5 Orange Wood Stick  
5 Nail Filer  
1 Glass Dappen Dish  
2 Plastic Cup  
1 Cotton  
1 Horseshoe Nail Forms  
1 Acrylic Primer  
1 Liquid Monomer  
1 Acrylic Powder  
1 SuperNail Swiss Silk  
1 Nail Set