



2007 - 2008 Online Catalog

Main Campus
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Approval Disclosure Statement

Palace Beauty College, 1517 South Western Avenue, Los Angeles, CA 90006, was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means that Palace Beauty College is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Programs approved by Bureau for Private Postsecondary and Vocational Education are the following:

- **Cosmetology - 1600 Clock Hours**
- **Manicurist - 400 Clock Hours**
- **Esthetician - 600 Clock Hours**
- **Teacher Trainee - 600 Clock Hours**

Instruction is in resident with facility occupancy level accommodating 150 students at any one time.

California statute requires that students, who successfully complete programs of study, be awarded appropriate diploma verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal education occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify.

Person seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the education director or school president. Unresolved complaint may be directed to:

The Bureau for Private Postsecondary and Vocational Education
400 "R" Street, Suite 5000
Sacramento, California 95814
(916) 445-3427

All information in the content of this school catalog is current and correct and is so certified as true by:

Byung D. "Doug" Cho
School Director

Mission Statement

At Palace Beauty College, our mission is to offer students industry training knowledge, and technical skills necessary to pass the California State Barbering and Cosmetology examination. We are committed to provide quality cosmetology career programs that meet the needs of employer's expectations in today's changing business environment. We are also committed to prepare students for entry-level employment in the beauty industry.

From the School Director

Welcome to Palace Beauty College. We are comfortably located in one of the most densely populated and ethnically diverse areas in Los Angeles. This catalog is intended to provide you with information about us and the programs we offer. We also hope to bring you through new doors of opportunity as you enter the world of Beauty and Cosmetology.

History of Palace Beauty College

Palace Beauty College began in April of 2002 as a fulfillment of Doug Cho's dream to see a Beauty School located in the greater Los Angeles area that would focus the curriculum on the high demand for beauty/cosmetology skills. This college provides vocational training programs that would supply training to graduates needing cosmetology/beauty skills to work in the local business community. His vision shows a school with modern equipment and facilities, which simulates an actual salon.

Disclosure Statement

Palace Beauty College is located at 1517 South Western Avenue, Los Angeles, California. It is approved by the Bureau for Private Postsecondary and Vocational Education pursuant to California Education code Section 94311. The Bureau's approval certifies that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private post secondary educational institutions. Institutional approval must be applied for every three years and is subject to continuing review. Palace Beauty College is licensed to provide training in the following programs:

- **Cosmetology - 1600 Clock Hours**
- **Manicurist - 400 Clock Hours**
- **Esthetician - 600 Clock Hours**
- **Teacher Trainee - 600 Clock Hours**

English as a Second Language

This institution does not offer English as a Second Language (ESL) program. All prospective students that are accepted for enrollment must be proficient in the English language as demonstrated on the school entrance exam.

Approvals

This institution has full approval to operate from the following Bureaus or State or Federal Agencies:

Bureau for Private Postsecondary and Vocational Education (BPPVE), 400 "R" Street, Suite 5000; Sacramento, California 95814. Telephone: (916) 445-3427

Bureau of Barbering and Cosmetology (BBC), 400 "R" Street, Suite 4000; Sacramento, California 95814. Telephone: (916) 445-7061.

Granted accredited status from the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302-1432, Phone: 703-600-7600

Description of our Facilities

Our facility at 1517 South Western Avenue is situated in one of the most densely populated, ethnically diverse areas of Los Angeles. Palace Beauty College is carefully designed to simulate a salon environment for the sole purpose of beauty education. It is equipped with modern visual and teaching aids, and possesses the type of modern professional salon equipment used in the best salons in America.

Palace Beauty College has approximately 11,000 square feet of facilities devoted to teaching the science and arts of cosmetology. The facility includes a classroom area for lectures and practical training, and an audio/visual center, which can handle videotape and classroom demonstrations. Our college is equipped with extensive shampoo facilities, chair hair dryers, blow dryer stations, and individual student workstations.

