



School Catalog

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SALON SUCCESS ACADEMY SCHOOL CATALOG
TABLE OF CONTENTS

INTRODUCTION & HISTORY	5
INSTITUTIONAL PHILOSOPHY	5
MISSION STATEMENT	5
APPROVAL DISCLOSURE STATEMENT.....	5
ARTICULATION AGREEMENTS	6
OWNERSHIP AND MANAGEMENT.....	6
ADMISSION REQUIREMENTS	7
CREDIT FOR PREVIOUS TRAINING	8
CAMPUS TRANSFER POLICY	10
CAMPUS INFORMATION	11
CLASS START DATES 2026	13
2026 SCHOOL CALENDAR	14
COURSE SCHEDULES.....	15
COURSE CHARGES AND FEES EFFECTIVE FOR STARTS AFTER 6/10/26.....	15
FINANCIAL AID PROGRAMS	16
PAYMENT METHODOLOGY	16
ATTENDANCE POLICY	17
TIME CLOCK PROTOCOLS.....	18
STUDENT LIBRARY	19
EXCUSED ABSENCE.....	19
UNEXCUSED ABSENCES	19
PREARRANGED AND PREAPPROVED ABSENCE GUIDELINES	19
MAKEUP HOUR OPPORTUNITIES	19
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	20
ATTENDANCE POLICY/PROGRESS	20
ACADEMIC PROGRESS.....	21
EMPLOYABILITY COMPETENCY POINTS.....	21
GRADING SCALE.....	22
DETERMINATION OF PROGRESS.....	22
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, TRANSFER HOURS	22
FINANCIAL AID WARNING	23
REESTABLISHMENT OF STATUS	23
REENTRY STUDENTS/INTERRUPTIONS.....	23
APPEAL PROCEDURE	23
TRANSFER STUDENTS.....	23
DISMISSAL FOR STUDENT ATTENDANCE.....	23
REINSTATEMENT OF FINANCIAL AID.....	24
PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES	24
GRADUATION REQUIREMENTS	24
LEAVE OF ABSENCE (LOA)	24
MAKE-UP WORK	26

STUDENTS RIGHT TO PRIVACY AND ACCESS TO FILE	26
EQUAL RIGHTS STATEMENT	26
NON DISCRIMINATION DISCLOSURE	26
EMPLOYMENT ASSISTANCE	26
OCCUPATIONS AND STATE EXAMINATION REQUIRMENTS BY COURSE	26
STATE BOARD APPLICANTS WHO HAVE BEEN CONVICTED OF A CRIME.....	28
COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS	29
CANCELLATION AND REFUND POLICY	29
Student Tuition Recovery Fund (STRF) Disclosure	30
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	32
STUDENT RECORD RETENTION	32
NOTICE OF STUDENT RIGHTS	32
SCHEDULE CHANGES & CAMPUS TRANSFERS	33
OVER AGREEMENT.....	33
FACILITIES FOR REASONABLE ACCOMODATION	33
GRIEVANCE POLICY	33
STUDENT SERVICES	34
INFORMATION TECHNOLOGY REQUIREMENTS	34
FACULTY OFFICE HOURS	34
CODE OF CONDUCT	34
RULES AND REGULATIONS	35
WITHDRAWAL FOR MISCONDUCT	37
DRESS CODE	37
FEDERAL CONSUMER INFORMATION	39
BASIC FINANCIAL AID INFORMATION NEED-BASED AND NON-NEED BASED FEDERAL PROGRAMS	39
REASONABLE ACCOMMODATIONS.....	46
COST OF ATTENDING SCHOOL	46
STUDENT HOUSING.....	47
CAMPUS SECURITY REPORT	48
EMERGENCY EVACUATION PLAN.....	49
DRUG AND ALCOHOL ABUSE INFORMATION	49
DIVERSITY	50
FERPA	50
COPYRIGHT INFRINGEMENT	51
CONSTITUTION DAY	51
VOTER REGISTRATION	51
VACCINATION POLICY	51
GOVERNING AGENCIES	52
ACCREDITATION	52
COURSE OUTLINES & SYLLABI	53
COSMETOLOGY 1200 HOUR COURSE OUTLINE AND SYLLABUS	54
BARBERING 1000 HOUR COURSE OUTLINE AND SYLLABUS	57
ESTHETICIAN 600 HOUR COURSE OUTLINE AND SYLLABUS	60
MANICURING/NAIL CARE 400 HOUR COURSE OUTLINE AND SYLLABUS.....	63
MUD CONTINUING EDUCTION COURSE OUTLINES AND CHARGES	66
CONTINUING EDUCATION CLASS CHARGES.....	66

INDEMNITY AGREEMENT	72
Student Resources for Health & Well-Being	73
Suicide Prevention	74
Abuse Services	74
Addiction/Recovery& Mental Health	75
Alcohol & Drug Rehab.....	75
Crisis	76
Domestic Violence and Shelters for Women and Children	78
Eating Disorders	79
Family Planning Services.....	79
Grief Resources	80
LGBT+	80
Veterans Resources	80
Undocumented Student Resources.....	82
Additional Resources.....	82
CAMPUS FACULTY & STAFF	83

INTRODUCTION & HISTORY

Salon Success Academy is a family owned and operated beauty school with a long history in the Inland Empire of California. The school was originally founded by award winning stylist and salon owner, Richard Gross, as Richard's Beauty School in 1960. Richard's son, Robert Gross, later became the owner and president in 1990. Six years later, the company began operating under the name Salon Success Academy. Since then, the beauty school has expanded to six locations. The company's headquarters is in Upland, California. Robert's strong commitment to education, and to the local community, has helped turn Salon Success Academy into the "People Helping Company" that it is today.

INSTITUTIONAL PHILOSOPHY

Salon Success Academy is committed to the vocational needs of their students and the community. Courses are designed for the student who is seeking an education that is relevant to the practical needs and technical environment of modern industry. Our primary objective is to produce technically skilled, job-ready graduates who will be valuable to their employers, the community and themselves. Graduates of our programs will be prepared to take and pass the State Board Exams for the program selected. Once licensed, our graduates are qualified to work in the professional beauty salon industry. Through the skill and dedication of a well-qualified faculty, quality curriculum, hands-on training program and high-performance demands of students, our graduates are a credit to their school, their employer and themselves.

