

**PALACE BEAUTY COLLEGE  
1517 S. WESTERN AVE.  
LOS ANGELES, CA. 90006  
(323) 731-2075 Fax (323) 731-2601**

**2009-2010  
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**APPROVAL DISCLOSURE STATEMENT: PALACE BEAUTY COLLEGE** was granted institutional approval from the Bureau for Private Post Secondary and Vocational Education 1625 N. Market Blvd. S-202, Sacramento, CA 95834; pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, 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 are the courses: **Cosmetology: 1600 Clock Hours, Manicuring 400 Clock Hours, Esthetician 600 Clock Hours.** Instruction is in residence with facilities occupancy level accommodating **150** students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

**Please Note:** The Private Postsecondary and Vocational Education Reform Act (Act) became inoperative on June 30, 2007 and was repealed on January 1, 2008. Currently, in California, there is no regulatory body with oversight of private postsecondary schools. Currently no approval is required. Assembly Bill 1525, which created the voluntary agreement and Senate Bill 45, which amended and extended Assembly Bill 1525, both became inoperative on July 1, 2008. While we encourage schools to comply with the Act as it existed on June 30, 2007, we are no longer accepting voluntary agreements.

\*Our institution continues to follow the rules and regulations of the Bureau for Private and Post Secondary and Vocational Education.

This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. **FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The following are state Programs, bureaus, departments or agencies which set minimum standards for our program of studies: **BUREAU OF BARBERING & COSMETOLOGY & THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION.**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the owner - **MR. BYUNG D. 'DOUG' CHO** All information in the contents of this school catalog is current and correct and is so certified as true by: **MR. BYUNG D. 'DOUG' CHO, Owner. Unresolved complaints may be directed to the:**

**Department of Consumer Affairs  
Consumer Information Division  
1625 North Market Blvd., Suite N 112  
Sacramento, CA 95834  
(800) 952-5210**

**FROM THE DIRECTOR  
WELCOME...!**

**Dear Student,**

Welcome to **PALACE BEAUTY COLLEGE**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **PALACE BEAUTY COLLEGE**, we offer you the basic training to pass the Bureau of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **PALACE BEAUTY COLLEGE**. My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

**Sincerely,  
Mr. Byung D. 'Doug' Cho  
Director**

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**EDUCATIONAL OBJECTIVES/MISSION STATEMENT**

At **PALACE BEAUTY COLLEGE**, our mission is to offer training that prepares the student to acquire the knowledge and skills necessary to pass the Bureau of Barbering & Cosmetology Licensing Exams. In the process, our objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as cosmetology entrepreneurs of the future. Our vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or as a Beauty Salon Operator**. Normal progression should move him or her to positions such as **Beauty Salon Manager, Beauty Salon Owner or School Owner**.

These exciting activities are carried out in an environment that is characterized by: **Spacious, well-lighted facilities, Salon-type equipment especially designed to properly enhance student training, An educational philosophy that demands student's adherence to exemplary professional conduct and standards and an instructional methodology that provides continual individualized instructions during the complete tenure of student training**. Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities. **PALACE BEAUTY COLLEGE** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

**FACILITIES:** **PALACE BEAUTY COLLEGE** is a spacious (**11,000 sq. ft.**) air-conditioned, two story modern, facility with many benefits for our staff and students and close to all public transportation. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the assist our student's to pass the licensing exam and become "salon-ready".

**FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

**ACCREDITATION:** This institution is accredited by the **NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS & SCIENCES, 4401 Ford Avenue, Suite1300, Alexandria, VA 22302 (703) 600-7600**, an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

**STATEMENT OF NON-DISCRIMINATION:** **PALACE BEAUTY COLLEGE** does not discriminate on the basis of race, ethnic origin, color, religion, sex, handicap, financial status, age or area of origin or residence in its admissions, instruction, or graduation policies.