The facility is air conditioned, well lit and attractively furnished to simulate a salon environment. It has a maintained reference resource center for students' study and reference. Our administrative and advising offices are fully staffed and available to students during normal business hours.

Statement of Ownership

Palace Beauty College is owned and operated by Byung D. Cho as a Sole Proprietor.

Administration

School Director/Placement Officer

Byung D. Cho graduated from Hong Ik University in Korea majoring in Accounting and Finance. He also worked, as a teacher's assistant in an accounting program while at Hong Ik University. In 1984, he earned an MBA degree from University of Arkansas at Fayette Ville, Arkansas. For a full school year at Arkansas, he worked for University of Arkansas Continuing Education Center grading students work and assigning projects with the professor's guidance.

Since he moved to Los Angeles, Doug Cho worked for the garment industry for a while until he started his own business, C&C wholesale in 1988. C&C Wholesale is a wholesale and importer of a variety of cosmetics and beauty supplies. Doug Cho started the retail beauty supply business in 1994 and now he owns eight different locations throughout Southern California.

Doug Cho has worked with many beauty salons supplying products and consulting salons with interior design and salon equipment. With his experience with many local beauty industries, Doug Cho felt strongly that there is a need for a Beauty College for a long time. Not only local salon owners but also many beauty related industries needed professionally trained beauty professionals. Along with his experience and knowledge in the beauty industry and strong leadership skills, his dedication to education qualifies him to be Director of Palace College.

Administrator/Financial Services Officer

In H. Kim

Administrator

Sejin Ahn

Admissions

Patrick Gallegos / Tanya Aguirre

Receptionist

Merites Gonzales

Faculty

Director of Education/Supervising Instructor

Ms. Juana Lomeli, Licensed Cosmetologist, Licensed Cosmetology Instructor.

Program of Instruction: Cosmetology, Esthetician, Manicurist and Teacher Trainee Certified instructor with BPPVE. Graduated from Cynthia's Beauty Academy in Cosmetology. Worked for Cynthia's Beauty Academy for 1 year as an Educator. Competed at Hair World in July 2002

Instructors

Irma Mantilla,

Licensed Cosmetologist

Program of Instruction: Cosmetology, Esthetician, Manicurist Certified Instructor with BPPVE

Graduated from Cynthia's Beauty Academy in 1988

Ms. Cemone Curtiss,

Licensed Cosmetology, Licensed Manicurist.

Program of Instruction: Cosmetology, Esthetician, Manicurist Graduated from Los Angeles Trade Technical College in 2004 Graduated from Altate Beauty College in 1981

Ms. Rebecca Lopez,

Licensed Esthetician.

Program of Instruction: Esthetician. Graduated from Marinello's Beauty College in 2001

Ms. Hyang S. Jin,

Licensed Cosmetologist.

Program of Instruction: Cosmetology, Esthetician, Manicurist Certified Instructor with BPPVE

Graduated from Lola Beauty College in 2002.

Ms. Julie Lim, Licensed Cosmetologist,

Licensed Cosmetology Instructor (Substitute).

Program of Instruction:

Cosmetology, Esthetician, Manicurist and Teacher Trainee Certified Instructor with BPPVE. Graduated from Marinello's Beauty College

Admission Requirements

1. Applicant must provide a statement of their high school diploma, G.E.D. California State Proficiency Test results or its equivalent, and pass an admissions test. School personnel administer the admissions test. For a student that has immigrated to the United States, the applicant is required to write a 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.
2. Students lacking a High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), have a 10th grade education or its equivalent as required by Bureau of Barbering and Cosmetology and pass the Wonderlic Scholastic Level Exam prior to admission with a passing score of 15 or better.

Admission Procedures

To apply for admission, applicants should contact a school representative to schedule an appointment for testing, a personal interview and tour of the school. Applicants are notified by telephone or letter of their acceptance or reasons for not being accepted within three days of completing their test. Accepted applicants will complete an enrollment agreement, pay a \$75.00 non-refundable enrollment fee and scheduled to begin training.

