

Salon Success
Academies

**SCHOOL CATALOG & HANDBOOK FOR
SALON SUCCESS ACADEMIES
ALL CAMPUSES
UPLAND, CORONA, FONTANA, SAN BERNARDINO & REDLANDS**

PRICES EFFECTIVE:
AUGUST 1, 2010

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**SALON SUCCESS ACADEMIES SCHOOL CATALOGE
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INTRODUCTION & HISTORY

Award winning stylist and salon owner Richard Gross founded Richard's Beauty College in 1960. The first campus was opened in San Bernardino. In 1963, a second location was opened in Ontario. This location became, and still serves as, the company headquarters. In 1964 the original location, in San Bernardino, was sold. In 1970 Mr. Gross began operations in Huntington Beach. In 1973 Richard's of Fontana opened it's doors. In 1974, still another location opened in Chino. In 1979 Mr. Gross returned to San Bernardino with Hairmasters University of Beauty. Richard's of Corona opened in 1985. In 1990 the Rancho Cucamonga location moved to its present location. In 1991 the Chino location closed. On July 1, 1996 the Richard's of Corona moved to Riverside and operates under the name of Gino Robair. On October 1, 1996, Richard's of Rancho Cucamonga moved to a new location and is now operating under the name of Salon S.U.C.C.E.S.S. Academy. In February 2002, Riverside location was closed and Fontana was relocated to Corona under the name of Salon SUCCESS Academy. The company presently operates five schools in Southern California. In October of 2005, Richards Beauty College in Ontario was closed and moved to its present location as Salon Success Academy in Upland. A few months later the Rancho Cucamonga location was closed and merged with the Upland campus. In 2008 Hairmasters University of Beauty in San Bernardino was remodeled and the name was changed to Salon Success Academy. Mr. Gross remains active in the development and management of the company. The owner and president of all five locations is Mr. Robert Gross.

INSTITUTIONAL PHILOSOPHY

Salon Success Academy is committed to the vocational needs of their students and the community. Courses are designed for the student who is seeking an education that is relevant to the practical needs and technical environment of modern industry.

Our facilities are designed to accommodate up to one hundred students comfortably.

Our primary objective is to produce technically skilled, job ready graduates who will be valuable to their employers, the community and themselves.

Graduates of our programs will be prepared to take and pass the State Board Exams for Cosmetologists, Manicurist or Skin Care (based on course selected). Once licensed, our graduates are qualified to work in the professional beauty salon industry.

Through the skill and dedication of a well-qualified faculty, quality curriculum, hands-on training program and high performance demands of students, our graduates are a credit to their school, their employer and themselves.

SALON SUCCESS ACADEMY
1385 E Foothill Blvd.
Upland, CA 91786
(909) 982-4200

WWW.GOTOBEAUTYSCHOOL.COM

Corporate Staff

President - Director - Robert Gross
Executive Vice President of Campus Affairs - Susan D. Turner
Executive Director & Financial Aid Director – April Belcher
Executive Director of Campus Affairs – Christina Belcher
Financial Aid Officer – Karen Michaud
Administrative Assistant – Tami Moore
Administrative Assistant – Yvette Martinez
Enrollment Specialist / Call Center – Rosa Almerian
Enrollment Specialist / Call Center – Jade Klawon
Administrative Assistant / High School Resources – Kyrsten Belcher
Administrative Assistant – Antonette Lomeli
Administrative Assistant / Student Ambassador Advisor – Sarah Baxter
Administrative Assistant – Tiffany Diaz
Administrative Assistant – Nick White
Maintenance – Michael Belcher
Maintenance – Kevin Belcher

MISSION STATEMENT

To provide a consistently outstanding service to all of our clients - both our students, and the surrounding communities which utilize our services. We believe that we will achieve this goal by:

- Providing thorough and exceptional technical education to our students,
- Creating and maintaining an atmosphere of quality and professionalism in our facilities, our staff, and our students, and
- Setting an example with hard work and a commitment to customer satisfaction in everything we do.
- Preparing graduates for careers in Cosmetology Arts and Sciences.

Success in these objectives will ensure that our students are provided with the knowledge and skills necessary to succeed in the professional field of Cosmetology related or unrelated subjects, and that our community customers are treated with the skill and respect that builds a profitable clientele.

Our success as a company depends on the quality of the services we provide our students and customers on a daily basis.

Approval Disclosure Statement

Salon Success Academy has been granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every three years and is subject to continuing review. Approved courses are:

Nail Care (offered in Upland Only)	400 Clock Hours
Cosmetology (offered in all campus locations)	1600 Clock Hours
Skin Care (offered in Upland, Corona & Redlands Only)	600 Clock Hours

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798

By E-mail to: bppve@dca.ca.gov

Web site: www.bppe.ca.gov

Phone: 916-574-7720

Toll Free: (888) 370-7589

Persons wishing to resolve problems should first contact the instructor in charge. Requests for further action may be made to the school personnel, or the corporate office at (909) 982-4200.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

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

Students enrolled through an Adult Education Program, (AEP), or Regional Occupation Program, (ROP), should direct unresolved complaints to the District Office through which they enrolled. District policies and regulations supersede State laws governing private vocational schools. For students not enrolled through AEP or ROP unresolved complaints may be directed to the Bureau for Private Postsecondary and Vocational Education; 400 'R' Street, Suite 5000; Sacramento, CA 95814-6200, telephone (916) 445-3427.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Salon Success Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the clock hours, operations, exams or certificate of completion you earn in Salon Success Academy's educational program is also at the complete discretion of the institution to which you may seek to transfer. You may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Salon Success Academy to determine if your clock hours, operations, exams or certificate of completion will transfer.

Student records on graduates and terminations are maintained for a period of five (5) years at the principal business location listed here:

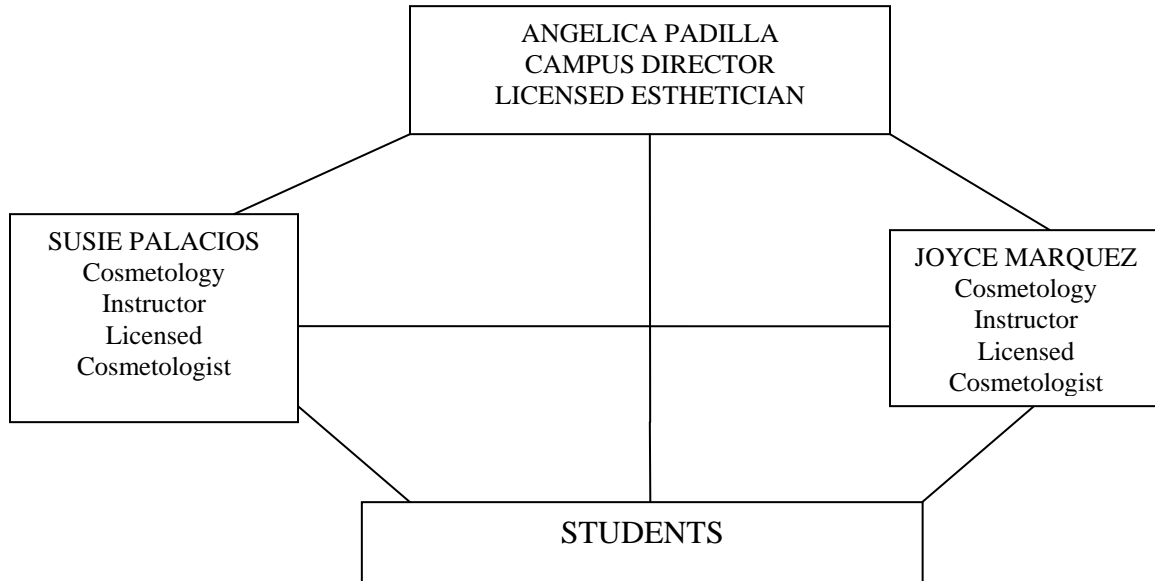
Salon Success Academy
1385 E. Foothill Blvd.
Upland, CA 91786
PH (909) 982-4200 Fax (909) 982-7318 Email: corp@gotobeautyschool.com
Website: www.gotobeautyschool.com

FACILITIES, EQUIPMENT & LOCATIONS

All of our campuses are located in retail/commercial districts with adequate parking and convenient access. Each school has been designed to include classrooms, clinic work area, reception area, offices and student lounges. Equipment includes dryers, shampoo bowls, work stations and styling chairs. For the comfort of our students, all schools are air-conditioned and contain ample lighting.

**THE FOLLOWING LOCATION IS ACCREDITED BY: (NACCAS)
THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS &
SCIENCES**

*Salon Success Academy
210 W. Highland Avenue
San Bernardino, CA 92405
215 Freeway to San Bernardino - Highland Off-Ramp East 2 miles to
Mountain View. The School is located on the Northwest corner of
Highland at Mountain View **Maximum Student Occupancy - 110**
Phone (909) 882-2987
Sq. Ft. - 4000*



BOARD OF BARBERING AND COSMETOLOGY

The Bureau of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

COURSE

Skin Care	600 clock hours
Nail Care	400 clock hours
Cosmetology	1600 clock hours

*(Skin Care offered in Upland, Corona & Redlands Only)
(Nail Care is not currently offered)

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 Ford Ave. Ste 1300, Alexandria, VA 22302
(703)600-7600

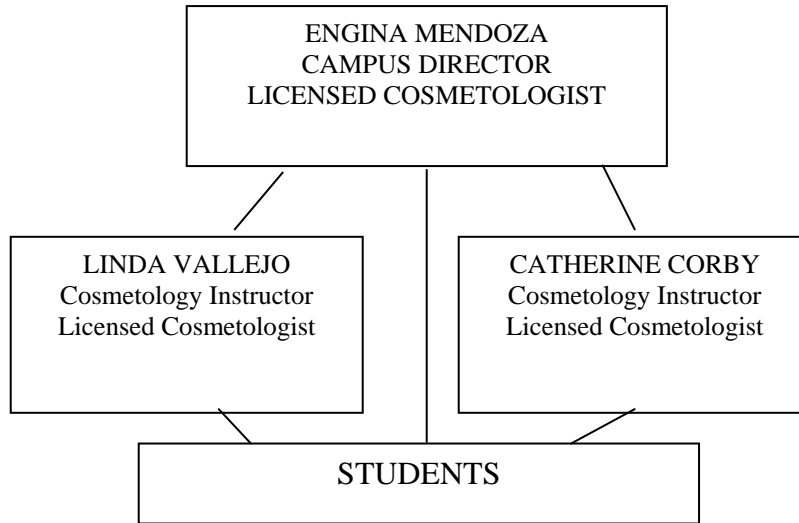
**THE FOLLOWING LOCATION IS ACCREDITED BY: (NACCAS)
SALON SUCCESS ACADEMY OF FONTANA
16803 Arrow Blvd.
Fontana, CA 92335**

*10 Freeway East, Sierra Off-Ramp- North 2 miles to Arrow Highway
The School is located 2 blocks west on Arrow Highway*

Maximum Student Occupancy - 80

Phone: (909) 822-1149

sq. ft. - 3200



The Bureau of Barbering and Cosmetology, set minimum standards for the program of studies at Hairmasters University of Beauty. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

COURSE

*Skin Care	600 clock hours
Nail Care	400 clock hours
Cosmetology	1600 clock hours

*(Skin Care offered in Upland, Corona & Redlands Only)
(Nail Care is currently not offered)

Bureau of Barbering & Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
Phone: (916) 445-7061

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 Ford Ave. Ste 1300, Alexandria, VA 22302
(703)600-7600

**THE FOLLOWING LOCATION IS ACCREDITED BY: (NACCAS)
THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES**

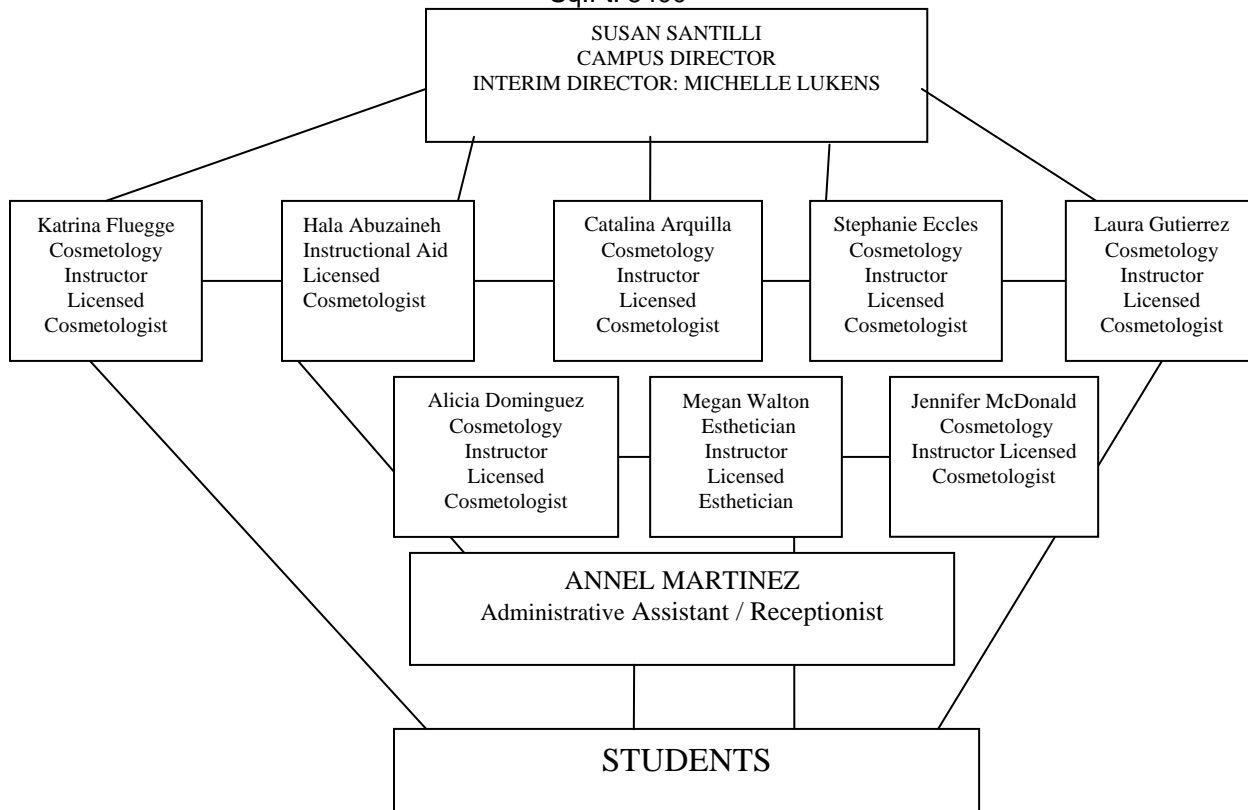
Salon SUCCESS Academy
107 McKinley Street, Ste.109
Corona, CA 92879