MISSION STATEMENT

Our mission is to equip our students with the tools necessary to succeed in the beauty industry by providing exceptional technical education in the classroom and servicing our local communities. The training our students receive will enable them to successfully attain employment in the beauty industry and related fields.

APPROVAL DISCLOSURE STATEMENT

Salon Success Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Approval does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

This catalog includes programs that are approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state approved programs.

PROGRAM	CLOCK HOURS	CAMPUSES APPROVED TO OFFER EACH PROGRAM	CAMPUSES WHERE PROGRAMS ARE OFFERED
Cosmetology	1200 Clock Hours	Corona, Fontana, Redlands, Riverside, Upland	Corona, Fontana, Redlands, Riverside, Upland
Barbering	1000 Clock Hours	Corona, Fontana, Redlands, Riverside, Upland,	Upland, Riverside
Esthetician	600 Clock Hours	Corona, Fontana, Redlands, Upland, Riverside	Corona, Redlands, Upland
Manicuring/Nail Care	400 Clock Hours	Corona, Fontana, Redlands, Riverside, Upland,	Corona, Fontana, Redlands, Riverside, Upland

Continuing Education Classes listed below are approved in all Campuses

MUD Beauty Essentials	84 Clock Hours
Airbrush	35 Clock Hours
Bridal Makeup	21 Clock Hours
Studio Makeup	35 Clock Hours

All programs are taught in English only. All course materials and enrollment documents are printed in English only. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834

PO Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Persons wishing to resolve problems should first contact the instructor in charge. Requests for further action may be made to the school personnel, or our Home Office at (909) 982-4200. Please follow the grievance policy as outlined in this catalog. The page number can be found on the table of contents. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A copy of this Catalog can be found on our website at www.Salonsuccessacademy.com. Our Catalog is updated annually, but may also be updated if needed throughout the year.

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

Salon Success Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll free (888) 370-7589 or by visiting www.bppe.ca.gov.

ARTICULATION AGREEMENTS

Salon Success Academy – Upland Campus located at 1385 East Foothill Boulevard, Upland, CA 91786 has the following articulation agreements with Salon Success Academy locations at:

- 2097 Compton Ave, Suite 201, Corona, CA 92881
- 16803 Arrow Blvd. Fontana, CA 92335
- 1915 W Redlands Blvd, Suite 111, Redlands, CA 92373
- 6780 Indiana Ave, Suite 200, Riverside CA 92506
 - To provide Lab hours to students from all programs.
 - To provide special guest lectures to students from all programs

OWNERSHIP AND MANAGEMENT

Robert Gross	President / Owner
Jeff Gross	Vice President of Operations / Owner
Megan Guthrie	Vice President of Administration / Owner
Kyle Rumbel	Vice President of Finance & Personnel / Owner
Christina Belcher	Vice President of Compliance & Student Services

Brandy Hamilton	Campus Affairs Director
Yvette Martinez	Administrative Assistant
Jade Klawon	Administrative Assistant / Call Center
Tanya Granados	Financial Aid Administrator
Monique Unger	Administrative Assistant
Anna Islas	Administrative Assistant
Judy Rivero	Onboarding Director

ADMISSION REQUIREMENTS FOR COSMETOLOGY, BARBERING, ESTHETICIAN & MANICURING/NAIL CARE

Applicants are accepted as regular students by meeting the following criteria:

- 1) **Age requirements:** Students must be at least 16 to enroll **AND** must be at least 17 years of age by their contracted graduation date. A parent or guardian will be required to attend all admission appointments and co-sign the enrollment agreement for students under 18.
 - a. Applicants who are under the age of Compulsory school attendance in California (under age 18) will **only** be admitted with proof of US completion of the 12th grade as listed in #2 below. These applicants *may* be eligible for Title IV funding if they qualify.
 - b. Applicants who are beyond the age of compulsory school attendance in California (at or over age 18) will be admitted with proof of completion of at least the 10th grade in a U.S. High School.
 - i. Applicants who do not hold a U.S. HS Diploma or its equivalent will **not** be eligible for Title IV funding. They will only be admitted under a cash pay program.
 - ii. Applicants who do hold a U.S. HS Diploma or its equivalent **may** be eligible for Title IV funding if they qualify.

2) **Proof of U.S. completion of 12th grade education or its equivalent.**

The list below outlines the forms of an equivalent U.S. HS Diploma that will be accepted for enrollment.

- An individual who is a graduate of an accredited high school **or**
- An individual who is a graduate of an approved home school curriculum **or**
- An individual who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree **or**
- An individual who has successfully completed the GED **or**
- An individual who has successfully completed a state-authorized exam such as TASC or HISET
- Foreign diplomas or transcripts must be officially translated and verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

The proof of education document provided must have the student's **current** last name used for enrollment. If the last name is not the same, another form of documentation will be required to prove that the name on the diploma, GED or Certificate is the student.

Recommended documentation is listed below but is not limited to:

- Official name change documents
- Marriage license or Divorce decree
- Birth certificate
- Driver's licenses in both old and new names
- Social security cards in both old and new names

The applicant must bring the original document (Diploma, GED or Certificate) to the admissions representative. The representative will make a copy for our file. If the student does not have the original document, they must provide an original, official transcript that shows high school completion or GED, TASC or HiSet, passing test scores.

Applicants listed above in 1(b)(i) who have not graduated from high school must provide an official high school transcript that clearly indicates completion of at least the 10th grade, to be admitted as a cash paying student.

3) Social Security Number Requirement

Cash paying applicants will be required to furnish a copy of their social security card or tax identification number (TIN) to be admitted into any program that requires a state licensing exam. Applicants who apply for and receive Title IV Federal Student Aid will provide their social security number on the FASFA.

4) Identification Requirement

To verify identification and age for program admission, the following forms of ID will be accepted:

1. State issued Driver License (any state)
2. State ID issued by the state department of motor vehicles (any state)
3. US Military ID
4. Passport or Passport Card– United States
5. Permanent Resident Card
6. US Immigration and Naturalization issued ID
7. Official Birth Certificate (U.S. only) (Hospital Certificate is not acceptable)

Per Title IV requirements, students applying for federal financial aid may be required to furnish additional sources of ID for purposes of verifying citizenship.