Transfer Policy

Students requesting credit for prior training or experience outside of California must furnish proof of the number of hours of training to the State Bureau for Barbering and Cosmetology and to the school. The College will evaluate a student's prior training in the State of California by way of an Official Proof of Training Document. Palace Beauty College only accepts transfer students under certain conditions and does not recruit from other schools.

School Records

Adult students, parents of minor student, and parents of tax dependent 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 student records for five (5) years. **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.**

Cancellation Policy

A student has the right to cancel an agreement for a program of instruction until midnight of the fifth business day after the day on which the student:

1. Attends the first class of the program of instruction, or
2. Receives a copy of the notice of cancellation, or
3. Receives a copy of the agreement and the disclosure, whichever is later.

All funds paid to the College will be refunded if the student is rejected for enrollment. The student will be refunded all funds paid to the College if cancellation occurs within three-business days after the Enrollment Agreement (contract) is signed and prior to starting classes and is entitled to a full refund including \$75.00 registration fee paid. Cancellation shall occur when the student gives written notice of cancellation at the College address. This can be done by mail, hand delivery or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage.

Drop Policy

Beyond the cancellation period, the student is considered a withdrawal. Any student absent more than three consecutive weeks without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return from an approved official leave of absence. When a student does not return from a leave of absence and does not notify the school of his or her mitigating or extenuating circumstances, the documented date of return as the withdrawal date. Palace Beauty College does not charge a termination fee.

Refund Policy

Any monies due the applicant or student will be refunded within 30 days after the date of the cancellation or termination. Palace Beauty College defines a withdrawal as a student fails to attend scheduled class days for three consecutive weeks without being on an approved for a leave of absence.

Return Policy for Kits

When a student purchases a cosmetology kit, esthetician kit or manicurist kit, specified on the Enrollment Agreement as a separate charge, and returns it in good condition within 30 days following the date of student withdrawal or termination, the school will refund the cost of the kit paid by the student. If the student fails to return the kit in good condition within 30 days, the school may add the cost of the kit to the amount owed for tuition and registration fees. **Kits that cannot be reused due to used condition or health and sanitary reasons are not returnable and no refund will be received.**

Bureau for Private Postsecondary and Vocational Education Refund Requirements

If a student withdraws after midnight of the fifth business day following their first scheduled class session, any registration fee paid (not to exceed \$75) will not be refunded. The school will earn tuition on a pro-rata basis. Refunds are based on the portion of the program not completed, less the registration fee (not to exceed \$75).

How Refunds Are Calculated

Refunds are based on the total number of clock hours in the student's program study. Refunds will be calculated as follows:

1. Total amount paid for the program* - registration fee (not to exceed \$75) = amount paid for instruction.
2. Amount paid for instruction x Hours of instruction paid for above but not yet receive (divided by) total number of hours for which the student has paid = amount to be refunded.

*Includes tuition and registration fee. It does not include kit charges or other costs incurred by the student.

For example, assume that a student enrolls in a program with 720 clock hours. The total program cost is \$5,500. The student has paid \$2,000 for program instruction and a \$75 registration fee. The student withdraws after 100 hours of instruction. The refund would be \$1,236.60 based on the calculation stated below:

$$(\$2,075 - 75) \times ((262 - 100) \div 262) = \$1,236.60$$

Total amount paid for program, non-refundable registration fee: (\$2,075- 75)

Student paid for 262 clock hours but only received 100 hours of instruction: $((262 - 100)/262)$

Amount to be refunded: \$1,236.60

State of California Student Tuition Recovery Fund (Note after 07/01/07 STRF does not apply)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

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

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocation Education Reform Act of 1989.