91 Freeway, South on McKinley - Left on Magnolia (Food 4 less shopping center)

Maximum Student Occupancy - 120

Phone: (951) 736-9725

Sq.Ft. 5400



BUREAU OF BARBERING AND COSMETOLOGY

The Bureau of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

COURSE

Skin Care	*	600 clock hours
Nail Care		400 clock hours
Cosmetology		1600 clock hours

*(Skin Care offered in Upland, Corona & Redlands Only)
(Nail Care not currently offered)

Bureau of Barbering & Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
Phone: (916) 445-7061

**THE FOLLOWING LOCATION IS ACCREDITED BY: (NACCAS)
THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
SALON SUCCESS ACADEMY OF REDLANDS**

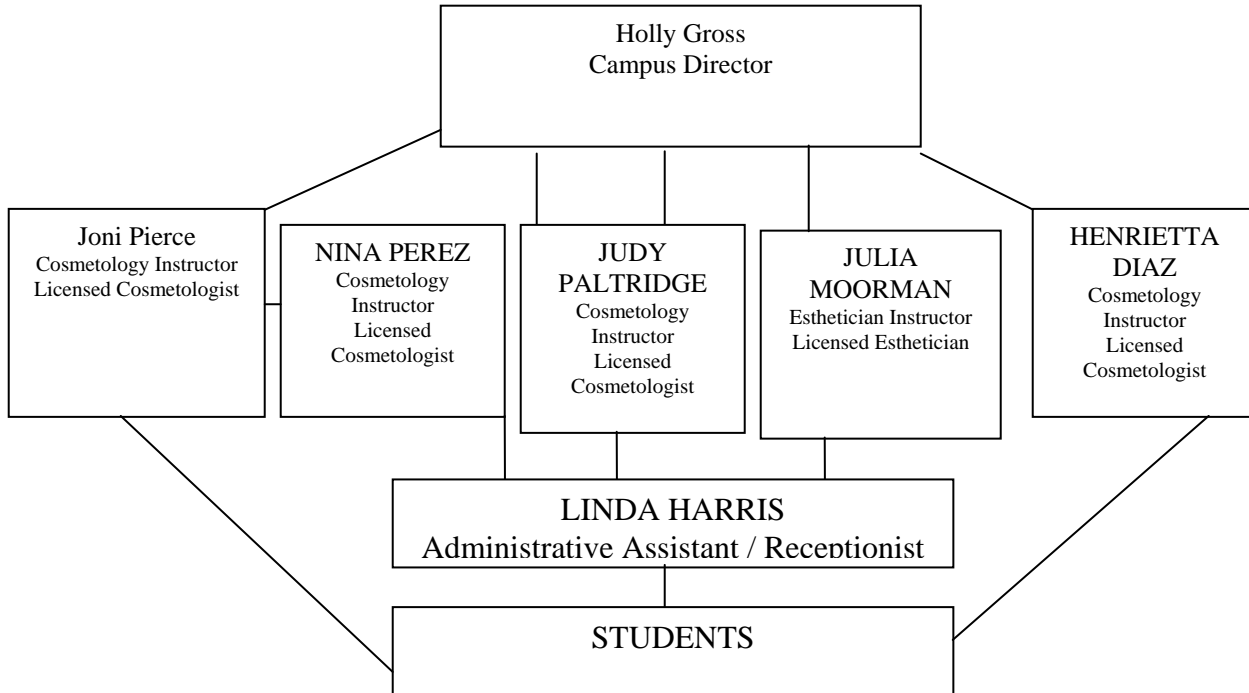
1915 W. Redlands Blvd., Suite 111
Redlands, CA 92373

10 Freeway, East to California Street - Right on California Street, Left on West Redlands Blvd.

Maximum Student Occupancy - 120

Phone: (800) 987-3247

Sq.Ft. 5400



The Bureau of Barbering and Cosmetology, set minimum standards for the program of studies at Hairmasters University of Beauty. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

COURSE

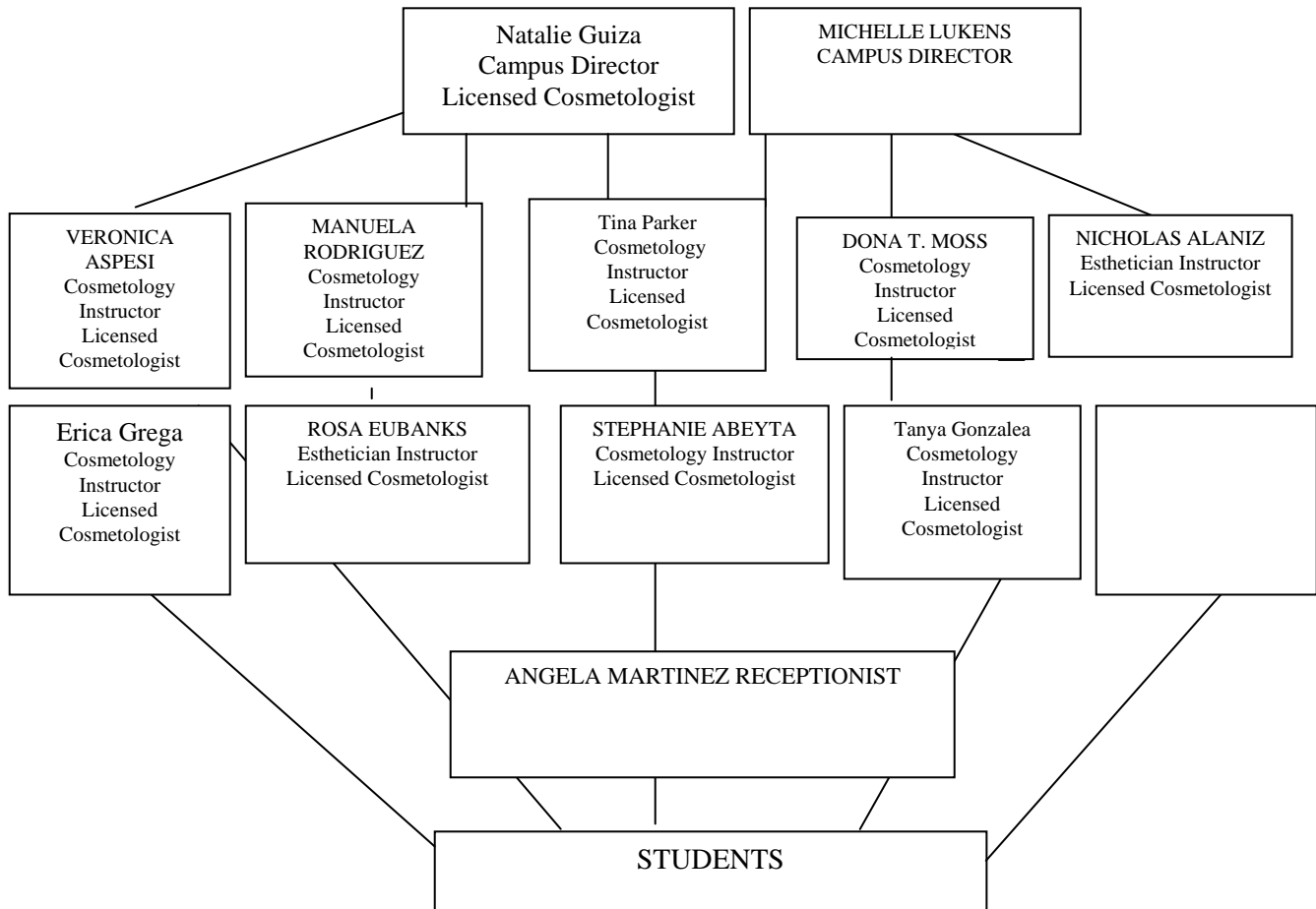
Skin Care	*	600 clock hours
Nail Care		400 clock hours
Cosmetology		1600 clock hours

*(Skin Care is offered in Upland, Corona & Redlands Only)
(Nail Care is currently not offered)

Bureau of Barbering & Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260
Phone: (916) 445-7061

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 Ford Ave. Ste 1300, Alexandria, VA 22302
(703)600-7600

THE FOLLOWING LOCATION IS ACCREDITED BY: (NACCAS)
THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
 SALON SUCCESS ACADEMY – UPLAND 1385 E Foothill Blvd Upland, CA 91786
 Corner of Foothill & Alta - Exit the 210 Fwy at Campus and head south to Foothill, head east on Foothill
 or
 Exit the 10 Fwy at Euclid and head North to Foothill, head east on Foothill Blvd.
Maximum student occupancy – 394
 Phone: (909) 982-4662
 Sq. ft – 15,000



The Bureau of Barbering and Cosmetology, set minimum standards for the program of studies at Hairmasters University of Beauty. In accordance with Education Code Section 94316.12 the following is the name and address and phone number of the related agency.

<u>COURSE</u>		
Skin Care	*	600 clock hours
Nail Care		400 clock hours
Cosmetology		1600 clock hours

*(Skin Care is offered in Upland, Corona & Redlands Only)
 (Nail Care is currently not offered)

Bureau of Barbering & Cosmetology
 P.O. Box 944226
 Sacramento, CA 94244-2260
 Phone: (916) 445-7061

SCHOOL CALENDAR

Corporate office hours are Monday through Friday, 8:00 a.m. to 7:00 p.m. and
 Saturday 8:30 – 5:00

Corona, Fontana, Redlands & San Bernardino Clinic hours are:

Tuesday through Friday 10 a.m. - 5:00 p.m. and Saturday 8:45 am – 5:00 pm

Upland Campus Clinic hours are:

Tuesday through Friday 10 am – 9:00 pm and Saturday 8:45 am – 5:00 pm

Theory classes offered Tuesday through Friday. Students may contact the Manager at the location they plan to attend for a schedule of class meeting times.

The schools will be closed for the following days in 2012

2012 HOLIDAYS / DAYS CLOSED	START DATE	END DATE
PRESIDENT'S DAY	Monday, February 20, 2012	Monday, February 20, 2012
MEMORIAL DAY WEEKEND	Saturday, May 26, 2012	Monday, May 28, 2012
INDEPENDENCE DAY	Wednesday, July 04, 2012	Wednesday, July 04, 2012
LABOR DAY WEEKEND	Saturday, September 01, 2012	Monday, September 03, 2012
THANKSGIVING	Thursday, November 22, 2012	Saturday, November 24, 2012
CHRISTMAS	Monday, December 24, 2012	Tuesday, January 1, 2013

STARTING DATES

New classes for 2012 start every month (subject to change during a holiday week). **Orientation will be held the first day of class at the Upland Campus from 10:00am – 3:00pm. Orientation is mandatory.** *Dates are subject to change

<u>COSMETOLOGY & ESTHETICIAN START DATES FOR</u> <u>2012</u>
Monday January 16
Monday February 6
Monday March 5
Monday April 2
Monday May 7
Monday June 4
Monday July 9
Monday August 6
Monday September 10
Monday October 1
Monday November 5
Monday December 3

METHODS OF PAYMENT

*** STUDENTS WITH PRIOR HOURS**

- Any student with prior hours in Cosmetology will be charged \$11.00 per hour for the remaining hours.
- * Any student with prior hours in Skin Care* will be charged \$12.00 per hour for the remaining hours.
 - ** Any student with prior hours in Nail Care will be charged \$11.00 per hour for the remaining hours.
- *(offered in Upland & Redlands Only)
**(offered in Upland only)

CREDIT FOR PREVIOUS TRAINING

Cosmetology-Esthetician-Nail Care Programs

If the student's withdrawal date or last date of attendance is within one year, we will possibly accept *all (pending approval from Susan Turner, Executive Vice President) of the student's prior or transfer hours as long as they are from a California state approved school. The student must have an original proof of training from the school.

If the student's withdrawal date or last date of attendance is between one to two years, we will accept up to 50% of their prior or transfer hours with an original proof of training from the California state approved school.

After two years of lapsed time from the last date of attendance or withdrawal date, there will be no credit given to students with prior or transfer hours.

Students licensed outside California to practice Cosmetology or Nail Care must meet all requirements determined appropriate and necessary by the Bureau for Barbering and Cosmetology. Since State Law varies, and because of reciprocal agreements between the various States, each application to enter our Cosmetology or Nail Care program will be evaluated based upon the degree of completion and necessary additional training deemed appropriate by the Bureau for Barbering and Cosmetology.

All out of state hours must be approved by Susan Turner, Executive Vice President, prior to enrollment. Only hours that the student has completed within the last two years will be considered and reviewed for approval. Hours older than two years will not be considered.

FINANCIAL AID PROGRAMS

Salon Success Academy feels it is the responsibility of each student to meet their financial obligation for their education. However, those students who would be unable to attend school without financial assistance may have access to the following, Federally sponsored, student assistance programs.

Student Eligibility

- Have Financial Need
 - Enrolled in eligible course
 - Have a valid Soc.Security Number
 - Register with the Selective Service
 - Signed statement of educational intent and default overpayment status
 - Have HS DIPLOMA, GED or ATB
 - US Citizen or eligible non-citizen
 - Make& Maintain Satisfactory Progress
- Students are billed per payment period
 - * **Definition of payment period - 450 hours/ 13 weeks for courses of 900 hours or more. It is the midpoint of the program for courses of less than 900 hours and 35 weeks.**

Federal Pell Grant*

These grants are available to students attending approved institutions. Awards are based upon the determination of eligibility and the cost and length of the program. The maximum award amount for an academic year[†] is \$5500.00, (2010-2011 AY). Actual awards will depend on your PELL GRANT INDEX NUMBER, the total cost of your education, your status as part-time or full-time, and if you attend school for a full or partial academic year*.