**COURSES OF STUDY: COSMETOLOGY COURSE:** **(1,600 Clock Hours), Manicuring Course (400 Clock Hours), Esthetician Course (600 Clock Hours)**, the course of study for students enrolled in their course of study shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, manicuring, Esthetician. **Educational Goals:** The courses of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist: (D.O.T.# 332.271-010, CIP #12.0403) Manicuring (D.O.T. # 331.674-010, CIP # 12.04099), Esthetician (D.O.T. # 332.271-010, CIP #12.0406).

**ADMISSION POLICY:** Enrollees are admitted as regular students once one of the following criteria has been met.

**A)** Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent, and pass the Wonderlic Scholastic Level Exam prior to admission with a passing score of 15 or better. For a student that has immigrated to the United States and cannot provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to write and bring a notarized statement certifying the completion of High School or its equivalent. The statement must include name of high school, city, state and country where the high schools is located, date of graduation and the reason why records may not be available.

**B)** Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Program of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the **(CPAt Test) published by 'The American College Testing Program'** This test is approved by the Secretary of Education, Washington, DC. The passing score for this test is **126** or higher. This tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a waiting period and the independent test agency will explain and provide you with the re-testing procedures.

**C)** Our school does not recruit students already attending or admitted to another school offering a similar program of study.

**CREDIT EVALUATION:** Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Bureau of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Bureau of Barbering and Cosmetology.

**ENGLISH AS A SECOND LANGUAGE:** This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language as demonstrated by passing the Admission Exam.

**RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

**FRESHMAN CLASS-ENROLLMENT:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 22.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 400 hrs, Esthetician 75 hrs, Manicuring 50 hrs. PALACE BEAUTY COLLEGE,** considers the freshman classes to be the foundation for your future.

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Textbooks & Kit will be issued on the fifth business day following the day of the first class. All needed supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

**CALENDAR/HOLIDAYS:** The College is closed on Sundays and the following holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

**CLASS SCHEDULES: 2009-2010:** Classes: Cosmetology, Esthetician, Manicuring courses: All classes commence the First Monday of each month for both Day and Evening classes.

**ORIENTATION CLASS:** Orientation classes for students are held the Friday before Class starts at 10:00am prior to any new class starting. All day and evening new students, transfers and re-enrollment students are required to attend prior to admission.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

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

**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.

**SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:**

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ) regardless of the average level of attendance. Students that are attending the course programs and are receiving Title IV aid to assist in their tuition costs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. Non Title IV Aid students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Title IV Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence. Non Title IV aid students who expect to be absent 21 or more days up to 180 days are encouraged to request a Leave of Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages **10-11**.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

**EVALUATION PERIODS:** Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times: **For Cosmetology Students only.**

- \* **The point at which 25% of the course is scheduled to be completed;**
- \* **The point at which 50% of the course is scheduled to be completed;**
- \* **The point at which 75% of the course is scheduled to be completed;**
- \* **The point at which 100% of the course is scheduled to be completed;**
- \* **The point of actual completion, or at which each additional 400 Clock hours are scheduled to be completed, beyond graduation date.**

**Example:** For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400, 800, 1200, and 1600 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 500 clock hours beyond scheduled completion, or at actual completion.

**Evaluation periods for the Esthetician and Manicuring Courses** the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed;

**Example:** For the 600 clock hour Esthetician course, a student will be evaluated at the increments at which the student is scheduled to reach 270, and 540 clock hours. **Example:** For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is schedule to reach 180 and 360 clock hours.

**Special Note:** The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, which ever occurs first.

**ACADEMIC PROBATION:** Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress, will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation and will retain eligibility for Title IV aid.

**APPEAL PROCEDURES:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame.(5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame. **COURSE INCOMPLETENESS:** Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school FA Director. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 16 hours per week. Part-time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at **25%, 50%, 75% and 100%** of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at **45% and 90%** of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

**ACADEMIC GRADING**

100% - 90% A.....Superior Performance  
89% - 80% B.....Above Average  
79% - 70% C.....Average  
69% - 60% D.....Unsatisfactory  
59% - 00 % F.....Fail

**POINT GRADES FOR PRACTICAL WORK**

(GPA 4) 4 POINTS=A  
(GPA 3) 3 POINTS=B  
(GPA 2) 2 POINTS=C  
(GPA 1) 1 POINTS=D  
(GPA 0) 0 POINTS=F

**STUDENT CLOCK HOUR POLICY:** The Program of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (07) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a six (6) hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card is to be signed by the student and the instructor daily. **Instructors may not sign a student in or out unless so authorized by the administrative office. The Administrative office will only authorize this action due to an emergency or unforeseen situation.**

Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

**TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour**

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

**PLACEMENT:** Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Ms. Tanya Aguirre** assists students in placements as often as needed; however, the school does not guarantee placement to any student.