****Admittance to the California State Board requires a Valid, State issued, picture ID. It is the student's responsibility to ensure their State Issued ID has not expired prior to taking the state exam.**

All courses, course materials and enrollment materials for all locations are offered in English only. We do not offer English language services or ESL instruction. English fluency is demonstrated through the successful completion of the admissions interview and passing entrance exam.

Prospective students will be interviewed by a representative of our admissions department. The interview will explain the school's philosophy, course content and discuss career opportunities. Our Admissions interview process will be used to help determine the acceptability of potential students. Salon Success Academy does not recruit students already attending or being admitted to another school offering a similar course of study.

Students who did not complete the program may apply for re-enrollment. Refer to how credit for previous training is applied for more information.

Ability-To-Benefit Policy:

Salon Success Academy does not accept Ability-To-Benefit students.

International Students

Salon Success Academy does not accept international students.

Reasonable Accommodations

Students needing accommodation must make a formal request. Please refer to the **REASONABLE ACCOMMODATIONS** procedure and policy in this catalog.

CREDIT FOR PREVIOUS TRAINING

All students with transfer or previous hours must complete a request for enrollment. In addition to the request, the student must provide the following:

- 1) A copy of their official transcripts which must include operations, technical hours, exam scores and clock hours
- 2) An official State Board Proof of Training document

REENROLLMENT:

Students who are re-enrolling in **the same program** will have their transcripts evaluated based on the current academic modules at Salon Success Academy. The number of prior hours granted and hours remaining to complete the program will be dependent upon

- 1) How long the student has been out of school (refer to Chart A below)
- 2) The modules completed and needed. Partial modules completed will not be accepted.

Chart A below determines how many of the student's approved prior hours will be considered, depending on how long ago the hours were completed. The first column represents the amount of time between the student's withdrawal date and the date they enroll or re-enroll. The second column provides the percentage of the prior hours Salon Success Academy will accept. No credit will be awarded for prior experiential learning.

Student's Last Day of Attendance to the Current Registration Date	Percentage of Hours Granted
1-12 months	Up to 100% of the student's prior hours (For program transfer students no more than the maximum accepted as stated in Chart B)
13-24 months	Up to 75% of the student's prior hours (For program transfer students no more than the maximum accepted as stated in Chart B)
25-36 months	Up to 50% of the student's prior hours (For program transfer students no more than the maximum accepted as stated in Chart B)
37 months or more	No prior hours will be accepted when a student's withdrawal date is more than 36 months old for both reenrollment to the same program or program transfers

Only identical and complete hours between programs will be considered for transfer. Student transcripts will be evaluated for transferability prior to enrollment.

PROGRAM HOURS	Health & Safety	Disinfection & Sanitation	Chemical Hair Services	Hair styling	Shaving	Skin Care Service	Hair Removal, Lash & Brows	Nails & Manicuring	Adv. Hair Cutting	Adv. Hair Coloring	Adv. Hair styling	Addtl Lab Hours	TOTAL
Cosmetology	100	100	100	100	0	150	50	100	100	100	100	200	1200
Barbering	100	100	200	200	200	0	0	0	100	0	0	100	1000
Esthetician	100	100	0	0	0	350	50	0	0	0	0	0	600
Manicuring/ Nail Care	100	100	0	0	0	0	0	150	0	0	0	50	400

CHART B

Students with a **Valid California License** will receive the maximum accepted hours in the chosen course. Licensed students are not required to be Salon Success Academy Alumni to enroll in any program as listed.

Students with previous hours in:↓	<u>Transferring To</u> Cosmetology 1200 Hour Course	<u>Transferring To</u> Barbering 1000 Hour Course	<u>Transferring To</u> Esthetician 600 Hour Course	<u>Transferring To</u> Manicuring/Nail Care 400 Hour Course
Cosmetology	NA	Max Accepted Hours: 680	Max Accepted Hours: 200	Max Accepted Hours: 100
Barbering	Max Accepted Hours: 500	NA	Max Accepted Hours: 0	Max Accepted Hours: 0
* Esthetician	Max Accepted Hours: 200	Max Accepted Hours: 0	NA	Max Accepted Hours: 0
*Manicuring/Nail Care	Max Accepted Hours: 100	Max Accepted Hours: 0	Max Accepted Hours: 0	NA

For VA beneficiaries, all previous education and training will be evaluated and documented. If the previous education and training is relevant to any Salon Success Academy program, credit will be given appropriately, and the training program will be shortened proportionately.

CAMPUS TRANSFER POLICY

Not all students will be approved to transfer campuses. The approval/denial will be based on a review of the student's current attendance, all write ups and behavior issues. Salon Success Academy must have a reasonable assurance that the student will be successful at the new campus. There is a \$150 transfer fee which must be paid at the time of the request.

Upland Campus

Students transferring from the Salon Success Academy Upland campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

Corona, Redlands & Fontana

Students transferring from the Salon Success Academy Corona, Fontana or Redlands campus to either the Upland or Riverside campus should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Student Services Facilitator and Admissions Representative at the new campus to complete the re-enrollment requirements.

Students transferring between the Corona Main Campus and either Redlands or Fontana campuses should first speak to their Student Services Facilitator or Campus Director for instructions. Upon approval students will be allowed to transfer to the new institution without being subjected to the waiting period.

Riverside Campus

Students transferring from the Salon Success Academy Riverside campus to any other Salon Success Academy campus should first speak to the Financial Planner or Campus Director for instructions. Upon approval the student will withdraw from school and begin the 1 – 180 day waiting period to re-enroll in the approved campus. The waiting period will be determined according to the student's current loan period. At the end of the waiting period the student will be required to meet with the Financial Planner and Admissions Representative at the new campus to complete the re-enrollment requirements.

CAMPUS INFORMATION

FACILITIES AND EQUIPMENT

Owned by Robert Gross, Richard Gross Enterprises

For School Information Call 877 987-4247

Email: corp@salonsuccessacademy.com

Website: www.SALONSUCCESSACADEMY.com

Classes are held at all Salon Success Academy campuses listed below. All are accredited by Middle States Association (MSA) and approved by the Bureau for Private Postsecondary Education (BPPE). The campus computer systems are backed up daily at an offsite location. All the listed locations utilize this catalog.