* Federal Pell Grants are subject to **verification**. Verification is randomly selected by the central processor. All verification must be completed within 60 days from the date the ISIR/ESAR was selected. Verification items may include: (but not limited to)

- Untaxed income and benefits
 - Social Security benefits
 - Child support
 - IRA/Keogh deductions
 - Foreign income exclusions
 - Income tax return (signed)
 - Interest on tax free bonds
- † academic year = 26 weeks
- W-2 Income Wage Form
 - 1099 Income Wage Form

****No assistance is provided to find housing.**

CAMPUS BASED PROGRAMS

Salon Success Academy also participates in the following "Campus Based" aid program:

Federal Supplemental Education Opportunity Grant (FSEOG)

The majority of the money for these programs is provided by the Federal Government, however, the primary responsibility for administering and awarding the funds lies directly with the School.

Students who are eligible to receive campus-based funds may receive less campus-based aid than they are eligible for or may receive none at all, as there are simply not enough funds available for everyone.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

1. The maximum amount of FSEOG which will be awarded to any eligible student is \$1,000.00.
2. The minimum award amount will be \$50.00.
3. a) FSEOG will only be awarded to eligible students with lowest family contribution (EFC) who will receive Federal Pell Grants in that award year.
b) Any remaining FSEOG funds will be awarded to those eligible students with lowest family contribution (EFC) who will not receive Federal Pell Grants in that award year, as funds are available.

FSEOG funds are disbursed throughout the entire award year.

Awards are based on students lowest EFC and Pell Grant priority requirements.

FSEOG Awards Packaging Policies: (Categorizing is used to help select students, but does not exclude a student from receiving funds.)

Enrollment period
Class standing - attendance/academic
Financial Need
Funds Available

DIRECT LOANS

Types of Direct Loans

These loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education.

- ◆ **Direct Subsidized Loans**

Federal Direct Stafford/Ford Loans – Subsidized loans for students. Interest is not charged while you are in school at least half-time, during your grace period or during deferment periods. To receive a Direct Subsidized Loan, you must have financial need. The school will determine if you are eligible for a Direct Subsidized Loan.

◆ **Direct Unsubsidized Loans**

Federal Direct Unsubsidized Stafford/Ford Loans – Unsubsidized loans for students. Interest is charged during all periods, including while you are in school and during grace and deferment periods.

◆ **Direct PLUS Loans**

Federal Direct PLUS Loans – Unsubsidized loans for parents to help pay for the cost of a dependent student’s education. Interest is charged during all periods.

HOW MUCH CAN I BORROW?

	Dependent	Independent
First Year (freshman)	\$3500	\$9500 (maximum \$3500 subsidized)
Second Year (sophomore)	\$4500 (prorated)	\$8166 (maximum \$4500 subsidized)
**Based on Program, Need, and loan limits		

PARENT PLUS DIRECT FEDERAL LOAN

Based on credit and loan history of Parent(s)
 Minimum amount to borrow is \$500
 Payments begin 60 days after the last disbursement
 Interest accrues immediately from the first disbursement
 Parents must begin repaying both principal and interest while you are in school

AGGREGATE LOAN LIMITS:

MAXIMUM TOTAL OUTSTANDING LOAN DEBT

	Dependent	Independent
Undergraduate	\$23,000	\$46,000 (maximum \$23,000 subsidized)
Graduate and Professional		\$138,500 (maximum \$65,500 subsidized)

HOW MUCH SHOULD I BORROW?

You may borrow only as much as you need to help cover your school expenses.

HOW MUCH INTEREST DO I HAVE TO PAY?

The interest rate on Direct subsidized and Unsubsidized Loans is a variable rate that is adjusted each year on July 1. As a result, your interest rate may change annually, but it will never exceed 8.25 percent. You will be notified annually of the actual interest rate for each loan that you receive.

Interest is not charged on your subsidized loan while you are enrolled at least half-time, during your grace period and during deferment periods. Interest is charged on your Direct Subsidized Loan during all other periods, starting on the day after your grace period ends, (including forbearance periods). Interest is charged on your unsubsidized loan during all periods, starting on the day it is disbursed.

CONTACT INFORMATION

U.S. Department of Education
 Direct Loan Servicing Center
 P.O. Box 4609
 Utica, NY 13504-4609
 1 (800) 848-0979
www.dl.ed.gov

DISTRICT FUNDING

This school, Salon Success Academy, offers District funding to assist students with their financial need as long as funds are available.

High School ROP; Salon Success Academy contracts directly with the district to provide a complete course of instruction for high school students to be able to earn high school credits while attending. Students who choose to terminate their training or are dropped from the program by the school will not have their hours transferable. If the student chooses to attend another school not owned by this company they may receive a proof of training by meeting the financial obligations of a private pay student. For

Example: If a high school student has earned 500 hours from SSA and wants to take those hours to another academy he/she will pay for the 500 hours at the current hourly rate of \$11 per hour minus the district rate that was paid while the student was enrolled (currently \$2.53 per hour)(see private tuition schedule below).

500 hours X \$11 per hour = \$5500

500 hours X \$2.53 per hour = \$1265 (received from district for the 500 hours earned)

5500.00
- 1265.00
\$4235.00

The amount the student would pay for their 500 hours from SSA

PRIVATE TUITION SCHEDULE

\$11.00 an hour for Nail Care Full-Time and \$11.00 an hour for Part-Time
\$11.00 an hour for Cosmetology Full-Time and \$11.00 an hour for Part-Time
\$12.00 an hour for Skin Care* Full-Time and \$12.00 an hour for Part-Time
*(Skin Care is offered in Upland, Corona & Redlands Only)

VOTER REGISTRATION INFORMATION

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials.

Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., or

An on-line voter registration request form is available at the Secretary of State's web-site (www.sos.ca.gov). Or download voter registration forms at:

San Bernardino County

<http://www.sbcounty.gov/ROVVoterRegistrationForm/documents/OnlineVoterRegistration.pdf>

Los Angeles County

<https://www.sos.ca.gov/nvrc/fedform/>

Riverside County

<http://www.voteinfo.net/voterRegistrationInformation.asp>

or call:

Registrar of Voters Office (909) 387-8300

Toll Free (800) 881-VOTE (8683)

Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter

registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

NOTE: If you have just moved to California, there is no waiting period required to register. However, you must be registered 15 days prior to the date of the next election to be eligible to vote.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

US Constitution Day

Salon Success Academy complies with the Federal Requirements for Title IV funding by requiring all students to receive information on the US Constitution every September 17th. If the 17th does not fall on a school day, the information will be given on the school day preceding the 17th of September.

CURRICULUM AND OBJECTIVE NAIL CARE/PEDICURING

400 CLOCK HOURS

REGISTRATION FEE \$100.00

TUITION \$4400.00

KIT \$1000.00 plus tax (includes book set)

BOOK \$76.95 (set) plus tax

Textbook only \$56.95 plus tax

Theory book only \$35.95 plus tax

OBJECTIVE

The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Manicurist/Pedicurist. Studies include theory and practical instruction in all phases of Nail Care and Pedicuring. Including; Nail Care, pedicuring, acrylic nails, nail wraps, nail tips and hand and foot massage.

CLASSROOM PROCEDURES

The course is constructed in training segments based on areas of required study and hours required as prescribed by the Bureau for Barbering and Cosmetology.

Individuals with prior hours of study, recognized by the Bureau for Barbering and Cosmetology, transferring from an accredited school, may complete the course at a reduced cost provided they can demonstrate the appropriate educational background necessary to complete the studies.

Subject Hours	Operations	
Cosmetology Act & Board Rules	10	
Cosmetology Chemistry	10	
Health & Safety/Hazardous Substances	15	
Disinfection & Sanitation	10	10
Bacteriology, Anatomy & Physiology	10	
Water & Oil Manicures	15	40
Complete Pedicures	10	20
Acrylic Nails Liquid/Powder	15	80 Nails
Artificial Nails w/tips	10	60 Nails
Artificial Nail Wraps/Repairs	5	40 Nails
Additional Training	<u>25</u>	
TOTAL THEORY HOURS	135	
The remaining hours are fulfilled by completing the operations listed in the curriculum.	<u>265</u>	
TOTAL COURSE HOURS	400	

**COURSE CURRICULUM AND OBJECTIVE
SKIN CARE PROGRAM
600 CLOCK HOURS**

OBJECTIVE

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Skin Care. Studies include theory and practical instruction in all phases of Cosmetics. Including; cosmetic chemistry, facial application, and make-up.

CLASSROOM PROCEDURES

The course is constructed in training segments based on areas of required study and hours required as prescribed by the Bureau for Barbering and Cosmetology. Individuals with prior hours, recognized by the Bureau for Barbering and Cosmetology, transferring from an accredited school, may complete the course at a reduced cost, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

Subject:	Hours	Operations
Cosmetology Act & Board Rules	10	
Chemistry	10	
Health & Safety/Hazardous Substances	20	
Electricity	10	
Disinfection & Sanitation	10	10
Bacteriology, Anatomy & Physiology Skin	15	
Manual Facials	20	40
Electrical Facials	30	60
Chemical Facials	20	40
Eyebrow Arching & Hair Removal	5	10
Wax Depilatories	20	40
Make-up	20	40
Additional Training	<u>30</u>	
TOTAL THEORY HOURS	220	
The remaining hours are fulfilled by completing the services listed in the curriculum.	<u>380</u>	
TOTAL COURSE HOURS	600	

ESTHETICS (SKIN CARE 600 HOURS)

ENROLLMENT INFORMATION

EFFECTIVE AUGUST. 1, 2010

THE INITIAL DEPOSIT OF \$250 WILL BE NON-REFUNDABLE ACCORDING TO THE CANCELLATION POLICY

FEES

Registration Fee	\$100.00
Kit & Books	2150.00
Uniform items & Card	150.00
STRF Fee (Student Tuition Recovery Fund)	<u>22.50</u>
** Down Payment	\$ 2422.50
Tuition @ \$12 per hour (600 hrs)	+ <u>7200.00</u>
Total Cost of contract	\$ 9622.50

**Skin Care BOOKS (set) without the kit \$200+tax
(includes practical & theory workbook)**

THE CHARGES BELOW ARE LISTED BY PAYMENT PERIODS AS FOLLOWS:

PAYMENT PERIOD	HOURS	TUITION	FEES	SUPPLIES	OTHER	CHARGES
PERIOD 1	300 HOURS	\$3600	\$100	\$2150	\$22.50	\$5872.50
PERIOD 2	300 HOURS	\$3600	0	0	0	\$3600

**COURSE CURRICULUM AND OBJECTIVE
COSMETOLOGY PROGRAM
1600 CLOCK HOURS**

OBJECTIVE

This program is designed to produce a graduate with job-level skills able to qualify for and obtain the initial license as a professional Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology. Including; haircutting, hair styling, hair coloring, permanent waving, facials and Nail Care.

CLASSROOM PROCEDURES

This course is constructed in training segments based on areas of required study and hours required as prescribed by the Bureau for Barbering and Cosmetology. Individuals with prior hours, recognized by the Bureau for Barbering and Cosmetology, transferring from an accredited school may complete the course at a reduced cost, provided that they can demonstrate the appropriate educational background necessary to successfully complete the studies.

Subject:	Hours:	Operations:
Cosmetology Act & Board Rules	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances	20	
Theory of Electricity	5	
Disinfection & Sanitation	20	10
Bacteriology, Anatomy & Physiology	15	
Wet Hair Styling	25	200
Thermal Hair Styling	20	40
Press N Curl	20	
Permanent Wave	20	80
Chemical Straightening	20	25
Haircutting	20	80
Hair coloring/Bleaching	40/20	50
Scalp & Hair Treatments	5	20
Manual Facial	5	10
Electrical Facial	10	15
Chemical Facial	10	15
Eyebrow Arching and Hair Removal	10	20
Make-up	15	10
Manicuring - Water & Oil	5	15
Complete Pedicure	5	10
Artificial Nails, Liquid, Powder, Brush	10	50 nails
Artificial Nail Tips	10	50 nails
Artificial Wraps/Repair	5	20 nails
Additional Training	100	
TOTAL THEORY HOURS	445	

The remaining hours are fulfilled by completing the operations listed in the curriculum. 1155

TOTAL COURSE HOURS 1600

COSMETOLOGY FEES AS OF AUGUST 1, 2010

*Tuition (1600 hours @ \$11.00 per hour)	\$17,600.00
Registration fee	100.00
Kit & Books	1,800.00
STRF (NON REFUNDABLE)	50.00
Uniform shirts (4), station lock, & Sweatshirt	<u>150.00</u>
TOTAL	\$19,700.00

THERE IS A \$25.00 APPLICATION FEE FOR ALL THIRD PARTY ENROLLMENT AGREEMENTS.
(ex: rehab, gain, etc)

THE INITIAL DEPOSIT OF \$250 WILL BE NON-REFUNDABLE ACCORDING TO THE CANCELLATION POLICY

COSMETOLOGY BOOK & WORKBOOKS without kit \$200.00+TAX (set)

(Includes cosmetology book, practical & theory workbook)

TEXTBOOK / WORKBOOK / EXAM REVIEW BOOK EACH \$75.00+TAX

THE CHARGES BELOW ARE LISTED BY PAYMENT PERIODS AS FOLLOWS:

PAYMENT PERIOD	HOURS	TUITION	FEES	SUPPLIES	OTHER	CHARGES
PERIOD 1 \$6300	450 HOURS	\$4950	\$100		\$1200	\$50
PERIOD 2 \$4950	450 HOURS	\$4950	0	0	0	
PERIOD 3	350 HOURS	\$3850	0	\$600	0	\$4450
PERIOD 4	350 HOURS	\$3850	0	0	0	\$3850

ADMISSION REQUIREMENTS under training contracts

Salon Success Academy accepts as regular students those individuals who are 16 years of age, have a high school diploma or its equivalent or have the GED or have completed the 10th grade and passed ability to benefit test (ATB). The student's admission will be determined by the School's aptitude test. Prospective students must score above the "not acceptable" range on the Salon Success Academy aptitude test to insure that the applicant has the ability and skills to benefit from the offered program.