**CAREER COUNSELING AND PERSONAL ATTENTION:** Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Bureau of Barbering & Cosmetology Examination.

**NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.

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. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the 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.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and phone number below for information.

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

**Department of Consumer Affairs  
Consumer Information Division  
1625 North Market Blvd., Suite N 112  
Sacramento, CA 95834  
(800) 952-5210**

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**GRIEVANCE PROCEDURE:**

It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.

2. Deliver all forms to the Director: **MR. BYUNG D. 'DOUG' CHO**

3. If you are unable to deliver the form to the supervisor you may deliver it to the Owner:

**MR. BYUNG D. 'DOUG' CHO 1517 S. WESTERN AVE. LOS ANGELES, CA. 90006**

4. All grievances regardless of the nature will be turned over to the owner and reviewed..

5. The director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

6. Any grievances that you can not work out with the institution you may contact:

**Department of Consumer Affairs Consumer Information Division  
1625 North Market Blvd., SuiteN 112 Sacramento, CA 95834  
(800) 952-5210**

## **SCHOOL RULES AND REGULATIONS**

1. School hours are as follows: Evening Classes; Monday-Friday, 6:00 p.m. to 10:00 p.m. Day Classes; Monday- Fridays 9:00 a.m. - 5:30 p.m. Saturdays 9:00am-5:30pm
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school office to report his/her absence before 9:00 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. & 6:00 p.m. in clean, prescribed uniform. The school uniform will be issued as part of the kit. The Instructor has the right to send students home for misconduct, excessive tardiness and out of uniform.
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy Days (9:07 a.m.), Nights (6:07 p.m.), cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are required to punch in and out for all breaks on the back of their time cards.
9. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
14. Students must keep their work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a client is grounds for suspension.
17. No student may leave a client while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.

20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Fridays. Days before and after holidays are considered Fridays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
26. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products furnished by the college may be used unless otherwise approved by the supervisor.
28. Students are to park only in the area designated by the college. The supervisor will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Students must comply with college policy and state rules and regulations.
31. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the DIRECTOR will be automatically terminated.
34. No Beepers, Cellular Phones or Head Phone type radios allowed in the college at any time.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Manicurist or Esthetician. **Violation of school rules may result in suspension or termination.**

**TUITION AND FEE SCHEDULE**

**Effective 08-16-2009**

<b>COURSE</b>	<b>R* TUITION</b>	<b>REG.</b>	<b>KITS</b>	<b>TOTAL</b>	<b>WKS</b>
<b>Cosmetology</b>	<b>\$12,800.00</b>	<b>75.00</b>	<b>820.00</b>	<b>\$13,695.00</b>	<b>40-64</b>
<b>Manicuring</b>	<b>\$ 2,400.00</b>	<b>75.00</b>	<b>540.00</b>	<b>\$ 3,015.00</b>	<b>10-15</b>
<b>Esthetician</b>	<b>\$ 6,000.00</b>	<b>75.00</b>	<b>708.00</b>	<b>\$ 6,783.00</b>	<b>15-24</b>

**\* = REFUNDABLE:**

**Note:** Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 8.75% sales tax. Length of time in course depends on the scheduled number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$8.00, Manicurist: \$6.00, Esthetician: \$10.00.**

**BRUSH-UP** Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

**METHOD OF PAYMENT:** Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

**SCHOLARSHIPS:** Our College does not award any institutional scholarships incentives.

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

**REFUND POLICY BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION (B.P.P.V.E.)**

- A.** An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.
- B.** If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within five business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C.** If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of \$75. The cost of the kit and supplies are not refundable due to sanitary reasons.
- D.** Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of an administrative fee of \$75.00. The amount the school would be allowed to retain would be calculated in the following manner:

**RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:**

An institution may withhold a student’s transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full. **CEC. Section 94828 per BPPVE Reform Act January 1, 1998.**

Hypothetical Refund Example in accordance to the state pro-rata policy. Assume that a student, upon enrollment in a 1,600-hour course, pays \$5,125.00 for tuition, \$75.00 for registration, and \$300.00, documented cost to 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 pro-rata refund to the student would be \$3,203.00 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.