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

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

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

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

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

**The Bureau for Private Postsecondary and Vocational Education
400 "R" Street, Suite 5000
Sacramento, CA 95814
Phone: (916) 445-3427**

Termination

There are various violations that will result in termination of a student from the program. Students at Palace Beauty College are always expected to follow the rules of conduct and be a positive influence on other students around them. If they are not able to do this they will be terminated from the program. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Executive Director requesting that their case be re-evaluated and discuss the changes that have been made to solve the problem that caused their termination. At the discretion of the Executive Director the student may be readmitted. If not, they will be unable to continue training at Palace Beauty College.

Satisfactory Academic Progress Policy Standards

Palace Beauty College consistently applies Satisfactory Academic Progress to all students (e.g., part-time and full-time). Students must complete their program in a maximum time defined below:

Program	Typical Length of Program	Maximum Length of Program
Cosmetology	10 months	15 months
Esthetician	4 months	6 months
Manicurist	3 months	5 months
Teacher Trainee	4 months	6 months

Each evaluation includes a qualitative evaluation at the scheduled completion of:

Program	Program Hours	25% of Program	50% of Program	75% of Program	100% of Program	125% of Program	150% of Program
Cosmetology	1600	400	800	1200	1600	2000	2400
Esthetician	600	150	300	450	600	750	900
Manicurist	400	100	200	300	400	500	600
Teacher Trainee	600	150	300	450	600	750	900

Determination of Academic Progress

At each evaluation period, the student must maintain a “C” (70%) grade average and complete a minimum of 67% of clock hours attempted in order to successfully progress through the program within the maximum timeframe. Students meeting both criteria at each scheduled hourly evaluation will be considered making satisfactory academic progress.

A student who fails to meet the minimum “C” (70%) grade average and 67% attendance at the designated evaluation periods is placed on academic probation until the next scheduled evaluation period. During academic probation the student is considered to be making satisfactory progress and continues to be eligible for financial aid. At the end of the probationary period, if the student meets the minimum requirements, he or she will be removed from probation and remains eligible for financial aid. If at that subsequent evaluation period the student does not achieve the minimum requirements of “C” (70%) grade average and 67% attendance, the student may be terminated and subject to loss of financial aid eligibility.

A student absent more than three consecutive weeks of absences, (21 calendar days) will be terminated school. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy).

In addition to attendance standards relating to Satisfactory Academic Progress students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the attendance and tardiness section of this catalog on page 10-13.

Reinstatement Procedure

A student may be reinstated as a regular student after failing to make satisfactory academic progress when there is a successful final appeal. A reinstated student will be placed on probation for 30 days after reinstatement.

Appeal Procedure

A student who is terminated after failing to achieve minimum standards may appeal this determination by submitting a written appeal with supporting documentation, and explanation of why the decision should be reversed to the Director of Education within five (5) calendar days of termination. The School Director and designated committee will evaluate the submitted documentation to make a final decision.

Program Incomplete, Repetitions, Non-credit Remedial

Program incompleteness, repetitions and non-credit remedial programs are not offered at this institution.

Student Awards Presented at Graduation

Palace Beauty College gives every student an opportunity to earn awards that are presented to them at their graduation. Each of the awards shown here are attainable by every student that puts forth the effort to earn them and is successful at accomplishing the standards set by each award as shown below:

Perfect Attendance Award

Perfect Attendance Award is presented to graduates who attended every class on time having no absences from school.

Excellent Attendance Award

This award is presented to graduates who have only missed a total of eight hours of class for approved absence during the total program.

Honor Roll

This award is presented to graduates who have maintains the highest grade average in their class at Palace Beauty College and accepted employment at the conclusion of the program.

Grading Policy

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The instructor provides an Evaluation/Report Cards to students at 25%, 50%, and 100% of the program hours completed. This evaluation form reflects the overall attendance and academic progress of the student.