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

Salon Success Academy will verify any high school diploma or transcript that is questionable or when we receive a verification request from the US Department of Education. It will be the student's responsibility to provide any additional information or documentation required to verify their diploma or transcripts.

ADMISSION PROCEDURE

Prospective students will be personally interviewed by an Admission Representative /the School Manager or Program Director. The representative will explain the School's philosophy, course content and discuss career opportunities. Each prospective student will be conducted on a tour of the school facility. Following the tour, the School will administer the aptitude test. Upon evaluation of the test, the test score, the student's background and the Representative's own personal evaluation, the prospective students application will either be accepted or rejected. The school does not recruit students already attending or admitted to another school offering a similar program of study

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

ABILITY TO BENEFIT EXAMS

The ATB test is intended for students who do not hold a high school diploma or equivalent and wish to pay by cash or Title IV funding. The test is WBST (Wonderlic Basic Skills Test) Verbal forms VS-1 & VS-2; Quantitative forms QS-1 & QS-2. Minimum passing score requirements: Verbal 200 and Quantitative 210. The Ability to Benefit Exam is administered by a Certified Independent Examiner and scored by the publisher of the exam. Students wishing to schedule an exam should do so through their admissions representative. Students must be at least 18 years old to take the exam. Students who do not pass the Ability to Benefit exam must wait 30 days (as set forth by the U.S. Dept. of Education and the test publisher) before retaking the test.

FOREIGN STUDENTS

Applicants who are not citizens or permanent residents of the United States may apply for Financial Aid at Salon Success Academy provided they possess one of the following visa classifications: I-151, I-551 and, in some cases, I-94. Those applicants with the following visa classifications are not eligible for Financial Aid: I-589, I-177, I-181, I-185, I-186, I-464a, I-551 applicant, and any visa beginning with a letter A through M, unless that applicant also has an I-94 visa bearing an approved endorsement. (The applicant should check with the Financial Aid Office for information.) In addition to a passing grade on the aptitude test the applicant must show evidence of competence in the English language, both written and spoken, as a condition of enrollment. We do not offer English-as-a second language instruction.

HANDICAPPED APPLICANT

Salon Success Academy admits as regular students individuals with minor handicaps. However, due to the nature of the training, individuals with major handicaps must schedule an appointment with the Director of their chosen program. The Program Director will admit, as regular students, those individuals whose handicaps: 1) would not create a safety hazard to themselves or their training; 2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and 3) have a reasonable placement potential following graduation.

CLOCK HOURS

Salon Success Academy measures programs and the student's completion of program by clock hours. A clock hour is one class period of approximately fifty (50) minutes in length where lecture demonstration, practical application and similar class activities are conducted.

GRADUATION REQUIREMENTS

To be eligible for graduation, every student must maintain a satisfactory grade in class and clinical practices, complete all assigned projects, maintain a passing average in theory. The Mock Board practical exam is a mandatory part of graduation. It must be taken at the Upland Campus prior to clocking your final hours for Cosmetology. All students must also complete the professional development class and the homework assignment for that class, and the two-week pivot point class at the Upland campus before graduating. The student must have all financial requirements fulfilled.

In Cosmetology	satisfactory completion of 1600 hours
In Nail Care	satisfactory completion of 400 hours
In Skin Care	satisfactory completion of 600 hours

**ALL *OUTSTANDING FINANCIAL OBLIGATIONS
MUST BE CLEARED BEFORE A DIPLOMA WILL BE ISSUED.**

*** NO CHECKS ACCEPTED FOR FINAL PAYMENT. CASH, MONEY ORDERS OR
CASHIERS CHECKS ONLY.**

NO EXCEPTION

MOCK BOARD

Mock Board Location:
Salon Success Academy
1385 E Foothill Blvd
Upland CA 91786
(909) 982-4200

All students must arrive by 1:20 PM. The door will be locked at 1:30 PM. Any student arriving after that time will not be allowed in and will not be allowed to clock in at school until they attend the next available mock board. The student must contact their school manager on Tuesday.

Students must be in complete uniform with their name badge, their model, and their supplies when they arrive. Students who come unprepared will be sent home, and will not be allowed to clock in at school until they attend the next available mock board. The student must contact their school manager on Tuesday.

All models must be at least 16 years of age, and must come to the exam without makeup or acrylic nails; otherwise you will fail that portion of the exam. You must follow the examiners instructions exactly. No talking is allowed during the exam. You may bring another student with you as a model. The exam will take approximately 4 hours. If you need to cancel your scheduled mock board date, you must complete the cancellation notice and give it to your school manager to sign and fax to the corporate office by Saturday before your scheduled date at 5:00pm; or you can cancel by sending an email to Sarah Baxter at sbaxter@gotobeautyschool.com **before** 8:00 am on Monday of your scheduled date. Make sure to leave a phone number where you can be reached that day for verification. It is the student's responsibility to pack their supplies and arrange for their model to be at mock board on time. Allowances will not be made for students whose models do not show or who arrive late. Please be sure to choose someone dependable for your model. The school is not responsible for providing any of the items listed for your mock board. If you do not have the items on the list, you will need to borrow them from someone or purchase them on your own.

Make sure to get driving instructions before your exam and allow extra time for unexpected traffic problems. Remember that mock board is mandatory. You will not be allowed to graduate until you take mock board.

The student's mock board date will be scheduled and assigned to them by their campus director. The forms that are signed at that time will explain the policies and action taken if the policies are not followed. **IT IS THE STUDENT'S RESPONSIBILITY TO REMEMBER WHEN THEIR MOCK BOARD DATE IS AND SHOW UP PREPARED AND ON TIME. FAILURE TO DO SO WILL RESULT IN UP TO A TWO (2) WEEK SUSPENSION.**

ATTENDANCE

Future employers will not tolerate absences. If a student is excessively absent he or she will not be able to master the course content. The following attendance regulations are in effect at Salon Success Academy.

The program is measured by actual clocked hours

Salon Success Academy will open the doors by 8:30 am; however, the grace period will be extended until 8:50 am. We want you to take time to get yourself personally organized for the day. Too many times we see you running in the door, trying to get clocked in and running to class unprepared and full of stress. We want to change that routine for you. Just like we have always told you, "We are a people helping company".... We have seen a need in our "family" and we are working to accommodate our students.

1. You can clock in any time between 8:30 – 8:50, but once you are clocked in, you can't leave the building. Doing so will result in a loss of hours until 10:00. Your time begins

when you clock in **THIS MEANS THAT IF YOU CLOCK IN AT 8:50 YOU ARE LOSING 20 MINUTES THAT DAY. EVEN THOUGH YOU ARE NOT COUNTED AS A TARDY, THE TIME YOU LOSE MAY CAUSE YOU TO GO OVER CONTRACT AND THEREFORE COST YOU MORE MONEY IN OVER CONTRACT FEES!!** PLEASE BE AT SCHOOL ON TIME. YOUR CONTRACT TELLS YOU WHAT TIME YOUR SCHEDULE BEGINS AND ENDS. IF YOU DO NOT UNDERSTAND YOUR SCHEDULE IT IS YOUR RESPONSIBILITY TO DISCUSS IT WITH YOUR CAMPUS DIRECTOR.

2. Theory will begin sharply at 9:00. All students must be in class when the doors close at 9:00.
3. Any students who are not in class by 9:00 must clock out and will not receive hours for the day until 10:00 (this will count as a late). If the student has already been late during the month two or more times, the student will be sent home.
4. Any student who arrives after 8:50 cannot attend theory classes or demos. They must wait in the designated area, or they may leave the building until they are allowed to clock in between 9:55 – 10:00

Due to the long morning grace period, there will not be a scheduled morning or afternoon break. We will begin taking clients promptly at 10:00 when theory is over. Students may only take extra breaks at the discretion of their Instructor or Campus Director. Only a 30 minute lunch break is allowed for in the student's contract and should only be taken at the designated lunch time. Students may be written up, suspended or possibly terminated from the program for taking breaks without permission, or taking excessive breaks.

- Students are only allowed two tardies per month. Students may clock in up until 8:50 am without being considered tardy if they are an 8:30 student. Otherwise all other schedules have a 20 minute grace period after their scheduled time to arrive without being counted as a tardy.
- Students will not be allowed to clock in later than 1 ½ hours late on any day they come in late unless they have a doctor's note or other type of legitimate, verifiable documentation. The note must have the date and time on it. It must be reviewed by the campus director for acceptability. If it is deemed unacceptable for any reason, no hours will be given on that day.
- At 8:51 the Guest Vision Time clock system will "lock-out" all 8:30 students until 9:55, when theory is over (Monday through Friday). All students who arrive late to school during this time must wait in the designated area until they are able to clock in. Students are allowed to clock in late providing they are not more than an hour and a half late and have not been late during the month on two previous occasions. Students are responsible for recognizing when they clock in during a lock out period. They will not receive clock hours if they clock in after the allowed time.
- It is the student's responsibility to check the log when they are late to see if they have already been late two times during the month. On the third tardy, the student must go home and will not receive any hours for the day.
- For those students who are contracted to attend on Saturday, attendance on that day is a mandatory part of your training due to job market expectations. Saturday students are required to attend a minimum of 1 hour less than their scheduled hours for that day. Students who are absent on Saturday or attend less than their scheduled hours will receive a write up and be subject to suspension and potential termination.

1. First Saturday for the month you will receive a write up notifying you that you have missed your first Saturday for the month, or you attended less than the required hours.
2. The second Saturday notice will indicate that you are being suspended for three days. The suspension will begin the following Wednesday, Thursday & Friday. You will not be suspended on a Tuesday or Saturday.
3. The third Saturday notice will indicate that you are being suspended for another 3 days (Wednesday through Friday), **and** your file will be subject to review by the Vice President for a possible 45 day suspension or termination from the program.

Students who miss fourteen (14) calendar days, without being on an approved leave of absence, will be terminated from the program. Students who continually miss a week or more of school, only to come back for a few days and then miss another week or more will also be subject to termination from the program. Students with poor attendance will be given an over contract estimate and if it is determined that the student will go over contract even with perfect attendance, the student will be required to either begin making monthly payments towards their extended contract immediately and monthly thereafter, or if they do not want to make monthly payments they understand and agree that all over-contract charges will be due and payable the day the student goes over contract.

Students who have been dismissed for attendance reasons may apply for re-admission after a period of 45 days. The student must provide proof to the School Director that the circumstances leading to dismissal have been corrected and that they will be able to maintain satisfactory progress. There is no guarantee that any student who is dismissed from the program will be readmitted. Each student will be evaluated individually.

NOTE: Students must meet requirements for re-admission as listed in the catalogue under the section "RE-ADMISSION"

ABSENTEE POLICY

All students must contact their school to let them know when they are going to be out for the day. You can contact us in any one of the following ways:

1. Call the campus you attend before 10:00 am and speak to the Campus Director or the school receptionist, or an instructor to let them know you will be out and what the reason is for missing the day.
2. Call the Corporate office at (909) 982-4200 and let them know which campus you are from and the reason for your absence either before or after 10:00 am.
3. **Email us at absent@gotobeautyschool.com. Make sure to leave your name, campus, reason for absence, date of absence and phone number where you can be reached.
 - a. **NOTE ** HIGH SCHOOL STUDENTS MAY NOT USE THE EMAIL OPTION. A STAFF MEMBER MUST SPEAK TO A PARENT OR GUARDIAN TO CLEAR AN ABSENCE.**

Students who miss fourteen (14) calendar days, without being on an approved leave of absence, will be terminated from the program.

CLOCKING IN & OUT

Your hours are important to you, and we want to make sure that you are getting the proper credit for all of your hard work. Remember, you must be responsible for clocking in and out so that you don't lose your hours! The following is a list of occurrences which could result in a loss of hours:

If you

- **forget to clock in when you get here:** you may lose the time until you do remember to clock in.
- **forget to clock out for lunch:** you may only receive a **maximum** of ½ credit for the day.
- **forget to clock in from lunch:** you may only receive a **maximum** of ½ credit for the day.
- **forget to clock out to go home:** you may only receive a **maximum** of ½ credit for the day.

Lunch breaks must be a **minimum of 20 minutes**. The time clock system will **not** recognize clock in time less than 20 minutes. You may lose time if you are not taking lunch breaks or take less than 20 minutes.

- Leaving the building at any time without clocking out is grounds for termination from the program.
- Having another student clock you in or out is grounds for termination for both students involved.

Final Points to Remember:

Clocking someone else in or out or signing them in or out is grounds for up to 45 day suspension or termination for **both** students involved.

- You are **required** to take a 20 - 30 minute lunch break when you are here **more than 6 ½ hours in a day**.
- **There are no scheduled breaks, other than a lunch break for students who attend over 6 ½ hours per day. Therefore, any student who chooses to take a break for any other reason must clock out regardless if they are in or out of the building.**

LEAVE OF ABSENCE (LOA)

Under extenuating circumstances a student may be permitted to interrupt training with a leave of absence. This leave cannot exceed 180 calendar days. Most LOA's will be granted for a maximum of 60 days unless deemed necessary by the Executive Vice President. A leave of absence is not counted as elapsed time in calculating the tuition charges, nor will it count against them when calculating Satisfactory Progress. The student's contract end date will be extended by the same number of days as the leave. The student is limited to one leave of absence during the enrollment period. All leaves must be **pre-approved** by April Belcher, Financial Aid Director. All requests for an LOA must be submitted in writing, must be signed, and must be dated. It must also state the reason for the LOA request. Salon Success Academy must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave. It is Salon Success Academy's policy for a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. The LOA will not officially begin until it has been approved, therefore students who are absent before the leave is approved will be responsible for those days missed. Students are required to make up theory work that is missed during their LOA. A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional make-up work to be completed for each absence; it will be assigned as outside work. Make-up work will not be authorized to remove an absence.