Hourly cost of Tuition	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation Total paid Less:
\$5,125.00	\$5,125.00	1,600	600	1,000	Adm. Fee 75.00
1,600	\$3,203	(600)	X \$3,203	X 3,203	Equipment 300.00
=	=	=	=	=	Tuition <u>1,922.00</u>
\$3,203	1,600	1,000	\$1,922.00	\$3,203.00	Total refund <u>\$3,203.00</u>

"Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies. ## "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies. \*\*\*NOTE: This institution calculates refunds according to State, Federal requirements. The calculation that results most favorable to the student is the one selected on the final calculation.

**NOTE: "Course" relates to "payment period" of enrollment:** Refund policy calculations are performed under the two formulas described below. The calculation resulting most beneficial to the student would be the one used to determine if a refund is due from the amounts paid to the student’s tuition account: The California State Prorata refund calculation requirements applicable to all regular students. The Federal Return to Title IV calculation formula applies if the student received federal aid, he/she is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged. (Effective 10/7/00, this Federal refund policy will no longer apply). Please note: Effective 07-01-06 The refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement.

**ENROLLMENT TIME** is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (30 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the will not be returning.

- E. Students who terminate prior to course completion will be charged a \$75.00 administrative fee.
- F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology students hours are transferable from one Cosmetology school to another. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.
- G. If a course is canceled subsequent to enrollment, the school shall at its option:
  - 1. Provide a full refund of all monies paid; or
  - 2. Provide completion of the course.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to any other aid programs from which you receiving funding, any remaining balance will then be returned to you.

**RECOVERIES:** Recoveries resulting on funds paid to students for personal expenses which exceed the amount needed (based on the months attended times the monthly budget allowance) will be due from the student to the Title IV Programs. Students will be required to pay for recoveries to the program in the following order, First to FFELP (student loan programs), Second to Pell Grants and Third to SEOG Grants.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the application of the refund will be made as follows: First to FFELP (student loan programs), Second to Pell grant and Third to SEOG grants. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program. Refund due to the lender or the aid programs or student's account will be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

## **FINANCIAL AID—CONSUMER INFORMATION**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs include:

**Federal PELL Grant: Does not require repayment (FPELL)\*\*\***

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)\*\*\***

**FDirect Stafford Loans - Subsidize: Must be repaid\*\*\***

**FDirect Stafford Loans - Unsubsidize: Must be repaid\*\*\***

**FDirect Plus Loans: Must be repaid\*\*\***

**\*\*\*denotes the programs available at this institution**

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at PBC may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1 (800) 433-3243. (Internet access is also available @ <http://www.fafsa.ed.gov>)

**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.

### **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);

- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- agree to use any federal student aid received solely for educational purposes.

**THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:**

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

**Federal PELL Grant: Does not require repayment (FPELL)**

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)**

APPLICATION PROCEDURES AND FORMS: Financial aid applications for this institution consists of the following: Free Application for Federal Student Aid (FAFSA) This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal William D. Ford Direct Loan Program.** Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations. Federal Direct Subsidized Loan, Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**DEADLINES:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**LOAN COUNSELING:** Entrance and Exit Interviews before a first disbursement may be made to a first time FFELP or Direct Loan (Subsidized/Unsubsidized) borrower; the student **Must** receive entrance counseling that explains the loan obligation. The counseling **Must** be conducted in person, by audiovisual presentation, or interactive electronic means. Students will be allowed to do online Entrance and Exit interviews from home or school's designated computer. School computer is not for personal uses, no downloading or e-mail will permitted. Palace Beauty strongly suggests that On-line Direct loan entrance and exit interview/quiz, at: <https://www.dl.ed.gov>.