Salon Success Academy (Upland Campus)

1385 E Foothill Blvd

Upland, CA 91786

Salon Appointment Call 909.982.4662

Admissions Call 877.987.4247

Corporate office 909.982.4200

This campus is 15,780 square feet consisting of a salon floor, clinic skin care service rooms, barbering area and a dispensary. There are 4 large classrooms, a MUD Makeup room and an audio/visual (library) room, administrative offices, a student break room, restrooms and a teacher's break room.

Salon Success Academy (West Covina Campus)

***This campus is closed as of September 1, 2026**

112 Plaza Drive, Suite 166

West Covina, CA 91790

Salon Appointment Call 909.457.2812

Admissions Call 877.987.4247

This campus is 5,763 square feet consisting of a salon floor, a clinic skin care service room, a dispensary, and 3 classrooms. There are also administrative offices, a student break room, and restrooms.

Owned by Robert Gross, R & M Beauty Colleges Inc.

For School Information Call 877 987-4247

Email: corp@salonsuccessacademy.com

Website: www.SALONSUCCESSACADEMY.com

Salon Success Academy (Corona Campus)

2097 Compton Ave Suite 201

Corona, CA 92881

Salon Appointment Call 951.736.9725

Admissions Call 951.736.9768

This campus is 11,000 square feet on the second floor of the complex consisting of a clinic floor, skin care treatment room, administrative offices, 3 large classrooms, a student break room, restrooms, and a teacher's break room.

Salon Success Academy (Fontana Campus)

16803 Arrow Blvd.

Fontana, CA 92335

Salon and Admissions Appointments Call 909.822.1149

This campus is 3,141 square feet consisting of a clinic floor, administrative office, a classroom that can be split with a divider to create two rooms, a student break room, restrooms and a teacher's break room.

Salon Success Academy (Redlands Campus)

1915 West Redlands Blvd, Suite 111

Additional Classroom Space, Suite 105

Redlands, CA 92373

Salon Appointment Call 909 307-0312

Admissions Call 909.307.6908

This campus is 8,640 square feet, consisting of a clinic floor, administrative offices, 3 large classrooms, a student break room, restrooms and a teacher's break room. The additional classroom located just a few doors down from the main campus is used as a basic skin care classroom for both Esthetician and Cosmetology students.

Salon Success Academy (Riverside Campus)

6780 Indiana Avenue Suite 200

Riverside, CA 92506

Salon Appointment Call 951.462.1028

Admissions Call 877-987-4247

This campus is 6,690 square feet on the second floor of the complex consisting of 3 large classrooms, a student break room, a clinic salon floor and dispensary, a study/computer room, offices, and restrooms.

Each campus has a Director and an Associate Director who oversees the daily operations of the school and are responsible for enforcing the company's policies and regulations.

CAMPUS HOURS

Upland, Riverside, Corona & Redlands

Monday	5:30 pm – 9:30 pm
Tuesday – Friday	9:00 am – 9:30 pm
Saturday	9:00 am – 5:00 pm

Fontana

Tuesday – Saturday	9:00 am – 5:00 pm
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CLASS START DATES 2026

Orientation is mandatory.

It will be held at the student's individual campus on the Monday of the start week.

10:00am – 12:00pm.

Dates are subject to change. It is the student's responsibility to provide all required paperwork and documentation requested for enrollment and financial aid if applicable no later than 7 days prior to the start date. Missing or incomplete documentation may cause a delay or inability to start school.

Check with the Admissions Department for more information (877) 987-4247

Programs start every 5 weeks for day classes and every 10 weeks for night.

Day Classes are full time (35 hpw) Night classes are part time (20 hpw)

Start Date	DAY/NIGHT	PROGRAMS (Not all programs and schedules are offered at every campus)
1/20/26	DAY	Cosmetology, Barbering, Esthetician
2/24/26	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
3/31/26	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care
5/5/26	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
6/9/26	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care
7/14/26	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
8/18/26	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care
9/22/26	DAY	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
10/27/26	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care
12/8/26	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care
	NIGHT	Cosmetology, Barbering Esthetician, Manicuring/Nail Care
Jan 2027 TBA	DAY	Cosmetology, Barbering, Esthetician, Manicuring/Nail Care

2026 SCHOOL CALENDAR

2026 SCHOOL CALENDAR

	New Starts Full Time Only
	New Starts Full & Part Time
	Make up days for Part Time Students
	Make up days for Full Time - Schools Open
	Holiday - CLOSED
	Holiday - Schools Are Open
	Holiday - Schools Close at 4pm

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	27	28						29	30	31				
1 New Years Day 17 Martin Luther King Jr Day							16 President's Day (Open)							17 St Patrick's Day (Open)						
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
5 Easter							31 18 Open for FT Makeup Day 23-25 Memorial Day Weekend							19-Juneenth (Open)						
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
4 Independence Day							31 Schools Open for FT Students & Clients							5-7 Labor Day Weekend						
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31	1	2
31 Halloween Close at 4 pm							23 Open for FT Makeup Day 26-28 Thanksgiving							21 Open for FT Makeup Day 12/24/26-1/2/27 Winter Break						

2026 Special hours for Makeup time due to Saturday closures for Full Time Students:

Monday, May 18	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside 9:00-9:30
Monday, August 18	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside 9:00-9:30
Monday, November 23	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside 9:00-9:30
Monday, December 21	Fontana open 9:00-5:00, Upland, Corona, Redlands, Riverside 9:00-9:30