CLASS SIZE

Class size is kept at a level that will allow each individual student to have a minimum of 15 square feet of space allocation. In addition, class enrollment is maintained at a level that will ensure a satisfactory working relationship between instructional staff and the students.

DRESS CODE

THE SCHOOL DIRECTOR HAS THE RIGHT TO SEND STUDENTS HOME WITHOUT PRIOR WRITE UPS FOR UNIFORM VIOLATIONS.

DO NOT COME TO SCHOOL OUT OF UNIFORM. UNIFORMS MUST BE NEAT & CLEAN AT ALL TIMES.

State Board Regulations declare that students must be in proper uniform **prior** to clocking in.

Female / Male Uniform

Shirt: Salon Success Academy T-Shirt

A long sleeved black, white, blue, teal, pink or brown (solid colors only – no prints) shirt may be worn under your school shirt if needed. No sweatshirts, sweaters, or jackets may be worn over your uniform shirt unless it is a Salon Success Academy Sweatshirt.

Pants: Black jeans or black capris (must be below the knee), Blue jeans any shade of blue, blue Jean capris (below the knee only).

Absolutely no sweats, warm-ups, yoga pants or leggings. Your pants must be solid black or solid blue demim – **no stripes or prints.** **Small embellishments on the pockets or leg are okay but should not be completely down the leg(s).**

Black or blue denim skirts are permitted with the following guidelines:

Material must be denim or heavy cotton. No knit, gauze or other “thin” materials.

Length must be no shorter than the knee and no longer than the mid calf.

Skirts cannot be “full” they must be a “straight-line” style.

**** YOUR UNIFORM SHIRTS AND PANTS MUST BE CLEAN AND WITHOUT STAINS, HOLES, OR FREYED ENDS. IF YOUR CLOTHES BECOME STAINED YOU WILL BE REQUIRED TO PURCHASE NEW ONES.**

Shoes: Black, white or brown tennis shoes or boots. **YOUR SHOES MUST COVER YOUR ENTIRE FOOT (Toes, heels, and the top of your foot).** A nonskid hard sole is required. No soft soles.

NO BALLERINA STYLE SHOES THAT DO NOT COVER THE TOP OF YOUR FEET.

Heels on any shoe worn while on school premises cannot be higher than 1 ½ inches regardless if they are a Platform or other type of heel.

Student Badge: You will be issued a badge upon your enrollment. This is a mandatory part of your uniform. It must be worn Daily. If you lose or damage your badge, a replacement must be purchased for \$3.00 prior to clocking in.

Professional Dress Days: Occasionally we will allow students to come to school in professional dress. The guidelines for this are as follows:

- Shoes are the same requirement as when in uniform. Flip flops, sandals, high heels over 1 ½” are not allowed at any time.
- No spaghetti straps or strapless blouses.
- All jewelry guidelines are the same in uniform or professional dress.
- No ripped, torn or stained clothing.
- No shorts.
- No skirts or dresses shorter than the knee.
- No low cut or see through blouses.
- No clothing with offensive writing on it.
- No hats or bandannas

UNIFORM DON'TS:

- Do not alter your uniform shirt in any way. You will be required to purchase a new one before clocking back in.
- Do not wear clothing that is torn, stained or looks unprofessional in any way.
- Hats, hoods or scarves of any type are not allowed.
- A small bow or accessory is allowed in your hair, but no larger than 3” in diameter.

JEWELRY

- If wearing a tongue stud, you must wear a flesh colored or clear cap over it. No silver or other colors allowed.
- One flat nose stud may be worn. No hoops or other jewelry will be allowed in the nose or nasal septum.
- No other jewelry is allowed to be worn on the face except for the items listed above. Nothing is allowed on the chin, lips, eyebrows etc.
- If you currently have any facial jewelry that is not allowed you must remove it prior to clocking in each day or you will be considered out of uniform and are subject to all “out of uniform” policies.

- **If you choose to get a new facial piercing while enrolled at this school, you will be suspended from school or dropped from the program until the jewelry can be removed while you are in school each day.**
- Salon Success Academy is not responsible for any loss and / or damage that may occur to any of the above items.

HAIR AND MAKE-UP

- Daytime make-up only. Hair color and style must be professional. If in question, the decision is left to the discretion of the school director.
- A small bow or accessory is allowed in your hair, but no larger than 3" in diameter.

All decisions regarding uniform appropriateness is up to the manager or the Supervising Instructor. **We reserve the right to clock students out who are in violation of the school dress code without previous written warnings.** If you are out of uniform, you should not be clocked in.

RULES AND REGULATIONS

Minimum age to enroll: 16 years.

Minimum education to enroll: Completion of grade 10, High School Diploma, GED or pass ATB test.

Completion of Salon Success Academy aptitude test required before enrolling in the course.

1. School hours:

-Full time students – hours vary with schedules Monday - Saturday.

Lunch periods are 20 - 30 minutes. Additional time is not given on your contract and will be deducted from your daily total hours.

2. Dress Code:

Our primary concern in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of your school and, finally, the salon in which you work. We invite you to become part of this training by staying within the dress code policies.

4. Op Sheets & Clocking in/out:

- a) A student may not leave the building without first notifying the Supervisor. Students must swipe out to leave the building for any reason. Students must clock out if in the break room for any reason.
- b) A student may not sign another student in or out for ANY reason.
- c) Your op sheet is your responsibility. Losing it may result in the loss of hours. It must be kept in the designated area assigned by the School Director.
- e) Students can be given hours only for applied effort in class and must perform clinic floor services. Also, theory classes must be attended as designated. Failure to do so may result in a student being clocked out for the day or suspension from the school (at discretion of the instructor).

5. Classroom and Clinic Floor Conduct:

- a) Gum chewing is not permitted in class or on clinic floor. Eating is permitted in the lounge area **only**. Only bottled water is allowed on the clinic floor and in classrooms.
- b) Unnecessary conversation is disturbing to others and is not permitted in class. Any students causing discord or disruption or engaging in constant talking during classroom instruction may be subject to suspension.
- c) Students are required to maintain their station and equipment. Each student is required to do an assigned clean up.

- d) Visitors are not allowed in classrooms, clinic floor, or lounge.
- e) Cell phones are not allowed to be in use in the following restricted areas, classrooms, hallways, bathrooms, or on the clinic floor. All cell phones and other electronic communication devices must be on vibrate or off during school hours. Students may use them only on break time in the student lounge or outside of the school. Any student found using their Cell Phone in a restricted area (as stated above) will be written up and asked to turn in their phone to the campus director or supervising instructor until the student clocks out for the day or the student may be clocked out and sent home immediately upon the discretion of the campus director or supervisor.
- f) The practical training obtained by working on clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension from the program.
- g) Personal service is limited to hours and days assigned by the instructor. Any student receiving personal service must always have the permission of their immediate instructor or Campus Director.
- h) Students are not allowed to use Ipods, Mp3 players, laptops etc. at any time during the school day. Salon Success Academy is not responsible for any personal items that are stolen or lost on school premises.

CODE OF CONDUCT

Conduct is expected to be such that class progress is not interrupted. Misconduct of any nature which interrupts the learning atmosphere will not be tolerated and the student may be suspended up to 13 calendar days or terminated from the program.

The forms of misconduct listed below are considered to be in conflict with the educational goals of the school and may lead to the student's immediate termination or suspension from the program. Students will be suspended from school for the alleged misconduct while the circumstances are investigated. Students will be notified by phone as to the determination of the investigation. The student may be required to meet with Susan Turner, Vice President, as well as other staff to determine eligibility to return to the program.

- Theft of School property or that of a fellow student.
- Using offensive language or making discriminatory statements while on school premises or in writing via social media, text or email etc.
- Any type of destruction or vandalism to the property of the school, fellow students or staff property.
- Physical or verbal abuse of any person on or off school premises. This includes written threats or malice towards another student, staff member or Salon Success Academies via text messaging, or other type of social media.
- Threats made against another student or staff member on or off premises verbal or written.
- Intentional disruptions or obstruction of teaching, administration or other school activities.
- Possession, use or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on the school premises or while in school uniform off of school premises.
- Suspicion of any student being under the influence of illegal drugs or alcohol while on school premises or in school uniform

- Posting inappropriate pictures or other media which is determined to be in conflict with the school's policies and educational goals.
- **Any** form of cheating or dishonesty. This includes student's who violate time clock policies, cheating on exams or operations.
- Making false allegations against a student or staff member.
- Failure to comply with the directions of institutional officials acting in the performance of their duties.
- Clocking in or remaining on school premises when the student has been told by staff to either clock out and go home or not to clock back in until given permission by the campus director or Susan Turner, Executive Vice President.
- Any student who does not leave the school grounds when told to do so by the staff will be subject to immediate termination from the program. The police will be called to escort students from the grounds.
- Fraternalizing with SSA Staff during or after business hours while still enrolled in school, other than a planned, supervised SSA school activity approved by Susan Turner, Executive Vice President.
- Refusal to make payments as required on an estimated over contract form, or failure or refusal to meet the student's financial obligation towards tuition owed.
- Soliciting uninvolved parties to interfere or influence Management or other staff in making decisions on impending complaints or problems.

COPYRIGHT MATERIALS

Any unauthorized distribution of copyrighted materials including hand outs, videos or any instructional materials will not be tolerated. Any use or distribution of these materials in Salon Success Academies or unauthorized peer to peer file sharing resulting in copyright infringement will result in termination from SSA. All materials used by the Instructional staff will be reviewed by Susan Turner, Executive Vice President every six months.

If materials, books, Instructional Manuals or videos are not on the approved list they must be pre-approved by Susan Turner prior to their use in SSA. Violation by a staff member could result in suspension without pay or termination.

DISMISSAL FOR MISCONDUCT

A student terminated for misconduct may not be eligible for re-admission into any program of instruction being offered by Salon Success Academies. All final decisions will be determined by Susan Turner, Executive Vice President.

SATISFACTORY PROGRESS POLICY

Satisfactory Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress for students who are attending the Cosmetology program, students are evaluated for both academics and attendance during the month that they are scheduled to complete their payment period (450 hrs, 900hrs,1250 hrs.). Students attending the

Esthetician program are evaluated during the month they are scheduled to complete their payment period (300 hrs). Students attending the Manicuring program are evaluated during the month they are scheduled to complete 200 hours. If a student does not meet Satisfactory Academic Progress they will be provided with either a Financial Aid Warning letter or a Financial Aid Probation Letter.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the program within the maximum time allowed. The maximum time frame is equal to 1.5 times the published length of the program (2400 scheduled hours for the 1600 hour Cosmetology Course). Time off for authorized leaves of absence will be added to the maximum time frame.

During the maximum time frame, on the average a student would have to complete the following hours during the following months to remain in satisfactory academic progress:

Payment Periods for 1600 hours - Cosmetology	Cosmetology		Payment Periods for 600 hours - Esthetician	Esthetician		400 hrs -Manicuring		
	Scheduled / Minimum Hours	Minimum Hours		Scheduled / Hours	Minimum Hours	Scheduled/ Minimum Hours	Minimum Hours	Minimum Hours
At 1 st Payment Period	450	301.5	At 1 st Payment Period	300	201	1 st Evaluation	200	134
At 2 nd Payment Period	900	603	At 2 nd Payment Period	600	402			
At 3 rd Payment Period	1,250	837.50						
At 4 th Payment Period	1600	1072						

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

** Attendance requirements for students attending under school district programs and other payment programs varies from school to school. You will receive specific forms for the school if it varies from this handbook.

Any student not completing the course within the required time frame will be charged \$13 per hour of additional instruction needed to complete the course. Plus an additional \$100 Registration Fee.

COURSE LENGTH BY SCHEDULES FOR COSMETOLOGY (1600 HOURS)

Schedule - Hours Per Week

23 Hours Per Week
 24 Hours Per Week
 28 Hours Per Week

Contract Length

17.75 Months
 17 Months
 14.57 Months

30 Hours Per Week
 32 Hours Per Week
 35 Hours Per Week

14.67 Months
 12.5 Months
 12 Months

COURSE LENGTH BY SCHEDULES FOR ESTHETICIAN (600 HOURS)

<u>Schedule - Hours Per Week</u>	<u>Contract Length</u>
23 Hours Per Week	7.15 Months
24 Hours Per Week	6.88 Months
28 Hours Per Week	5.90 Months
32 Hours Per Week	5.16 Months
32.5 Hours Per Week	5.11 Months

ATTENDANCE PROGRESS - ESTHETICIAN COURSE

Full-Time: MAXIMUM TIME: The maximum time a student has to complete this course is 1½ times the program length.

Part-Time: MAXIMUM TIME: The maximum time a student has to complete this course is 1½ times the program length.

ATTENDANCE Any student not completing the course within the required timeframe will be charged \$13.00⁺ per hour of additional instruction needed to complete the course. Plus an additional \$100 registration fee.

ATTENDANCE PROGRESS - NAIL CARE COURSE

Full-Time: MAXIMUM TIME: The maximum time a student has to complete this course is 1½ times the program length.

Part-Time: MAXIMUM TIME: The maximum time a student has to complete this course is 1½ times the program length.

ATTENDANCE .

NOTE: Any student not completing the course within the scheduled timeframe will be charged \$13.00⁺ per hour of additional instruction needed to complete the course. Plus an additional \$100 registration fee.

GRADING STANDARD

Students receive grades both on written examinations and practical experience.

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	Below 60%	0
I	Incomplete		

SATISFACTORY PROGRESS POLICY - Exams & Practical Grades

Students who miss an exam will be given a failing grade (zero) on their grade sheet until the exam is made up. Students may also receive up to ten (10) points for extra credit. Five (5) points if they turn in an outline of theory subject being tested and five (5) points for the vocabulary words and definitions of the chapter (must be turned in to the instructor before the exam is given in theory). Extra credit cannot be turned in on a makeup exam.