**DISBURSEMENT:** Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Federal PELL Grant Program

Funds received under this program are not subject to repayment from the student.

**DEADLINE:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 17, of the award year from which aid is requested from, or your last day of enrollment in 2009-10, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**RENEWAL PROCESS:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**DISBURSEMENT:** They are made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

**DEADLINE:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**DISBURSEMENT:** Made based on per payment period via a check payable to the student or via a direct credit to the student’s tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling through out the entire year. If SEOG funds still available, a second priority will be given to Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request “The Student Guide” published by USDOE

**TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY:**

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 The refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

**DETERMINING NEED**

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

**PBC** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Nine Month Student Expense budget for the 08-09 Academic year.

Allowance			With parents	Off Campus
Tuition & Fees			Actual Institutional Charges	
Books and supplies			\$1,386.00. 00	Per Academic year
Living cost allowance (monthly figures):			Student living with parents	Student Living off campus
Room and Board, Food	\$386.00		\$1,032.00	
Transportation		110.00		122.00
Personal/misc.	322.00		280.00	
(cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees.				
Total, Excluding allowances based on actual institutional charges:			\$ 972.00 per month	\$1,588.00 per month

## **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAID.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows:

This institution has a continuing enrollment process in which students may start each Monday of each Month or Tuesday when Monday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 50 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/08 to 6/30/09 period.

Therefore, the awards to those students will be up to \$300 through the entire period. As of July 1, 2008, the first selection of SEOG recipients will be made from students with "exceptional need".

Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** He/She is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** He/She is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

**FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien

Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:** F1 or F2 student visa, J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Was born before January 1, 1985
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States

**PARENT(S):** For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before the enrollment at **PBC**, is required to provide a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by **PBC**.

**VERIFICATION PROCESS:** Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

**WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2004 and 2006.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.

Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school: 1. Letter stating the verification process was completed. 2. Copy of the application data that was verified, **and** if the student was awarded FPELL Grant, a copy of the signed SAR/ISIR. 3. A completed Financial Aid transcript if applicable.

Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address No funds disbursed- The applicant will not receive federal aid funds,

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2007).
- U.S. income tax paid for the base year (2007).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - o Social Security benefits.
  - o Child support.
  - o Untaxed payments to IRA or Keogh
  - o Foreign income
  - o Earned income credit
  - o Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) **signed** income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet **2008-2009**. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2008, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

Number of family members in the household

Number of family members in the household now enrolled as at least half-time students on postsecondary educational institutions.

Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

### **ADMISSIONS/FINANCIAL AID INFORMATION AND HOURS**

**ADMISSIONS:** Applicants for Admissions may secure information on Monday through Friday between 10:00 a.m.- 6:00 p.m.

**Person to contact: Ms. Tanya Aguirre..... Admissions (323) 731-2075**

**FINANCIAL AID:** Applicants or students may secure Financial Aid information Tuesday, Thursday and Fridays between 10:00 a.m. - 5:00 p.m. **Person to contact: Norma Cerano...Financial Aid Officer (323) 731-2075**

**PLACEMENT ASSISTANCE: Monday and Fridays between: 10:00 a.m. through 5:00 p.m. Person to contact: Ms. Tanya Aguirre.....Placement (323) 731-2075**

**DRUG ABUSE PREVENTION PROGRAM:** The College makes the following information available to its students, staff, and instructors. Any individual associated with **PALACE BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**TWIN PALMS RECOVERY CENTER 11025 Lower Azusa El Monte, Ca. 91731 (818) 350-0104**

**Cosmetology Program  
Clock Hours)**

**(1,600**

The curriculum for students enrolled in a cosmetology program consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