The system detailed below is the system utilized to measure acceptable performance:

Academic Grading

100% - 90%	“A” Superior Performance
89% - 80%	“B” Above Average
79% - 70%	“C” Satisfactory
69% - 60%	“D” Unsatisfactory
59% - Below%	“F” Fail

Attendance

Attendance Status

- **Full Time:** Students scheduled to attend 24 hours or more per week are full time.
- **Half Time:** Students enrolled half time requires a minimum of 12 hours per week.
- **Part Time:** Students enrolled part-time requires more than 12 hours but less than 24 hours per week. Less than 12 hours per week is less-than-half-time.

Make-Up Hours

Students can make-up missed class hours at the end of their scheduled class day with instructor approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an instructor is present.

Satisfactory Attendance

All students enrolled at Palace Beauty College are expected to attend 100% of their assigned schedule. In case of emergency, a student may miss no more than 10% of the course hours. Emergency excused absences are defined below. Attendance will be reviewed every 30 days. Failure to maintain 70% attendance in any 160 hours period may lead to termination. Absences will be considered as excused under the following conditions: illness, death or birth in immediate family, and other valid reasons. All excused absences are to be substantiated in writing and are at the discretion of a school official. All other absences will be considered unexcused. All special events such as vacation may be excused with a two-week advance notice.

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 ($2/3 \times 30 = 20$). More than three (3) absences without notification or documented excuse will be grounds for three (1) day suspension.

Tardiness

A student who has been Tardy for three (3) days without notification or excuse will be grounds for a one (1) day suspension. Tardy for more than three (3) days without notification or excuse will be grounds for two (2) days suspension.

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 up to (six months) 180 days. Leave of Absence (LOA) must be requested in writing by the student and must be approved by a school official. A Leave of Absence 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. Under no circumstances can the school grant more than a single (1) Leave of Absence within a 12-month period. Students on LOA's will not be assessed any additional charges of tuition. Student 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, a student returning from a LOA will have his/her maximum time frame to complete the program 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 made and all refunds due will be issued to the student within 30 days.

Re-Entry Policy

All students who withdraw may re-enter into the program without the loss of hours provided it is within 5 years from the date of their withdrawal. 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 College 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.

Graduation Requirements

Students, who maintain a C average, complete a 100% of required clock hours scheduled for the program of study, and meet the individual program graduation requirements defined in the "Program Section" of this catalog are eligible for graduation.

Academic Calendar

2007 Class Start Dates

Cosmetology/Esthetician/Manicurist

January: 2, 16	July: 3, 17
February: 6, 20	August: 7, 21
March: 6, 20	September: 4, 18
April: 3, 17	October: 2, 16
May: 1, 15	November: 6, 20
June: 5, 19	December: 4, 18

2007 Holidays

Palace Beauty College observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

If the college is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled clay, unless otherwise instructed.

Clock Hours Policy

The Bureau of Barbering and Cosmetology will only recognize time clock punched hours of attendance. 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, end of their class day, and lunch period. You are given up to seven (7) 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 more than 6-hour class day. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your time card for the lunch break. Once a theory class has started, no one will be allowed to enter the theory classroom.

Instructors may not sign a student in or out. If a student does not clock in or out at lunch, one hour (1) for lunch will be deducted. If an error is made on the student timecard, the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

At the completion of the day, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are entered in the prior column on the next day's time card. The timecard must be signed by the student and the instructor daily to be granted credit for the day.

Time cards reflect the student 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. After clocking in you are required to maintain applied effort, professional grooming and remain in the building. Reading material not related to your training or involving in 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 suspension or termination.

Time Card Credit

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

Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students, as they manually perform a practical subject. Some practical operations may take longer to perform according to the student.

Note the following period is the period that the Bureau 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 operations, the Bureau would not consider a student capable of performing more than three permanent waves per day.

Dress Codes

Palace Beauty College dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are encouraged to dress in a uniform provided as part of the kit. Palace Beauty College reserves the right to make minor modifications in the dress code when it believes such action is necessary.

Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If their instructor or other staff members determine a student's conduct inappropriate, they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues, the student will be terminated from the program.

Job Placement/Career Advising

Job placement assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their student a pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. 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. The Job Placement Officer assists students in placements, as often as needed. However, the school does not guarantee placement to any student.

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 day.
2. **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 programs.
3. 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 program 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.
4. 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 listed below for more information.
5. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

**BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION
400 "R" Street, Suite 5000
Sacramento, CA 95814
Phone: (916) 445-3427**

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's instructor, the student is to make his/her grievance known to the Director of Education. If no arrangements have been made, the student can write his/her grievance to the School Director, Mr. Doug Cho, or in his absence to, Mr. Jose de Jesus Munoz, Administrator, at 1517 S. Western Avenue, Los Angeles, CA 90006. It is strongly recommended that all grievances be presented in writing. The College will accept oral grievances. The College will provide a corresponding written or oral response to all grievances. If the issues remain unresolved, student may present their grievance to the agencies listed below.

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 your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may deliver it to the Director of Education:
4. All grievances regardless of the nature will be turned over to the School Director for review.
5. The School Director will evaluate the grievance and set up an appointment with the individuals involved within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance you cannot work out with the College you may contact:

**BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION
400 "R" Street, Suite 5000
Sacramento, CA 95814
Phone: (916) 445-3427
NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA
Phone: (703) 600-7600
Barbering and Cosmetology Bureau
400 "R" Street, Suite 4000
Sacramento, CA 95814
Phone: (916) 445-7061**

Drug-free School Policy

Palace Beauty College is a state temporarily approved by the Bureau for Private Postsecondary Institution that is required to have all students follow all of the standards of conduct required by the state of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illicit drugs and alcohol on school property.

It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced. Possession or found under the influence of drugs can be punishable by imprisonment in state jail for up to 1 year for the first offence.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending Palace Beauty College. For your information listed below is a description of the expected health risks that are common to those that choose to take the chance to use drugs and alcohol while attending Palace Beauty College and after completion of training.

Health Risk of Using Drugs

- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other disease caused by injecting cocaine with contaminated kit
- Death by cardiac arrest or respiratory failure
- Addiction

Health Risks of Using Alcohol

- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death
- Addiction

Palace Beauty College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Lab Inc. of America, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully-completed a certified rehabilitation program.

Statement of Non-Discrimination

Palace Beauty College does not discriminate on the basis of age, color, sex, ethnic origin, race, religion, creed, physical handicap, political affiliations or beliefs in its educational programs, admissions, instruction, graduation policies, or any other areas in which it operates and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school, the administration of students engaged in programs, and activities operate by the College. Federal sexual harassment guidelines have been adopted as part of the College's policy.

Housing

Palace Beauty College does not offer a housing facility to students.

Advising

Palace Beauty College takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The College offers career, individual placement and drug advising referral.

Hours of Attendance

Palace Beauty College is open for class as follows:

Daytime Classes:

1. Tuesday through Saturday, 9:00 a.m. to 2:00 p.m. or
2. Tuesday through Saturday, 9:00 a.m. to 5:30 p.m.

Client service hours are 10:30 a.m. to 5:00 p.m. Tuesday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday.

Evening Classes:

1. Monday through Friday, 6:00 p.m. to 10:00 p.m. and
2. Saturday, 9:00 to 5:30 p.m.

Client service hours are 6:00 p.m. to 9:00 p.m., Tuesday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday.