For practical grades students will be evaluated on every fifth operation completed. Clinical progress; observations are based on utilizing proper state board procedures as outlined in the manual. Students must demonstrate patron protection, sanitization, proper drape, clean S.M.A. and client satisfaction.

Observation Scale

A = 4 pts (Everything Correct)

B = 3pts (Mostly Correct)

C = (Needs improvement) 2 pts

Points are given in each of three areas, added together then divided by three to get the practical grade

4.0 – 3.67 = A

3.66 – 2.67 = B

2.66 – 1.67 = C

0 – 1.66 = 0

At the end of the Month the instructor will average all letter grades given that month for one overall practical grade. This grade will be posted to the student's grade sheet. The grading rubric is on the back of the student's operations sheet.

DETERMINATION OF PROGRESS

Evaluation of progress will be conducted by the Campus Director for Cosmetology at each payment period - respectively 450 hours, 900 hours, 1250 hours and 1600 hours; for Estheticians at 300 hours and for Manicurists 200 hours.

Satisfactory Progress: Students with a minimum of 70% average in theory work and GPA of 2.0 in practical/clinic work, and a minimum 67% of scheduled hours for each required evaluation period*.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review points will be considered making Satisfactory Progress until the end of the next scheduled payment period. In order for a student to be considered making Satisfactory Progress, the student must meet both cumulative attendance and academic minimum requirements.

FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period or until re-establishing Satisfactory Progress, whichever occurs first. During the Financial Warning period, students are considered to be making Satisfactory Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be placed on Financial Aid Probation and will be suspended from receiving Title IV funds, unless the student appeals the Financial Aid Probation and prevails on the appeal.

APPEAL POLICY

If a student is determined NOT to be making Satisfactory Progress at the end of the Financial Aid Warning period the student may appeal the negative determination. The appeal must be based on following: The death of a relative, an injury or illness of the student, or

other special circumstances. The Student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation; The written appeal will be reviewed within 5 business days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. If the student prevails on appeal the student will be placed on Financial Aid Probation and will be considered making Satisfactory Academic Progress until the end of the next payment period.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% and
- 2) Increasing cumulative attendance to 67%

REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator . Decisions by the School Director/ Administrator regarding re-enrollment are final.

TRANSFER STUDENTS

New students that transfer into Salon Success Academy with hours from another school will start with 0 hours and be evaluated at the same schedule as any other new student except that their contract length will be adjusted for the remaining hours needed to complete the program.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Progress.

SAP EVALUATION FLOW CHART

STUDENT IS GIVEN A SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION AT THE FIRST PAYMENT PERIOD FOR THEIR COURSE

OUTCOME 1(A)

Student is determined to be making satisfactory progress. No further action necessary. Student will be evaluated again at the next payment period.

OUTCOME 1(B)

Student is determined **Not** to be making satisfactory progress. Student will be assigned to "**Warning Status**" until their next evaluation. The student **Must** bring up their attendance and or academic percentage(s) to the minimum requirements by the next evaluation date to avoid possible loss of financial aid funding and termination from the course.

STUDENT IS GIVEN A SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION AT THE SECOND PAYMENT PERIOD FOR THEIR COURSE

OUTCOME 2(A)

Student is determined to be making satisfactory progress. No further action necessary. Student will be evaluated again at the next payment period.

OUTCOME 2(B)

Student is determined **Not** to be making Satisfactory Progress for **1st time**.

OUTCOME 2(C)

Student is determined **Not** to be making Satisfactory Progress for **2nd time**.

OUTCOME 2(B) CONTINUED

Student will be assigned to "**Warning Status**" until their next evaluation. The student **Must** bring up their attendance and or academic percentage(s) to the minimum requirements by the next evaluation date to avoid possible loss of financial aid funding and termination from the course.

OUTCOME 2(C) CONTINUED

Student will be dropped from the course within 5 business days of the evaluation unless the student submits a written appeal directly to the corporate office before 5:00pm on the 5th day. Appeals received after the 5th day will not be considered and the student will be dropped.

OUTCOME 2 (C) CONTINUED

Appeals that are received on time in the Corporate office, will be approved or denied within 5 business days. The student will be contacted by phone and or mail and given their determination and further instructions if their appeal has been approved.

OUTCOME 2 (C) CONTINUED

If approved, the student is required to meet with the Campus Director within 5 business days of the approval to receive their academic plan and re-start school or their approval will become void and the student will be dropped.

STUDENT IS GIVEN A SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION AT THE THIRD PAYMENT PERIOD FOR THEIR COURSE

OUTCOME 3 (A)

Student is determined to be making satisfactory progress
No further action necessary.

OUTCOME 3 (B)

Student is determined **Not** to be making Satisfactory Progress for **1st time**.

OUTCOME 3(C)

Student is determined **Not** to be making Satisfactory Progress for **2nd time**.

OUTCOME 3 (D)

Student is determined **Not** to be making Satisfactory Progress for **3rd time** according to their Academic Plan.

OUTCOME 3(B) CONTINUED

Student will be assigned to "**Warning Status**" until their next evaluation. The student **Must** bring up their attendance and or academic percentage(s) to the minimum requirements by the next evaluation date to avoid possible loss of financial aid funding and termination from the

OUTCOME 3(C) continued

Follow same plan as Outcome 2 (C)

OUTCOME 3(D) CONTINUED

Student will be dropped from the course within 5 business days of the evaluation unless the student submits a written appeal directly to the corporate office before 5:00pm on the 5th day. Appeals received after the 5th day will not be considered and the student will be dropped. This appeal **cannot**

OUTCOME 3(D) CONTINUED

Appeals that are received on time in the Corporate office, will be approved or denied within 5 business days. The student will be contacted by phone and or mail and given their determination and further instructions if their appeal has been approved.

OUTCOME 3(D) CONTINUED

If approved, the student is required to meet with the Campus Director within 5 business days of the approval to receive their academic plan and re-start school or their approval will become void and the student will be dropped.

**** ALL APPEALS MUST BE SUBMITTED ON THE APPEAL FORM WITH SUPPORTING DOCUMENTATION. NOT ALL APPEALS WILL PREVAIL. ALL DECISIONS ARE FINAL. THE STUDENT IS RESPONSIBLE FOR ALL CHARGES INCURRED WHEN DROPPED FROM THE PROGRAM.**

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

Any student who withdraws or is terminated from his/her contracted course will be charged a drop fee of **\$150.00**.

STUDENTS RIGHT TO PRIVACY

Students have the right at all times to consult the Instructor, Supervisor or Manager regarding school or personal problems. Student's rights of privacy or confidentiality will be maintained.

94312(k) This institution will withhold a student's transcript or grades if that student is in default on a loan or tuition contract. If the student has made partial payment, the portion of grades or transcript withheld would correspond on a pro-rata basis to the unpaid obligation. If the course of study consists of only one course, this institution will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

Students or their legal guardian have permission to view their files with an Instructor at the convenience of the Instructor. Any information concerning the student's file will be released upon the student's or guardians written instruction. The school can release student file information without written permission for legal or accreditation purposes. The student will receive a copy of his/her Record of Completion/Withdrawal upon graduation or withdrawal from school. If a student needs another copy at a later time then we require him/her to send a written request along with a **\$35.00** administrative fee for the first document and \$10 more for each additional document requested to the corporate office: Transcript request forms are available from the school or the corporate office.

The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by the national accrediting commission of cosmetology arts and sciences, or in response to a directive of the commission.

SALON SUCCESS ACADEMY
1385 E. Foothill Blvd
Upland, CA 91786

RE-ADMISSION

A student who has been terminated may apply for re-admission after a period of 45 days. The student must provide proof to the School Director that the circumstances leading to the termination have been corrected, and that the student will be able to maintain satisfactory progress. If the student is accepted for reenrollment, he/she will be required to pay for the remaining hours at the prevailing tuition rate plus the current registration fee. If the student owes a balance from the prior enrollment, the balance may be required to be paid in full prior to re-admission. It should be noted that the student will be allowed re-admission into the same program only twice. Re-enrollment requests can be obtained from the school Director or the corporate office. There is no guarantee that any student who is terminated from the program will be re-admitted to any of Salon Success Academies.

ADVISEMENT SERVICES

Along with academic counseling in conjunction with Satisfactory Progress, individual and career counseling is available on an as need basis.

EQUAL RIGHTS STATEMENT

Salon Success Academy is in full compliance with Title VI (Civil Rights Amendments Act of 1972). Consequently, we in no way discriminate on the basis of race, color, creed, age, sex, religion or ethnic origin.

JOB PLACEMENT ASSISTANCE

The school provides placement assistance by posting all Salon inquiries for help on the bulletin boards of the surrounding schools, AND on our facebook page at www.facebook.com/salonsuccessacademies as well as to students who request assistance. Students can also contact the corporate office for job leads. In addition to being given direct referrals to potential employers, applicants are taught how to identify and approach prospective employers. They are helped with the preparation of resumes and are trained in successful interview techniques.

Salon Success Academy does not offer any guarantee of employment; we do however, provide effective assistance and direction in the employment search.

Information regarding specific procedures for requesting employment assistance, prospects and/or placement statistics may be obtained from the School Director.

OCCUPATIONS AND STATE EXAMINATION REQUIREMENTS BY COURSE

COSMETOLOGY - 1600 HOUR COMPLETION: Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner.

COSMETOLOGY EXAM QULIFICATIONS:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the required fee and is qualified as follows:

- a) Is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section 480
- d) Has done any of the following:

- 1) Completed a course in cosmetology from a school approved by the board.
- 2) Practiced cosmetology outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
- 3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
- 4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
- 5) Completed the apprenticeship program in cosmetology specified in article 4(commencing with Section [&]7332).

SKIN CARE* - 600 HOUR COMPLETION: Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner.

SKIN CARE* EXAM QUALIFICATIONS:

*(offered in Upland, Corona, & Redlands Only)

The board shall admit to examination for a license as an esthetician (Skin Care) to practice skin care, any person who had made application to the board in proper form, paid the required fee and is qualified as follow:

- a) Is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant ⁽480.
- d) Has done any of the following:
 - 1) Completed a course in skin care from a school approved by the board.
 - 2) Practiced skin care, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - 3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section [&]7332).

MANICURIST - 400 HOUR COMPLETION: Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner.

MANICURIST EXAM QUALIFICATIONS:

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the required fee and is qualified as follows:

- a) Is not less than 17 years of age.
- b) Has completed the 10th grade in the public schools of this state or its equivalent.
- c) Is not subject to denial pursuant to Section ⁽480.
- d) Has done any of the following:
 - 1) Completed a course in nail care from a school approved by the board.
 - 2) Practiced nail care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - 3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section ⁺7332).

(SECTION 480:

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

- 2) Done any act involving dishonesty, fraud or deceit with intent to substantially benefit himself or another, or substantially injure another; or
 - 3) Done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license.
The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
 - b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license.
 - c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.
- + Section 7332:
An apprentice is any person who is licensed by the bureau to engage in learning or acquiring a knowledge of barbering, cosmetology, skin care, nail care, or electrology, in a licensed establishment under the supervision of a licensee approved by the bureau.

COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. Compensation for the Industry ranges from minimum wage (\$7.25) for newly licensed professionals to several thousand dollars per month for experienced Cosmetologists. Compensation is primarily based on commission therefore salary range is determined by the level of productivity of the professional.

*** REFUND POLICY**

The enrollment/contract agreement forms clearly outline the obligation of both the school and the student, a copy of the enrollment/contract agreement and data covering costs and payment plan will be furnished to the student before any payment is made. Salon Success Academy has a definite and written policy for settlement when students discontinue training. The statements below represent our policy:

1. **RIGHT TO CANCELLATION:** The buyer/student has the right to cancel contract to school, without any penalty or obligation through attendance at the first class session, or the seventh day after enrollment, whichever is later. Enrollment is defined as the day the enrollment agreement is signed by the buyer/student and by an authorized employee of the institution. If you cancel within the guidelines specified above, any payment made on your behalf will be returned to the payee within 30 days following the seller/school's receipt of the buyer/student's written and dated cancellation. If the seller/school gave the buyer any equipment, the equipment may only be returned if unopened and in original sanitary condition and must be returned to the school within 30 days of the date the buyer/student signed the cancellation notice. If the buyer/student does not or cannot return the equipment due to sanitary conditions as stated above, within the 30 day period the seller/school may keep the amount out of what the buyer/student paid that equals the documented cost of the equipment. The seller/school is required to refund any amount over that as provided above and the buyer/student may keep the equipment. To cancel the contract for school, the buyer/student must hand-deliver a signed and dated copy of the cancellation notice to an authorized employee of the institution or send by certified mail to the address listed on the first page of the agreement, NOT LATER THAN MIDNIGHT of attendance at the first class session, or the seventh day after enrollment, whichever is later. If the buyer/student does not cancel in writing according to the specifications listed above, the seller/school may retain \$250 of the buyer/student's initial deposit as stated on the first page of the contract

REMEMBER, THE BUYER/STUDENT MUST

CANCEL IN WRITING. The Buyer/Student does not

have the right to cancel by just telephoning the school or by not coming to class. The cancellation date is the date that the school receives a written notice from the student.

Once purchased, the **equipment and materials specified on the *Equipment Schedule become the property of the Buyer/Student unless the materials are returned in usable condition (excluding health or sanitary items) within thirty days following the date of the Buyer/Student's withdrawal from school. The Seller/School will refund only the amount that exceeds the documented cost of those materials. Clearly recognized health and sanitary restrictions prevent the school from accepting return of the equipment and or materials so specified on the Equipment Schedule.

**** Equipment may not be returned if opened or utilized due to sanitation requirements**

The School/Seller reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary for the ongoing improvement of the program in order to keep pace with technological progress and to improve instructional quality, with approval of the School/Seller's licensing agent, if necessary. Such changes will not diminish the quality of any program or result in tuition increases for the duration of this agreement.

- "Any registration fees in excess of \$75.00 will be applied toward tuition when calculating refunds."