**Minimum Specified Practical Operations Hours:**

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	80	Permanent Waving
20	Press and Curl	80	Hair Cutting
25	Chemical Straightening	50	Hair Coloring
20	Hair Bleaching	10	Manual Facials
20	Scalp and Hair Treatments	15	Chemical (Skin Peels, Masks and Scrubs)
15	Electrical Facials	20	Eyebrow Arching and Hair Removal
10	Make Up Applications	10	Complete Pedicure
15	Water and Oil Manicures	50	Artificial Nail Tips
50	Liquid and Powder Brush-on	20	Nail Wraps and Repair

*Subject of Technical Instruction:*

*Minimum Hours of Technical Instruction*

1.	<u>The Cosmetology Act and the Bureau's Rules and Regulations</u>	20
2.	<b>Cosmetology Chemistry:</b> <ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations.</li> <li>▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.</li> </ul>	20
3.	<b>Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	20
4.	<b>Theory of Electricity in cosmetology:</b> <ul style="list-style-type: none"> <li>▪ The nature of electrical current, principles of operating electrical devices, and various safety precautions used when operating electrical kit</li> </ul>	5
5.	<b>Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit</li> </ul>	20
6.	<u>Bacteriology, Anatomy, and Physiology</u>	15
7.	<b>Wet Hair Styling:</b> Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	25

**Cosmetology Program****(1,600 Clock Hours)**

8.	<u>Thermal Hair Styling</u> <ul style="list-style-type: none"> <li>▪ Hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling. <ul style="list-style-type: none"> <li>A. Thermal Styling</li> <li>B. Press and Curl</li> </ul> </li> </ul>	20
9.	<u>Permanent Waving:</u> <ul style="list-style-type: none"> <li>▪ Hair analysis, chemical and heat permanent waving.</li> </ul>	20
10.	<b>Chemical Straightening:</b> <ul style="list-style-type: none"> <li>▪ Hair analysis and the use of sodium hydroxide and other base solutions.</li> </ul>	40
11.	<u>Hair Cutting:</u> <ul style="list-style-type: none"> <li>▪ Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.</li> </ul>	5
12.	<b>Hair Coloring and Bleaching:</b> <ul style="list-style-type: none"> <li>▪ Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. (Shall not include credit for color rinses.)</li> </ul>	5
13.	<b>Scalp and Hair Treatments:</b> Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	10
14.	<b>Facials:</b> <ul style="list-style-type: none"> <li>▪ <b>Manual</b> – Cleansing, scientific manipulations, packs and masks</li> <li>▪ <b>Electrical</b> – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)</li> </ul>	5 10
15.	<b>Eyebrow Arching and Hair Removal:</b> <ul style="list-style-type: none"> <li>▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> </ul>	10
16.	<b>Make-Up:</b> <ul style="list-style-type: none"> <li>▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.</li> </ul>	15
17.	<b>Manicuring and Pedicuring:</b> <ul style="list-style-type: none"> <li>▪ Water and Oil Manicure, including nail analysis, and hand and arm massage.</li> <li>▪ Complete Pedicure, including nail analysis, and foot and ankle massage.</li> <li>▪ Artificial Nails <ol style="list-style-type: none"> <li>1. Liquid and Powder Brush-on</li> <li>2. Artificial Nail Tips</li> <li>3. Nail Wraps and Repairs</li> </ol> </li> </ul>	5 5 10 10 5

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**Additional training will be given in the following subjects matters:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

*Cosmetology Performance Objective:*

1. Acquire knowledge of laws and regulations of California's cosmetology establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to cosmetology.

*Potential occupations after completion:*

Hair stylist, Esthetician, Manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

**Skills to be developed:**

The proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes. Learn the proper procedure of manicuring to include water and oil manicure and pedicuring. Learn the Application of brush-on nails, nail wraps, and nail tips.