COURSE SCHEDULES

CAMPUS	DAY CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD	NIGHT CLASS SCHEDULES	HOURS PER WEEK/WEEKS TO GRAD
<u>COSMETOLOGY 1200 Hours</u>				
Corona, Redlands, Upland, Riverside	Tues – Sat 9:00 – 5:00	35hpw / 36 Weeks	Mon – Fri 5:30 – 9:30	20 hpw/ 63 Weeks
Fontana	Tues – Sat 9:00 – 5:00	35hpw / 36 Weeks	NA	NA
<u>BARBERING 1000 Hours</u>				
Riverside	Tues – Sat 9:00 – 5:00	35hpw / 30 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 52.5 weeks
Upland	Tues – Sat 9:00 – 5:00	35hpw / 30 Weeks	NA	NA
<u>ESTHETICIAN 600 Hours</u>				
Corona	Tues – Sat 9:00 – 5:00	35 hpw / 21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 32 Weeks
Redlands	Tues – Sat 9:00 – 5:00	35 hpw / 21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 32 Weeks
Upland	Tues – Sat 9:00 – 5:00	35 hpw / 21 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 32 Weeks
<u>MANICURING/NAIL CARE 400 HOURS -Classes Start January, March, June, August, October, December</u>				
Corona	Tues – Sat 9:00 – 5:00	35 hpw / 12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
Fontana	Tues – Sat 9:00 – 5:00	35 hpw / 12 Weeks	NA	NA
Redlands	Tues – Sat 9:00 – 5:00	35 hpw / 12 Weeks	NA	NA
Riverside	Tues – Sat 9:00 – 5:00	35 hpw / 12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks
Upland	Tues – Sat 9:00 – 5:00	35 hpw / 12 Weeks	Mon – Fri 5:30 – 9:30	20 hpw / 21 Weeks

*New Classes that do not have the minimum number of students to start will be moved to the next start month. Registered students will be contacted regarding the change in start date. If they choose not to move to the next month, they can request a full refund of the amount the student put down for a deposit.

COURSE CHARGES AND FEES EFFECTIVE FOR STARTS AFTER 6/10/26

Course Charges and Fees	Cosmetology 1200 Hours \$16 hr	Esthetician 600 Hours \$16 hr	Manicuring/ Nail Care 400 Hours \$10 hr	Barbering 1000 Hours \$16 hr
Tuition	\$19,200	\$9,600	\$4,000	\$16,000
Registration Fee (Non Refundable)	\$100	\$100	\$100	\$100
Supplies (Non-Refundable)	\$3,000	\$3,200	\$1,600	\$2,800
STRF(Non-Refundable) \$0 per every \$1000 as of 5/1/24	\$0	\$0	\$0	\$0
Transfer fee \$150 (if applicable)	\$0	\$0	\$0	\$0
Schedule change fee \$150 (if applicable)	\$0	\$0	\$0	\$0
Transcript fee \$35 (if applicable)	\$0	\$0	\$0	\$0
Total Charges for the current period of attendance	\$22,300	\$12,900	\$5,700	\$18,900
Estimated total charges for the entire educational program	\$22,300	\$12,900	\$5,700	\$18,900

Included in the Kit: Textbooks & Uniform shirts (Sales tax included)

Students are required to purchase the Kit from Salon Success Academy. They may not purchase their own elsewhere.

Cosmetology students may add on the MUD Beauty Essentials make-up kit for \$1299. This is not a requirement.

*The transfer fee \$150, schedule change fee \$150 and transcript fee \$35, are not fees a student will pay in their enrollment charges which is why they are represented as \$0 on the chart above. These are possible fees a student may incur after enrollment.

FINANCIAL AID PROGRAMS

For those students who qualify the school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Salon Success Academy does not participate in state financial aid programs. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student's liability and as such may create a greater liability on the student in terms of balance owed to the school. Our Student Financial Planners work with students in determining loan amount need(s) and loans must be certified by the school's Financial Planning Office. The school certifies loans only in amounts to cover the cost of the student's Agreement. All student loans are binding Agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by students and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on the individuals credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and/or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in payment periods. Disbursement of federal funds is contingent on the students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

PAYMENT METHODOLOGY

Perspective students, prior to beginning school, will meet with our Financial Planning Department to establish a financial plan to meet the costs associated with their scheduled course. Our team in Financial Planning will determine, through reviewing the resources available to the students and possibly their family, as well as what forms of financial aid they may wish to apply and be eligible. As a result of our financial planning process, with the timely and accurate submissions of forms with our support, students will be able to develop a financial plan to meet their educational goals. The student's plan may include a variety of options depending on the approved plan developed with the student and Salon Success Academy including the following:

Payment Options (may vary as a result of the student financial planning process)

1. Full payment prior to beginning school.
2. Third Party financing agreement between the student and third party.
3. Students will pay a partial amount before classes begin and will make monthly payments according to the Payment Plan for each month.
4. Federal Student Aid to pay student tuition, and if needed private payments to pay the full cost of the course.

Salon Success Academy accepts as forms of payment Title IV funding, cash, check, money order, or credit card.

ATTENDANCE POLICY

Future employers will not tolerate absences. Salon Success Academy strives to prepare students for a successful career in which attendance is a critical component. Additionally, if a student is excessively absent, they will not be able to master the course content and develop the knowledge and skills to succeed.

The course is measured by actual clocked hours. Both excused and unexcused absences have a negative effect on a student's Attendance Rate.

The following attendance regulations are in effect at Salon Success Academy.