The Buyer/Student may be terminated from enrollment, at the discretion of the School Director, if the Student/Buyer's behavior, attendance or dress code does not conform to the requirements, rules and regulations of the school as set out in the catalog.

The Buyer/Student release holds harmless and indemnifies the School and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason sustained during students use of the premises and equipment there on.

2. **RIGHT TO WITHDRAW AND RECEIVE A REFUND:** The Buyer/Student has the right to withdraw at any time from the course of instruction after midnight of attendance at the first class session, or the seventh day after enrollment, whichever is later. (RIGHT TO CANCELLATION). If the Buyer/Student withdraws or is terminated, or expelled, by the Seller/School, the Seller/School shall remit a refund as provided in this section less a Registration Fee not exceeding seventy-five dollars (\$75.00) and a termination/withdrawal fee of one hundred fifty dollars (\$150), within thirty days following withdrawal, termination or expulsion. The Buyer/Student shall be deemed by the School to have withdrawn from the course of instruction when any of the following occur: (1) The Buyer/Student notifies the school of withdrawal or the date of the Buyer/Student's withdrawal, whichever is later: (2) The School terminates the Buyer/Student's enrollment as provided in above: (3) The Buyer/Student fails to attend classes for a two-week period. For the purpose of the cancellation of this part, the date of the Buyer/Student's withdrawal shall be deemed to be the last date of recorded attendance.

Calculation of Refund Amount: The refund shall be the amount the Buyer/Student paid for instruction multiplied by a fraction, the numerator of which is the elapsed time not attended, and the denominator of which is the total number of hours (weeks as above) of instruction for which Buyer/Student has paid.

Hypothetical Example (Clock Hour Program) State Prorata Policy : Assume that a student, upon enrollment is a 1600 hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00, (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$4,250.00 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Total Paid	\$7,400.00	Tuition Cost	\$6,800.00	Paid for instruction	\$6,800.00
Less Registration Fee (Not Refundable)	75.00	Hours in Course	1,600.00	Hours attended	600
Less cost of Un-returnable equipment	525.00	Hourly Charge	\$4.25	Tuition owed 600 x \$4.25	\$2,550.00
Equals amount paid for instruction	6800.00			Refund Due	\$4,250.00

In determining the amount the student owes for the time he/she attended (it includes the hours of training offered to the student but not attended by him/her). The student shall be deemed to have withdrawn from the course

when any of the following occurs: Actual refund calculations will use the charges will use the charges applicable to the payment period within which the student is enrolled at the time of the withdrawal.

a)	You notify the school of your withdrawal or the actual date of withdrawal (Refund due in 30 days)
b)	The school terminates your enrollment (Refund due in 30 days)
c)	You fail to attend classes for a two week period*. In this case, the date of withdrawal shall be deemed the last date of recorded attendance. (*Refund due in 30 days.)
d)	You fail to return on schedule, from an approved leave of absence* (*Refund due in 30 days)

FEDERAL PRORATA FORMULA: (This formula would not apply after 10/07/00). Public Law 102-325 made outlined below:

Applicable to: Applies to all institutions participating in Title IV aid programs. Applies only to students attending the institution for the first time who withdraw during a period for which he or she received Title IV aid. Institutions are not required to apply Federal Prorata refund policy to students who did not receive Title IV aid. This policy does not apply if the student's last recorded date of attendance occurs after the point in chronological time at which 60 percent of the period for which the student has been charged and has completed. Students who withdraw or are terminated from the course prior to the completion will be charged a drop fee of \$150.00

Actual Federal Prorata Formula: (Applies only through the point in chronological time at which 60% of period for which the student has been charged has been completed.)

Institutional Charges	X	The number of scheduled clock hours to attend* <u>within the period for which the student was charged</u>		=	Initial amount the school may retain
		The total number of clock hours in The period for which the student was charged			
Initial Amount School May Retain	+	Cost of un-retained Equipment	+ \$100.00	=	Actual Amount School May Retain
	Total	Actual Amount School May Retain		=	Amount of Refund
	Payments to School				

When calculating the amount retained as a predecessor to determining the amount to be refunded, this portion of the equation is rounded **UPWARD** to the nearest 10 percent, i.e., a student who completed 21 percent of the period of enrollment would have his or her refund calculated as if 30 percent of the course had been completed.

Time frame for Refund: Under the Federal policy all Title IV refunds must be made within 45 days from last day of attendance..

As of 10/7/00, the amount of Title IV funds that the student earned will be based on the portion of payment period completed by the student at the time of the withdrawal. If the student withdraws before earning sufficient Title IV funds to cover the institutional charges, the student will be responsible for those remaining charges.

Accrediting Commission Formula: This institution is required to follow the California State refund formula and the Federal pro-rata refund formula in calculating refunds. As of 7/1/94, the accrediting commission refund policy formula was not approved by U.S. Department of Education. Therefore, since the calculations under the state refund policy results at all times more favorable to the student than the calculations under the accrediting commission refund policy formula, the accrediting commission refund policy formula is not followed by this institution.

- APPLICATION OF REFUND PROCEEDS; If any portion of the tuition was paid from the proceeds of a student loan, the refund shall be sent to the lender(s) ~~and a portion of the refund to the state of the lender(s) if the amount of the refund exceeds the amount of the loan~~ educational expenses will be based on the percentage of time elapsed over the total time in the award period.

Buyer/Student.

4. NOTICE OF REFUND TO BUYER/STUDENT: The Seller/School shall notify the Buyer/Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent (see Addendum RIGHT TO REFUND NOTICE) within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose.

The Seller/School reserves the right POSTPONEMENT OR CHANGE OF DATE AND/OR TIME IN WHICH ANY CLASS IS OFFERED if the minimum percentage of enrolled students enrolled also agree. Students who do not desire the change may be offered a full refund.

Buyer/Student understands if he/she can demonstrate the ability to do so and completes the program in less time than course duration described on front side of contract document, the tuition that Buyer/Student has agreed to pay shall be fully earned by the Seller/School upon date of completion and Buyer/Student is not entitled to any refund by reason of earlier completion. The Buyer/Student's rights under this agreement may not be assigned to any other person and the Buyer/Student must complete the program

within the time described in contract or within the maximum time frame described in this catalog, with prior approval of the Seller/Seller.

It is clearly understood that the Seller/School may assign or sell its rights to payment under this agreement. Such assignment, however, will not relieve the Seller/School may assign or sell its duties and refund policy hereunder. The Buyer/Student and/or the Guarantor authorize to release additional information needed to process this transaction. It is anticipated that this will be assigned to said purchase. In lieu thereof, it may be assigned to another party. The Seller will notify the Buyer and/or Guarantor of the name of the assignee or third party and the location of the same.

5. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
6. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's day of physical attendance in the school. Attendance policy is based on clock hour time. Formal termination shall occur no more than fourteen (14) calendar days from the last day of physical attendance, or the documented date of return from a leave of absence.
7. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student is entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, the school shall, at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the course.

NOTICE OF STUDENT RIGHTS:

You may cancel your contract for schooling, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you on the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation, rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

You have a right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.

If you have any complaints, questions, or problems which you cannot work out with school, write or call:

**BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION**
1625 North Market Blvd, Suite S-202
Sacramento, CA 95834
(916) 445-3427

Please note the wording used on section 94919 (d) Deposit or Application Fee

Article 13. Cancellations, Withdrawals, and Refunds

(d) Institutions shall refund 100% of the amount paid for institutional charges, less a reasonable deposit fee not to exceed \$250 if the notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

ACCREDITATION

The following location, Salon Success Academy is an Accredited Member of the National Accrediting Commission of Cosmetology Arts & Science:

Questions regarding accreditation should be addressed to:

National Accrediting Commission of
Cosmetology Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22203
(703) 600-7600

CAMPUS SECURITY

Salon Success Academy encourages all students, clinic customers, and visitors to report any criminal activity they witness. Anyone witness to criminal activity of any nature should report it to a member of the staff at once. If the nature of the crime is such that persons on the campus may be in danger witnesses should, at once, telephone the Local Police Department emergency number at: 911.

Crimes involving theft of private property are usually reported by the injured party, however, students, customers and/or visitors witness to such an event should report it at once.

The theft of School property will be reported to the Police without exception. Customers or visitors suspected of criminal activity will not be allowed on School grounds until the time they are cleared, by the Police, of any wrong doing.

Students suspected of criminal activity may be suspended or terminated at the discretion of the School Director. Students convicted of a serious crime committed on campus or during their period of enrollment will be terminated. In this case, a serious crime is any crime determined to be a felony, or certain misdemeanors including, but not limited to; theft, assault, battery, robbery, drug law violations, liquor law violations and possession of a weapon.

Salon Success Academy depends on the good citizenship of it's staff and students to cooperate in it's efforts to keep the facility safe from criminal activity. There are no official security personnel as a part of the staff, however, the building is monitored and equipped with an alarm system.

As a part of their course of learning, Cosmetology, Skin Care and Nail Care students are instructed on ways to prevent theft of property from the clinic.

The school will not tolerate use, sale or possession of any illegal drug, drug paraphernalia or alcoholic beverage (legal or otherwise) on campus. As in the case of future employers, the school staff is conducting business. Students, customers or visitors in the facility using these substances are a disruption. These persons will be removed from the premises.

SCHOOL USE OF PHOTOGRAHS

Salon Success Academy may use photographs of students on campus or other school activities on the school website www.gotobeautyschool.com or www.facebook.com/salonsuccessacademy. (See model release on last page of this document). Any student who does not want their picture to be used by Salon Success Academy must submit their opposition to the use of their photograph in writing to the corporate office.

SCHOOL USE OF CELL PHONE NUMBERS

Salon Success Academy will periodically send text message reminders to students for special classes, etc. Any student who does not want to have text messages sent to them must submit their opposition to the use of text messaging to their cell phone in writing to the corporate office.

GRIEVANCE POLICY

In the event a student has a grievance which can not be resolved to his/her satisfaction with the student's immediate instructor the student is to make his/her grievance known to the following personnel:

- 1) UPLAND CAMPUS - Michelle Lukens or Natalie Guiza
- 2) CORONA CAMPUS – Susan Santilli
- 3) FONTANA CAMPUS –Engina Mendoza
- 4) SAN BERNARDINO –Angelica Padilla
- 5) REDLANDS – Holly Gross

1. If the grievance is still not resolved, please submit a detailed letter describing the problem and person(s) involved; and send it via email to sturner@gotobeautyschool.com or by fax at (909) 982-7318 or by mail to:

Salon Success Academy
Attention: Susan Turner
1385 E Foothill Blvd.
Upland, CA 91786

2. All grievances **must** be submitted in writing.
3. Once the written grievance is received by Susan Turner, the student's file and circumstances will be reviewed and investigated. A determination will be made at the discretion of management whether or not a meeting will be granted to the student.
4. All grievances will be responded to either verbally or in writing within 15 business days by one of the following people; Campus Director or other authorized school personnel, Corporate office personnel or Susan Turner, Vice President.

If your concerns cannot be resolved then students should refer to the "[Notice of Student Rights](#)" on page 42 of this catalog and contact the state agency listed below:

Board of Barbering and Cosmetology
PO Box 944226
Sacramento, CA 94244-2260
Phone: (916) 445-7061

THE NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES
4401 Ford Ave. Ste 1300, Alexandria, VA 22302
(703)600-7600

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798

By E-mail to: bppve@dca.ca.gov

Web site: www.bppe.ca.gov

Phone: 916-574-7720

Toll Free: (888) 370-7589

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Salon Success Academy receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Salon Success Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Salon Success Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student

volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Salon Success Academy.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Salon Success Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC
20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the Salon Success Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Pivot Point Professional Development Classes

This is a three day mandatory class, also taught at the Upland campus. This class will require the student to attend the Upland school on a Wednesday from 8:30 – 12:50, Thursday 9:00 – 12:50, and Friday 9:00 – 12:50. Each student will be **required** to complete a homework assignment which will count as a grade as well as give them the clock hours they are missing in the morning for a total of 12 hours. If a student is absent any day during professional development, they will also lose the homework hours for that day.

SCHEDULE CHANGES & CAMPUS TRANSFERS

There will be a \$150 fee for all schedule request changes or contract changes made by the student on or after their start date. This fee must be paid in cash before the request can be submitted for review. Payment of the fee does not guarantee approval of the request for change.

Any student wanting to transfer to another Salon Success Academy campus will be charged a transfer fee of \$150 in addition to any other expenses the student may incur.

STUDENTS WITH INJURIES OR CONTAGIOUS DISEASE

Students who have been injured and are unable to perform their regular duties must bring a doctor's note to their Campus Director immediately upon arriving to school and apply for a leave of absence. Students who are diagnosed with a contagious disease, infection or other illness that may be transmitted to others must stay home until they have been cleared to come back by their doctor. Students should call their Campus Director the first school day possible and discuss their condition and possible return date. The Director will help the student determine if a leave of absence is needed.

OTHER FEES FOR AUTOMATIC DEBIT

Students who are making payments via automatic debit may request a 14 day hold on their payment. The Hold Request form must be completed and turned in to the corporate office no later than one day prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service. Salon Success Academy is not responsible for overdraft fees incurred on a student's bank account if the check has been processed. It is the student's responsibility to contact Christina Belcher at (909) 982-4200 or by email at cbelcher@gotobeautyschool.com to confirm receipt of their hold request.

Students who are making payments via automatic debit may request a change of payment date. The Date Change Request form must be completed and turned in to the corporate office no later than one day prior to the automatic payment date. There will be a \$25 fee charged to the student's account for this service.