**Attitudes and appreciation to be developed:**

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of program:**

Students have completed Theory and Operations required by Bureau of Barbering and Cosmetology with a grade average of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Cosmetology Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

**Licensing requirements:**

Applicants must be 18 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

**Manicurist Program  
Hours)**

**(400 Clock**

The student enrolled in a manicurist and pedicurist program shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

**Minimum Specified Practical Operations Hours:**

10	Disinfection and Sanitation	40	Water and Oil Manicures
20	Complete Pedicures	80	Acrylic, Liquid and Powder Brush on Nails
60	Nail Tips	40	Nail Wraps and Repairs

*Subject Of Technical Instruction:*

*Minimum Hours of Theory Instruction*

1.	<u>The Cosmetology Act and the Bureau's Rules and Regulations</u>	10
2.	<b>Cosmetology Chemistry Related to Manicuring Practices:</b> <ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of nail care preparations.</li> </ul>	10
3.	<b>Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	15
4.	<b>Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit</li> </ul>	10
5.	<u>Bacteriology, Anatomy, and Physiology</u>	10
6.	<u>Water and Oil Manicures, including Hand and Arm Massages</u>	15
7.	<b>Complete Pedicure, including Foot and Ankle Massages</b>	10
8.	<u>Application of Artificial Nails:</u> <ul style="list-style-type: none"> <li>▪ Acrylic, Liquid and Power Brush-Ons</li> <li>▪ Nail Tips</li> <li>▪ Nail Wraps and Repairs</li> </ul>	15 10 5

**Additional training will be given in the following subjects matters:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**Manicurist performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to manicurist.

*Potential occupations after completion:*

Manicurist, product representative and company demonstrator.

**Skills to be developed:**

Use of Proper implement relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**Attitudes and appreciation has to be developed:**

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of program:**

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Manicurist Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

**Licensing requirements:**

Applicants must be 18 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

The student enrolled in an Esthetician program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a skin care. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

**Minimum Specified Practical Operations Hours:**

10	Disinfection and Sanitation	40	Chemicals (Skin Peels, Packs, Masks and Scrubs)
40	Facials – Manual	10	Hair Removal and Eyebrow Arching, Tweezers
60	Facials – Electrical	40	Wax and Depilatories

*Subject Of Technical Instruction:*

*Minimum Hours of Theory Instruction*

1.	<u>The Cosmetology Act and the Bureau’s Rules and Regulations</u>	10
2.	<b>Cosmetology Chemistry Related to Esthetician Practices:</b> <ul style="list-style-type: none"> <li>▪ The chemical composition and the purpose of skin care preparations.</li> </ul>	10
3.	<b>Health and Safety/Hazardous Substances:</b> <ul style="list-style-type: none"> <li>▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics.</li> <li>▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B</li> </ul>	20
4.	<b>Theory of Electricity in cosmetology:</b> <ul style="list-style-type: none"> <li>▪ The nature of electrical current, principles of operating electrical devices and various safety precautions used when operating electrical kit.</li> </ul>	10
5.	<b>Disinfection and Sanitation:</b> <ul style="list-style-type: none"> <li>▪ Procedures to protect the health and safety of the consumer as well as the technician.</li> <li>▪ The <u>ten</u> requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.</li> <li>▪ Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit</li> </ul>	10
6.	<u>Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions</u>	15
7.	<b>Facials:</b> <ul style="list-style-type: none"> <li>▪ <b>Manual</b> – Cleansing, scientific manipulations, packs and masks</li> <li>▪ <b>Electrical</b> – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)</li> <li>▪ <b>Chemical</b> – Chemical skin peels, packs, mask and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</li> </ul>	20 30 20

**Esthetician Program****(600 Clock Hours)**

8.	<b>Eyebrow Arching and Hair Removal:</b> <ul style="list-style-type: none"> <li>▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.</li> </ul>	25
9.	<b>Make-Up:</b> <ul style="list-style-type: none"> <li>▪ <u>Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.</u></li> </ul>	20

**Additional training is given in the following subjects matters:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards. Preparation of a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.

**Esthetician performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to skin care, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to Esthetician.

*Potential occupations after completion:*

Make-up artist; cosmetic or beauty product representative; and some areas of dermatology and plastic surgery (under a licensed physician).

**Skills to be developed:**

The use of proper implements relative to all skin care, make-up, facials, eyebrow arching, and hair removal. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the facial skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of facials, make-up, eyebrow arching, and hair removal.