1. Full Time students can clock in from 8:55 am – 9:05 am. Students are late at 9:01 and will lose class participation points for not being in their class seat by 9:00 but will be allowed to clock in until 9:05. Night students can clock in from 5:25pm – 5:35pm. Students are late at 5:31 and will lose class participation points for not being in their class seat by 5:30 but will be allowed to clock in until 5:35. (Please refer to the **EMPLOYABILITY COMPETENCY POINTS** for additional information on how attendance will affect your grade)
2. Students will not be allowed to clock in later than 5 minutes after their scheduled start time unless they have documentation that is approved by the Campus Director. E.g., doctor's note time and date stamped.
3. Students may only take breaks at the discretion of their instructor or Campus Director.
4. Lunch breaks are **REQUIRED** for 30 minutes daily on the Full Time Schedule (35 hours per week). Students may be written up, suspended, or possibly terminated from the program for taking breaks without permission, taking excessive breaks or longer than approved lunch or other breaks. Students who take less than 30-minute lunch breaks will have their time adjusted to 30 minutes. Students who do not clock out at all will have a lunch break added for 60 minutes. Consistently taking short lunches or not clocking out will result in credit for only ½ the day, suspension or termination from the program for additional occurrences.
5. Attendance will be monitored weekly by the campus director. Students who fall below 67% within their first 30 days will be dropped from the program.
6. Students who fall below 50% attendance at any time will be dropped from the program.
7. Students who miss class periodically and have a documented reason for their absence may be allowed to make up missed assignments. Those who are habitually absent and/or do not have a documented reason for their absence will not be allowed to make up missed class work, leading to a failed module. Students who fail a module will be required to drop or if time permits within their program, retake it. Failing assignments and exams, and low attendance will lead to less than satisfactory progress, the possible loss of financial aid funding and termination from the program. Programs of 600 hours or less do not have enough clock hours to retake failed modules. Students in these programs will be dropped for failing. Some modules in the 1000-1200 hour programs are offered less frequently throughout the year which could also result in a student being dropped if they fail and are unable to retake it before their scheduled graduation date.
8. Students who are habitually late will be counseled and expected to correct their tardiness. Those who do not make the appropriate corrections to get to school on time may be subject to overage fees due to low attendance percentage and/suspension or termination from the program.
9. Saturday attendance is not only a mandatory part of your training but will also be a vital part of your success when you begin working in the industry. Students who are absent on Saturday or attend less than 100% of their scheduled hours on that day without proper documentation or campus director approval will be counseled and expected to correct their absenteeism.
10. Students may, under unusual circumstances and with prior written permission from the Campus Director, have an excused absence on Saturday if the circumstances relate to a medical, legal, military, bereavement or direct (bloodline or spouse) family related emergency. Under a documented medical emergency, the pre-approval requirement may be waived. While this circumstance may be an approved absence the academic and attendance requirements must be made-up. Students incurring a Saturday absence under this type of documented circumstance may be allowed to make up the time at lab and will not be subject to suspension for the occurrence.

Students who have been absent fourteen (14) consecutive calendar days may be subject to termination on or after the fourteenth (14th) day if they:

- (a) have not been in contact with school administrators or
- (b) they have been in contact with school administrators but have not attended beyond the 14th day and have not provided documentation to officially apply for a leave of absence.

The student should contact the Campus Director to discuss their school status, i.e. active or dismissed prior to clocking in after a 14 day absence.

Students who continually miss clock hours every week will also be subject to termination from the program. Missing 1.5 days in a week equals 67% attendance of the weekly scheduled hours. This is the minimum requirement to maintain financial aid funding, active enrollment, and completion within the maximum time frame.

Students with poor attendance will be provided with over contract estimate(s) when counseled. If it is determined that the student will go over contract even with perfect attendance, they understand and agree that all over-contract charges will be due and payable the day the student goes over agreement.

Students who are dismissed or voluntarily withdraw and have 70% or less attendance must wait a minimum of 90 days from their last day of attendance to apply for re-enrollment. Students will be subject to a waiting period of up to 180 days from their last day of attendance before they may be granted approval to re-enroll. The waiting period and approval or denial will be based on the student's prior attendance patterns, overall percentage at the time of withdrawal or dismissal, the documentation provided for their attendance issues in the prior enrollment and proof of correction. Students who had behavior issues may be denied based on the severity of the occurrences.

The student must provide proof to the VP of Administration that the circumstances leading to their poor attendance have been corrected and that they will be able to maintain satisfactory progress. There is no guarantee that any student who is dismissed or withdraws from the program will be readmitted. Students who do not complete the program and decide to re-enroll might not receive 100% of their prior hours. They will be subject to the current prior hours policy at the time the new enrollment agreement is signed. Each student will be evaluated individually.

NOTE: Students must meet requirements for re-enrollment as listed in the catalog under the Admissions section "Credit for Prior Hours"

TIME CLOCK PROTOCOLS

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

- Students who do not clock in when they get here will lose the time until they do clock in.
- Students who do not clock out for lunch but clock in will receive a maximum of ½ credit for the day.
- Students who do not clock in from lunch but clocked out will receive a maximum of ½ credit for the day.
- Students who do not clock out to go home will receive a maximum of ½ credit for the day.
- Leaving school at any time without clocking out is grounds for termination from the program.
- Full Time Students are required to take a 30-minute lunch break daily, when at school more than 5 ½ hours. Students who do not clock in and out for lunch breaks will have a minimum of 1 hour deducted from their time. Students who clock less than 30 minutes will have their time adjusted to 30 minutes. Habitual infractions are subject to 1 hour lunch adjustments, suspension, termination and/or loss of hours as specified above.
- Students having another student sign them in or out will result in **termination for both students involved.**
- Falsifying time by signing in or out for a day or time other than what you are actually clocking on the time clock (within two minutes) is grounds for termination. Students are not to sign in and out ahead of time. Time on the sign in sheets is to be entered immediately before or after using the time clock.
- On occasion a student who forgets to clock in or out may complete a time correction form and the time will be adjusted. The time correction form must be complete and submitted to the campus director within one week of

the missed clock entry. Corrections submitted after that will not be considered for adjustment and the student will not receive the hours missed. Students who frequently fail to clock in or out will be written up and the time will not be adjusted.

STUDENT LIBRARY

Library materials such as books, magazines and DVD's are made available to all students for checkout at their campus. A limited number of Chromebooks are also available for checkout to be used on school premises. The Upland campus also has PC's available for use during lab hours. Students can sign out materials from their Campus Director or Instructor. A list of available resources is posted by the cabinet or shelf where they are displayed.

EXCUSED ABSENCE

Students **may** be allowed the opportunity to clock make up hours when:

- 1) The student has reported their absence to the school before 9:00 am the day of the absence by calling, emailing or texting the Registrar or Campus Director with a valid reason that does not meet the unexcused absence criteria. Subject to the discretion of the Campus Director (documentation recommended)
- 2) Pre-arranged and **pre-approved** by the Campus Director (Documentation recommended)
- 3) Documented emergency

UNEXCUSED ABSENCES

Students may **lose out on the opportunity** to clock make up hours for the following reasons:

- 1) Leaving early, unless pre-arranged/documented and pre-approved by the Director
- 2) Arriving late, unless pre-arranged/documented and pre-approved by the Director
- 3) Consistent absent patterns
- 4) Suspensions / Sent home from school
- 5) All Saturday absences, unless it is a documented emergency or has been pre-arranged and pre-approved by the Campus Director.