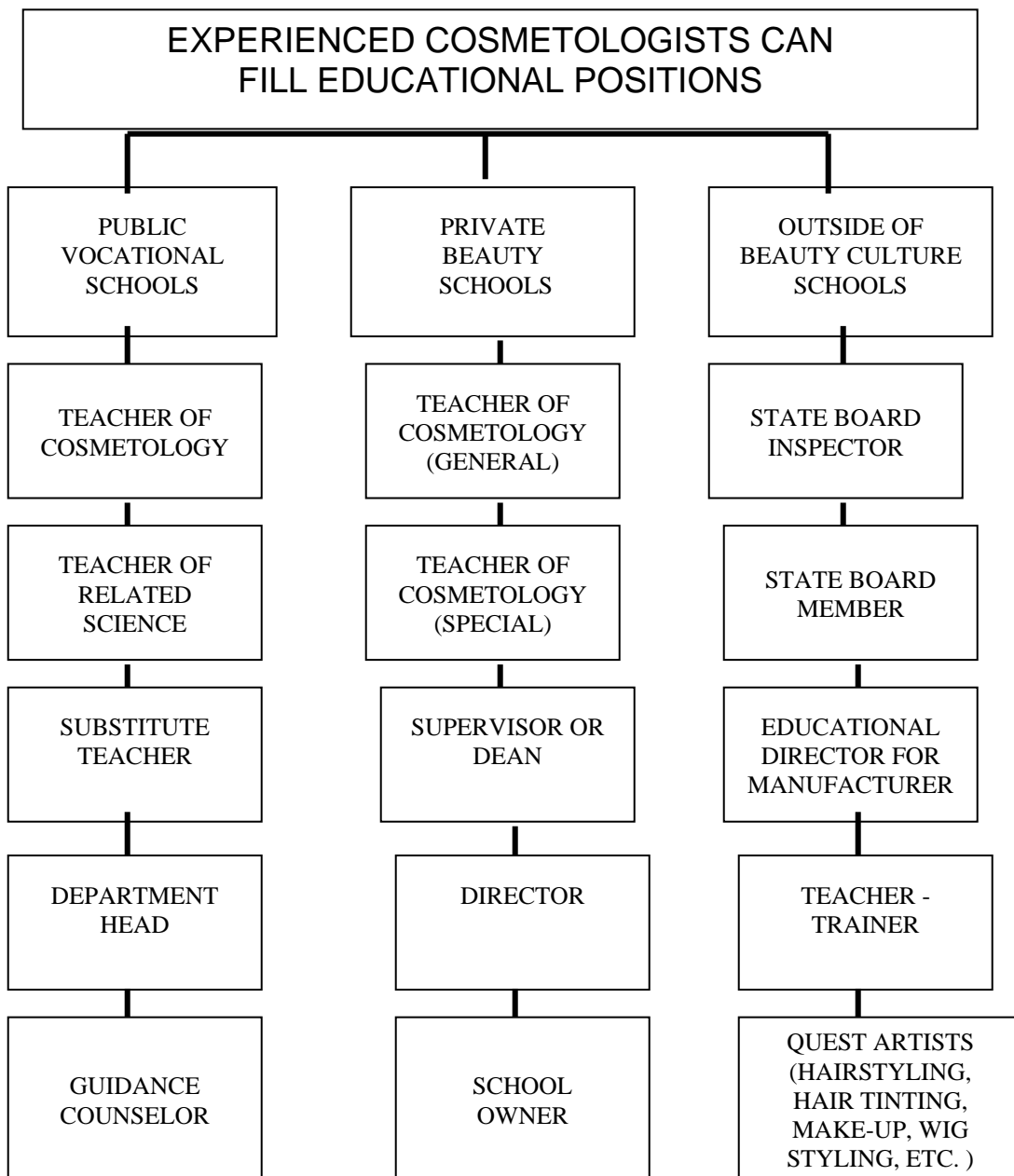
Salon Success Academy is not responsible for overdraft fees incurred on a student's bank

account if the check has been processed. It is the student's responsibility to contact Christina Belcher at (909) 982-4200 or by email at cbelcher@gotobeautyschool.com to confirm receipt of their date change request.

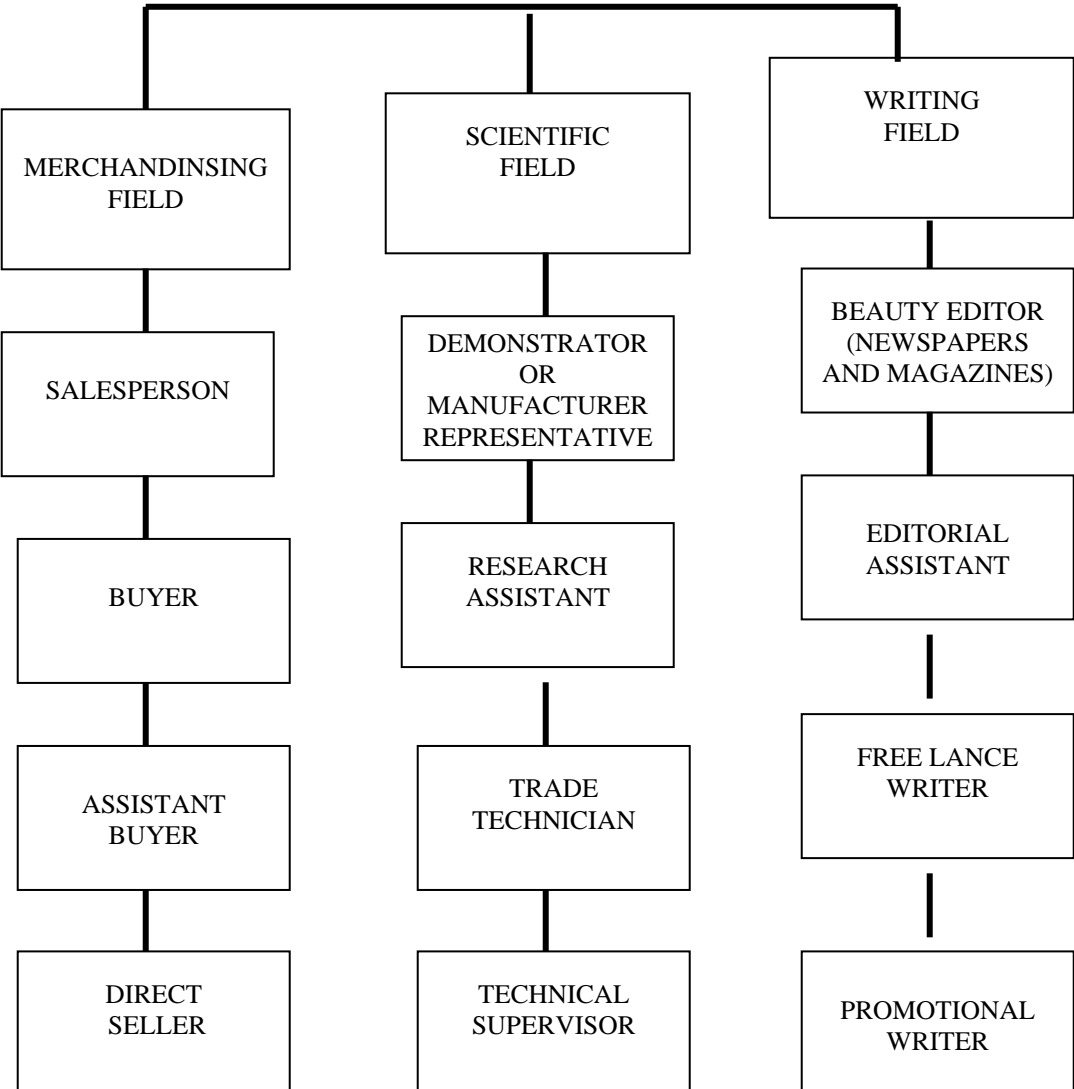
*ALL PAYMENT PLANS ARE SUBJECT TO A 10% SET UP FEE

ESTIMATED OVER CONTRACT

At each SAP evaluation it will be determined if the student is on track to graduate by the contract end date or with perfect attendance they will be going over contract. If a student is determined to be going over contract at any time during their enrollment they will be required to begin making monthly payments towards their over contract amount immediately. If the student refuses to make the monthly payments he or she will be dropped from the program and will be responsible to pay off their account balance before approved to re-enroll or receive their proof of training. All over contract amounts must be paid in full before the student graduates from Salon Success Academy.



OPPORTUNITIES FOR EXPERIENCED
COSMETOLOGIST
IN THE COSMETIC INDUSTRY



GENERAL INFORMATION

Any student found under the influence of alcohol or drugs while clocked in will be terminated from the school. Any student suspected of being under the influence will be clocked out and suspended or terminated from the program pending an investigation. (See rules under **Conduct**).

Students shall park in designated areas **only**.

For our mutual protection, expensive jewelry should not be worn within the exception of wedding rings and wristwatches. **The school is not responsible for your personal property***. **Keep your locker locked. *(personal property includes your school kit)**

Students have the right at all times to consult the instructor, Supervisor, or Director of Admissions regarding school or personal problems. Student rights of privacy or confidentiality will be maintained.

Students have permission to view their files with their Campus Director at the convenience of the Director. Any information concerning the student's file will be released upon the student's or guardians written instruction.

All current financial aid student files are maintained in the financial aid office behind locked doors until completion of the files and then moved to a locked vaulted area until they are destroyed.

A student may be suspended or terminated for violation of the rules of the State Board of Cosmetology and the school's rules.

High school students and/or students under the age of 18 may not leave the premises with out parental or guardian permission. If a high school student is clocked out or suspended they must remain on the premises until the parent or guardian has been notified and permission has been given by the parent/guardian to allow them to leave.

FACILITIES FOR THE HANDICAPPED

A restroom is provided which is accessible by handicapped individuals. No special programs are provided for handicapped individuals.

INDEMNITY AGREEMENT

Whereas, Salon Success Academy and the party identified herein as "Student" have entered into a contract whereby student will receive certain schooling from Salon Success Academy and in doing so will receive access to the facilities of schools operated by Salon Success Academy

Whereas, Salon Success Academy requires that as a condition of entering into such education agreement with student understanding and accept the risk inherent in utilizing Salon Success Academy facilities.

Now therefore, the parties agree as follows: (1) the facilities offered by Salon Success Academy which will be attended by students, have implements such as scissors, electronic machinery, poisons, dyes and other potentially dangerous equipment present.

Student understands and accepts responsibility for correctly utilizing such equipment and to the extent the student is injured through the use of such instruments or while upon the facility of Salon Success Academy, student releases and holds Salon Success Academy harmless for any claims arising thereby. (2) Student is aware of the type and quality of the risk which student will experience in the course of being present upon the premises of Salon Success Academy and therefore, indemnifies Salon Success Academy for any claims that student might take against Salon Success Academy for injuries sustained during students use of the premises and equipment there on.

School Locations

Salon Success Academy
1385 E Foothill Blvd
Upland, CA 91786
(909) 982-4662

Salon Success Academy
16803 Arrow Blvd.
Fontana, CA 92335
(909) 822-1149

Salon Success Academy
107 McKinley Street, Ste 109
Corona, CA 92879
(951) 736-9725

Salon Success Academy
208 W. Highland Ave
San Bernardino, CA 92405
(909) 882-2987

Salon Success Academy
1915 W Redlands Blvd.
Redlands, CA
(909) 307-0312

Model Release for Adult Students (age 18 or older)

In consideration of my engagement as a model, upon the terms herewith stated, I hereby give to Salon Success Academies, their heirs, legal representatives and assigns, and those acting with their authority and permission:

a) the unrestricted right and permission to copyright and use, re-use, publish and republish photographic portraits or pictures of me or in which I may be included intact or in part, composite or distorted in character or form, without restriction as to changes or transformations in conjunction with my own or a fictitious name, or reproduction hereof in color or otherwise, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose whatsoever.

B) I also permit the use of any printed material in connection therewith.

C) I hereby relinquish any right that I may have to examine or approve the completed product or products or the advertising copy or printed matter that may be used in conjunction therewith or the use to which it may be applied.

D) I hereby release, discharge and agree to save harmless Salon Success Academies, their heirs, legal representatives and assigns, and those acting with their authority and permission, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

E) I hereby affirm that I am over the age of majority and have the right to contract in my own name. I have read the above authorization, release and agreement, prior to its execution; I fully understand the contents thereof. This agreement shall be binding upon me and my heirs, legal representatives and assigns

PRINT NAME: _____ **SIGNED** _____

ADDRESS: _____ **CITY:** _____

STATE / ZIP _____ **PHONE** _____

EMAIL _____

MODEL RELEASE FOR MINOR STUDENTS (Age 16 – 17)

For valuable consideration I hereby give to Salon Success Academies the absolute and irrevocable right and permission with respect to the photographs that he/she has taken of my minor child in which he/she may be included with others:

- A) To copyright the same in the school's name or any other name that you may select;
- B) To use, reuse, publish and republish the same in whole or in part, separately or in conjunction with other photographs, in any medium now or hereafter known, and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising and trade, and;
- C) To use my name or my child's name in connection therewith if he/she so decides.

I hereby release and discharge Salon Success Academies from all and any claims and demands ensuing from or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy.

This authorization and release shall insure to the benefit of the legal representatives, licensees and assigns of Salon Success Academies.

I have read the foregoing and fully understand the contents hereof. I represent that I am the parent/guardian of the below named model. I hereby consent to the foregoing on his/her behalf.

Dated: _____ **Minor's Name:** _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Address:

_____ **City** _____
State/Zip _____ **Phone** _____
Parent's email address _____

CAMPUS CATALOG STUDENT ACKNOWLEDGEMENT

I have read, understand and agree to all the rules and regulations stated in this packet. In addition, I have received a copy of the course outline.

Salon Success Academy reserves the right, with notice, to change rules and regulations at any time. All such changes will be posted on the bulletin board. Failure to comply may result in loss of special privileges (personal work, special classes, etc.), or suspension from school.

ADULT STUDENT

Student Signature: _____ Date: _____

HIGH SCHOOL STUDENTS

Date: _____ Student: _____ Age: _____

High School: _____ Counselor's Name _____

Date: _____ Parent/Guardian Signature: _____

Please **initial** the following, stating that you have received a copy or have been instructed on the following information.

Orientation _____ Proof of Age _____

Course Outline _____ Aptitude Test _____

Student Catalog/Handbook _____ Kit List _____

How Our Students Are Doing _____