**Attitudes and appreciation has to be developed:**

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of program:**

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Manicurist Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

**Licensing requirements:**

Applicants must be 18 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

**Teacher  
(600 Clock Hours)**

**Trainee**

**Program**

The student enrolled in a Teacher Trainee program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of the Teaching all practices of the Cosmetology Field. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the Trainee in a classroom environment:

**Minimum Specified Practical Operations Hours:**

50	Organization Techniques: 4 step teaching method; performance objectives; and learning domains, etc.	50	Lesson Planning: subject; title; outlines; development; and visual aids, etc.
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<i>Subject Of Technical Instruction:</i>	<i>Minimum Hours of Theory Instruction</i>
1. <u>The Barbering and Cosmetology Act and the Bureau's Rules and Regulations</u>	<b>10</b>
2. <b>Preparatory Instruction</b>	
▪ <b>A) Instructional Techniques:</b> method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and the use of questions to promote learning.	<b>40</b>
▪ <b>B) Organization Techniques:</b> 4 step teaching method; performance objectives; and learning domains, etc.	<b>30</b>
▪ <b>C) Lesson Planning:</b> subject; title; outlines; development; and visual aids, etc.	<b>60</b>
▪ <b>D) Techniques of evaluation:</b> purpose of test; types of test; test administration; scoring; and grading, etc.	<b>10</b>
3 <b>Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations.</b>	<b>140</b>
4 <b>Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory</b>	<b>100</b>

**Additional training is given in the following subjects matters:**

Salon management, communication skills, that includes professional ethics, salesmanship, decorum, record keeping, completing client service record cards.

- Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**Teacher Trainee Program performance objective:**

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures.

Acquire the knowledge of general theory relative to the teaching the art of cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management technique common to Cosmetology Instructors.

*Potential occupations after completion:*

Educator in any phase of the Cosmetology Field, product representative and company demonstrator and educator.

**Skills to be developed:**

Develop the necessary skills to teach students in the Cosmetology, Esthetician or Manicurist fields the necessary methods to acquire the required knowledge to pass the Bureau of Barbering and Cosmetology Exam of their field of instruction.

**Attitudes and appreciation has to be developed:**

Appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**Requirements for satisfactory completion of program:**

Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C" (70%) or better.

**Graduation requirements:**

When a student has completed the required theory hours and practical operations in the Teacher Trainee Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

**Licensing requirements:**

Applicants must be 18 years of age or older and have completed high school, GED, or its equivalent (Transcript may be required). A Cosmetology license is a prerequisite and a Cosmetology Instructor's License will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Teacher Trainee program as described above and passed the licensing exam with an overall average of 75%.

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**ORGANIZATIONAL CHART  
PALACE BEAUTY COLLEGE**

**OWNER  
MR. BYUNG D. 'DOUG' CHO**

**Director  
Mr. Byung D. 'Doug' Cho**

**Financial Aid Officer  
Ms. Norma Cerano**

**Administration  
Ms. Sejin Anh**

**Admissions /Placement  
Ms. Tanya Aguirre**

**Supervisor/Instructor  
Ms. Juana Lomeli**

**Instructor  
Ms. Karla Sandoval**

**Instructor  
Ms. Irma Mancilla**

**Instructor  
Mr. Evelio Monteagudo**

**Instructor  
Ms. Monica Garcia**

**Instructor  
John Holland**

**Receptionist  
Ms. Chanthel Figueroa**

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**EDUCATIONAL FACULTY QUALIFICATION LIST**

**Ms. Juana Barron**  
Licensed Cosmetologist

**SUPERVISING INSTRUCTOR**  
08 years

**Ms. Irma Mancilla**  
Licensed Cosmetologist

**INSTRUCTOR**  
18 years

**Ms. Karla Sandoval**  
Licensed Esthetician  
Licensed Cosmetologist

**INSTRUCTOR**  
07 years

**Ms. Monica Garcia**  
Licensed Cosmetologist

**INSTRUCTOR**  
07

**Mr. Evelio Montenegro**  
Licensed Cosmetologist

**INSTRUCTOR**  
04 years

**John Holland**  
Licensed Cosmetologist

**INSTRUCTOR**  
06 years