Programs Offered /Tuition Cost

- Cosmetology 1600 Clock Hours
- Manicurist 400 Clock Hours
- Esthetician 600 Clock Hours
- Teacher Trainee 600 Clock Hours

Cosmetology

Tuition	\$8000.00
*Registration Fee	\$75.00
Kit Cost	\$725.00
Tax on Kit	\$59.82
**STRF	\$00.00
Total Cost	\$8859.82

Teacher Trainee

Tuition	\$3000.00
*Registration Fee	\$75.00
Kit Cost	\$525.00
Tax on Kit	\$43.32
**STRF	\$00.00
Total Cost	\$3642.82

Manicurist

Tuition	\$2000.00
*Registration Fee	\$75.00
Kit Cost	\$375.00
Tax on Kit	\$30.94
**STRF	\$0.00
Total Cost	\$ 2480.94

Esthetician

Tuition	\$4,200.00
*Registration Fee	\$75.00
Kit Cost	\$525.00
Tax on Kit	\$43.32
**STRF	\$00.00
Total Cost	\$4843.32

The College offers one payment and payment plan promotions. Refer to the addendum for current promotional offers.

Additional Charges will be assessed for any student who does not complete a course within the allotted enrollment period at a rate of \$5.00 (Cosmetology), \$7.00 (Esthetician), \$5.00 (Manicurist) and \$5.00 (Teacher Training).

All students are required to make a \$5.00 deposit for locker key. The deposit will be returned upon return of the locker key.

***Non-refundable registration fee after cancellation period, refer to Cancellation policy section of this catalog.**

****STRF explanation in Student Tuition Recovery Fund section of this catalog. * Note: after 07/01/07 No STRF will be charged**

Cosmetology Program (1,600 Click Hours)

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

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

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 Pedi curing. 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 I Oil' 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 (400 Clock Hours)

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

Additional training will be given in the following subjects matters:

Salon management, communication skills that include professional ethics, salesmanship, decorum, record keeping, and 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, Pedi curing, 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 1e 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%.

Esthetician Program (600 Clock Hours)

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.	The Cosmetology Act and the Bureau's Rules and Regulations	10
2.	Cosmetology Chemistry Related to Esthetician Practices: <ul style="list-style-type: none"> The chemical composition and the purpose of skin care preparations. 	10
3.	Health and Safety/Hazardous Substances: <ul style="list-style-type: none"> 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. Training in communicable diseases, including HIV, AIDS, and Hepatitis B 	20
4.	Theory of Electricity in cosmetology: <ul style="list-style-type: none"> The nature of electrical current, principles of operating electrical devices and various safety precautions used when operating electrical kit. 	10
5.	Disinfection and Sanitation: <ul style="list-style-type: none"> Procedures to protect the health and safety of the consumer as well as the technician. The ten requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit 	10
6.	Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions	15
7.	Facials: <ul style="list-style-type: none"> Manual - Cleansing, scientific manipulations. packs and masks Electrical - 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.) Chemical - 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. 	20 30 20

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

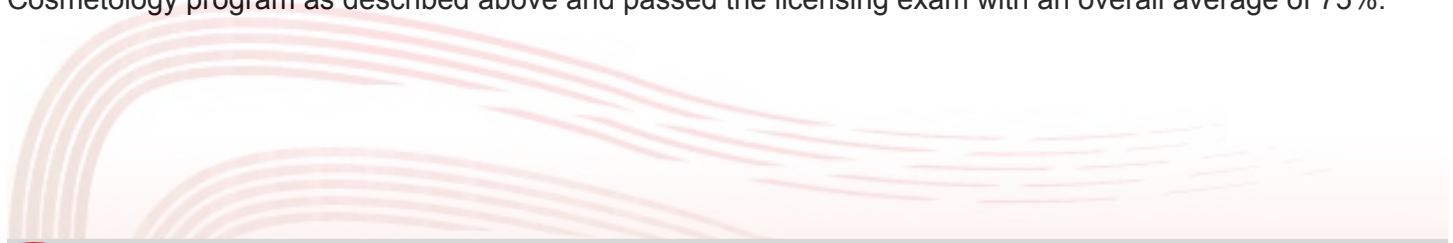
Student shall have satisfactorily completed Theory and Operations required by Bureau of Barbering and Cosmetology with an average grade of "C." (70%) or better.