PREARRANGED AND PREAPPROVED ABSENCE GUIDELINES

- 1) The student should have excellent attendance on a normal basis (**Actual** Attendance is at or above 95%)
- 2) The student is free from behavior problems.
- 3) The student is on schedule for completing modules, assignments, quizzes and exams.
- 4) The student has discussed and received written approval from the Campus Director prior to the absence.

MAKEUP HOUR OPPORTUNITIES

- 1) Full time day students (9:00 – 5:00) who take a 30-minute lunch will accumulate 30 minutes per day in make up hours. (7.5 total clock hours for the day will be earned)
- 2) Part time students (8:30-12:30, 1:00 – 5:00, 5:30 – 9:30) must pre- arrange with the campus director to attend one (1) Saturday per month. Students may choose either the 1st or 3rd Saturday of the month and the student must attend the full day to get credit. The extra make-up hours may not be used in place of a scheduled school day on a regular basis.
- 3) Only students who are over contract at the time will be allowed to make up hours for excused absences. At the discretion of the Campus Director.
- 4) Students must attend the full week of scheduled hours prior to the make up day.
- 5) Students who abuse the make up hour system will lose the privilege of making up hours in this manner.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress (SAP) policy is provided to students prior to enrollment. Satisfactory Academic Progress in attendance and academic work is a requirement for all students, and students must maintain Satisfactory Academic Progress to continue eligibility for funding. Students will be evaluated on cumulative scheduled hours for their program and schedule. These programs all are based on an academic year of 900 hours and 26 weeks.

Determination of Satisfactory Academic Progress for students who are attending the **Barbering (1000 clock hour)** program, will occur when the student is scheduled to complete the clock hours for the payment periods at 450 and 900 hours. The student must also complete at least 13 weeks at 450 hours and 26 weeks at 900 hours. The student will be evaluated for both academic and attendance at each evaluation.

To determine Satisfactory Academic Progress for students who are attending the **Cosmetology (1200 clock hours)** program, the student will be evaluated for both academics and attendance when the student is scheduled to complete the clock hours for that payment period (450 hours, 900 hours, 1200 hours). The student must also complete at least 13 weeks at 450 hours, 26 weeks at 900 hours. The student will be evaluated for both academic and attendance at each evaluation.

Students attending the **Esthetician (600 clock hour)**, program are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for the payment period at 300 hours. The student must also complete at least 15 weeks to have completed the payment period. The student will be evaluated for both academic and attendance at each evaluation

Students attending the **Manicuring/Nail Care (400 Clock hour)** program are evaluated for both academics and attendance when the student is scheduled to complete the clock hours for the payment period at 200 hours. The student must also complete at least 6 weeks to have completed the payment period. The student will be evaluated for both academic and attendance at each evaluation.

All evaluations will be completed within 7 school business days following the established evaluation point. Students will be provided with a Financial Aid Warning notice or a cancellation of their eligibility if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility.

Salon Success Academy does not allow for the status of academic probation. Students receiving VA educational benefits who are enrolled in the Esthetician program will also receive an advisement for VA purposes only, prior to the midpoint of the program at 200 scheduled hours. This advisement has no effect on Title IV funding. Students can request a copy of their SAP report from their campus director or student services representative.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. The maximum time frame is equal to 1.5 times (150%) the published length of the program, e.g. Barbering would be 1000 hrs x 150% = 1500 maximum_scheduled hours. For VA purposes only, students receiving VA educational benefits must attend a minimum of 95% of the cumulative scheduled hours to complete within the originally approved contracted length of time. VA educational benefits will end at the student's originally contracted end date. The student will be responsible for paying all remaining charges in order to complete the program.

Authorized leaves of absence will extend the student's contract period and the maximum time frame by the same number of days taken in the leave of absence. Students who do not complete within the maximum time frame will be dropped from the program. Re-enrollment may be permitted on a cash pay basis according to the policies on reenrollment and accepting students with prior hours. The following is an example of the number of hours that a student has to complete at the end of each payment period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments

Program	Evaluation will be at the following cumulative scheduled hours	Maximum Weeks
Cosmetology	450	19
	900	38
Barbering	450	19
	900	38
Manicuring / Nail Care	200	9
Esthetician	200 (VA only)	NA
	300	15

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written prior to graduation.

Numerical grades are considered according to the grading scale.

Students receive grades both on written examinations and practical experience. Practical and written assessments are combined with employability competency points and a final exam for a combined module score. Modules must be passed at 70% or greater. Students must pass all modules and the associated final exams to graduate. Students may have the opportunity to make up a module within their course timeframe. Students who fail 2 modules will be dismissed from the program. For the purpose of SAP, the written and practical grades will be combined for one academic grade, GPA.

EMPLOYABILITY COMPETENCY POINTS

Full Time Program:

Full time students have an opportunity to earn 200 points per module.

Points for being in class **on time** (according to your schedule: 9:00am). There is a window to clock in, however, your time and contracted schedule is 9:00am- 5:00pm, and points will be deducted in ANY module if you are not in class at its start time or if you leave before its end. Points are also given for uniform, applied effort and professionalism as noted in the chart below.

Category	Possible Points	Breakdown of Points
Uniform	2	1 Point for badge, 1 Point for the rest of the uniform
Punctuality	4	2 Points for being on time, 2 Points for not leaving early
Applied Effort	2	1 Point for completing assigned work, 1 Point for completing self-regulated work
Professional Conduct	2	1 Point for following codes of conduct, 1 Point for following Rules and Regulations
Total Daily Points	10	Total Possible Points for the Module = 200

Part Time Programs:

Part time students have an opportunity to earn 200 points per module.

Points are given for being in class **on time** (according to your schedule: 8:30am, 1:00pm or 5:30pm). There *is* a window to clock in, however, your time and contracted schedule is 8:30am-12:30pm, 1:00pm-5:00pm or 5:30pm-9:30pm, and points will be deducted in any module if you are not in class at its start time or if you leave before its end. Points are also given for uniform, applied effort and professionalism as noted in the chart below.