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 10th 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 Trainee Program (600 Clock Hours)

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 ect..

50 – Lesson Planning: Subject; title; outlines; development and visual aids ect...

Subject Of Technical Instruction: Minimum Hours of Theory Instruction

1.	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10
2.	Preparatory Instruction	
	A) Instructional Techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids; and the use of questions to promote learning.	40
	B) Organization Techniques: 4 step teaching method; performance objectives; and learning domains, etc.	30
	C) Lesson Planning: subject; title; outlines; development; and visual aids, etc.	60
	D) Techniques of evaluation: purpose of test; types of test; test administration; scoring; and grading, etc.	10
3	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.	140
4	Supervising, and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100

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%.

School Rules and Regulations

1. Time cards must be legible. Students must only punch their own timecards.
2. In case of illness or emergency on any day, the student must call in to any staff member of his/her absence anytime after 8:30 a.m.
3. Students are required to be in class for roll call promptly in clean, prescribed uniform.
 - Females must wear a white uniform smock, neat and clean. White uniform dress no shorter than 2" above knee. White uniform types closed toe and heel shoes. (Hosiery or socks must be worn). No tennis shoes. No Levi/Jean type material permitted. Anything worn under the uniform dress must be completely white without print.
 - Males must wear a white lab coat to the knees, neat and clean with white trousers. White uniform type closed toe and heel shoes. No tennis shoes. No Levi/Jean type material permitted. The Director has the right to send a student home for being out of uniform.
4. Student appearing in school with unkempt hair will clock out. Beauty needs are to be done on the student's time.
5. A student who is tardy during the day (9:00 a.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in a month) will be counseled and may be suspended or placed on probation if the tardiness continues. Probation will last until the tardiness ceases.
6. Student will take lunch between 11:30 and 1:30 p.m. Lunch is thirty (30) minutes and will be staggered among students. Students should report missed lunch breaks to an instructor if they have not had lunch by 1:30 p.m.
7. A student must use the time clock to punch "IN" when entering and "OUT" when leaving school. Students will also be required to punch in and out for all breaks on the back of their time cards. Student failing to do so will only receive credit for hours indicated by the time clock. Credited hours are indicated by the time clock.
8. No student is allowed to clock out during school hours without permission from the instructor. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
9. No gum chewing is allowed in the school at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
10. No visitors are permitted in the classroom or student lounge area unless approved by the school director.
11. School business phones may not be used for personal call. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
13. Student must keep their workstation, in class or on the floor, clean and sanitary at all times.
14. A minimum of Y2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Student must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
17. 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.
18. Students will pay an advance for supplies on personal services such as permanents, tints, bleaches, etc

School Rules and Regulations (Part 2)

1. Students are responsible for the return of college materials or kit loaned to them. Students must not borrow kit from each other. Each student is solely responsible for his/her personal belongings and materials.
2. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
3. A student must attend college on all Fridays and Saturdays as scheduled. Days before and after holidays are considered Saturdays. 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.
4. Students have the privilege at all time 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.
5. The college will not tolerate the use of alcohol or drugs at any time. No students will be admitted to class who is apparently under the influence of alcohol or illegal drugs.
6. Students must keep a record of hours and services each day as required on the student daily record of applied effort. 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.
7. 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.
8. Only products furnished by the college may be used unless otherwise approved by the instructor.
9. Students must comply with all instructions, directions, orders, etc. given by personnel relative to school activities. Insubordination will not be tolerated.
10. Student must comply with college policy and state rules and regulations.
11. Notify office immediately of any address or telephone changes.
12. Absence of Three (3) 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.
13. No beepers. Cellular phones or head phone radios are allowed in the college at any time.

These rules are designed to form excellent work and attendance habits, and to aid in completing your program as soon a possible so that you may become employed as a Cosmetologist, Manicurist or Esthetician.