Category	Possible Points	Breakdown of Points
Uniform	1	0.5 Points for badge, 0.5 Points for the rest of the uniform
Punctuality	2	1 Point for being on time, 1 Point for not leaving early
Applied Effort	1	0.5 Points for completing assigned work, 0.5 Points for completing self-regulated work
Professional Conduct	1	0.5 Points for following codes of conduct, 0.5 Points for following Rules and Regulations
Total Daily Points	5	Total Possible Points for the Module = 200

GRADING SCALE

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing Below	0-59%	0

PRACTICAL GRADING CRITERIA

Students are assessed on procedures as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period review point will be considered making Satisfactory Academic Progress until the end of the next scheduled payment period. Payment periods are used as evaluation points and apply to both Title IV and non-Title IV students. For a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements. Students who are meeting academic and attendance requirements will receive a copy of their SAP notice. Students can request a progress report from their Campus Director or Student Services Rep at any time to review their academic and attendance rates.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, TRANSFER HOURS

With regard to Satisfactory Academic Progress, course incomplete, withdrawals and/or transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students

have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Please see your Financial Aid representative for more information.

FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any payment period will be placed on Financial Aid Warning until the end of the next payment period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds. A student cannot have successive periods in Financial Aid Warning status. Students receiving VA educational benefits will have their benefits discontinued if the student fails to meet requirements at the end of the Warning period.

REESTABLISHMENT OF STATUS

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

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

REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wanting to re-enroll in school after withdrawing must complete a Request to Re-enroll to the school administration. Re-enrollment is at the discretion of the VP of Administration. Decisions by the VP of Administration regarding re-enrollment are final. Please refer to the final paragraph of the Attendance and Tardy policy for additional information on re-enrolling when attendance was at or below 70% or the student was dismissed for poor attendance or lack of contact for 14 days.

APPEAL PROCEDURE

This institution does not allow for appeals to the satisfactory academic progress determination.

TRANSFER STUDENTS

New students that transfer to the Academy with hours from another school will start with 0 hours and be evaluated according to the number of hours the student enrolls for, but at a minimum of the midpoint of their program or academic year, whichever comes first. Their contract length will be adjusted to give them credit for attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted per the school transfer policy for the remaining hours needed to complete the program. SAP evaluation periods are based on actual contracted hours.

DISMISSAL FOR STUDENT ATTENDANCE

See attendance policy for complete details on all attendance requirements that can lead to dismissal from the program.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have reestablished Satisfactory Academic Progress.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

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

GRADUATION REQUIREMENTS

To be eligible for graduation and receive your Diploma of Course Completion, a student must have a grade average of 70% for graduation from any course at Salon Success Academy. Both theory and practical work are considered important. All work must be completed to graduate.

The following are required for graduation from all programs:

1. Completion of state required number of hours
2. Completion of all assignments and tests
3. 70% grade average
4. Payment (or approved payment arrangements) of all tuition, fees, and over-Agreement charges.

Students must make arrangements to apply for state board by calling Yvette Martinez at the corporate office, (909) 982-4200. Yvette will assist with the application. As a gift to our graduates, Salon Success Academy will pay for the student's state board fee via check made out to the California State Board of Barbering and Cosmetology and mailed out with the student's initial application and proof of training document. Students who want to apply for state board online, will not be able to take advantage of the school's graduation gift. They will be required to pay for the exam on their own.

LEAVE OF ABSENCE (LOA)

Under extreme and extenuating circumstances, a student may be permitted to interrupt training with an approved leave of absence.

- A leave of absence will be *considered* and may be granted for the following reasons:
 - Medical or Maternity/Paternity purpose
 - Death of an immediate family member
 - Temporary or short-term caregiver for an immediate family member
 - A documented emergency need to leave the state or country
 - Legal Problems
 - Military training or short term deployment
 - Housing displacement
 - Temporary transportation issues
 - Documented financial hardship (minimum of 90 days)
 - School Determined Academic Leave
- A leave of absence will not be granted for vacation.
- All requests for an LOA must follow the institution's policy, be submitted in writing, be signed by the student and the Campus Director or Designate and must state the reason for the LOA request. Approval will be in accordance with the school policy.
- Students must apply in advance for an LOA unless unforeseen circumstances prevent them from doing so.
- If the student is unable to make a prior request due to unforeseen circumstances, the student must complete the request at a later date and provide supporting documentation. The institution will document the reason for its decision and collect the request from the student upon their return to school. The beginning date of the approved LOA in this instance will be determined by the institution to be the first date the student was unable to attend school.
- The institution must determine, before it grants an LOA, that there is a reasonable expectation that the student will return from the leave as scheduled.
- Students are interviewed before enrolling in school to assist them in identifying areas of their life that may need adjustment before starting a new program. There is an expectation that the student has made all arrangements ahead of

time to support the demands of attending school. Therefore, most leaves of absence requested within the first 90 days of school will not be approved. They will be subject to additional scrutiny and documentation. Students should only apply under extreme circumstances.

- Students requesting a leave of absence for financial reasons should expect to provide documentation of their financial circumstances and describe how a leave of absence will help their financial situation. A financial LOA will normally be granted for a minimum of 90 days to allow the student time to get caught up on their bills etc.
- The institution will not assess the student any additional institutional charges as a result of the leave of absence nor will it count against them when calculating Satisfactory Academic Progress.
- The total number of days for a single leave or combination of leaves cannot exceed 180 calendar days in any 12 month period. A leave of absence for any reason will not be given if the student has or will exceed 180 calendar days in a 12 month period.
- The student's requested return date may be adjusted by the institution to accommodate the student's academic plan. In many cases, the student will need to repeat the module they are in at the time of the leave. For this reason they will be required to return at the beginning of the next module, or if the next module isn't needed by the student their return date will be scheduled for the date the needed module begins. Day class modules begin every 4 weeks and night class modules begin every 8 weeks. If the module needed does not fall within the student's remaining leave of absence days allowed, the student may be required to return earlier than requested. The student will be notified if the return date is adjusted for academic purposes.
- A student who is granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The student's contract end date will be extended by the same number of calendar days as the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- A leave of absence has the potential to interfere with the academic modules needed to graduate from the program. If the student is unable to take all modules upon return from leave, they may need to take another academic leave of absence until the module they need is offered. If the student will exceed the maximum number of allowed LOA days before the module begins they may need to drop from the program and reenroll at a later date.
- LOA's will not be granted for less than 14 calendar days and must have documentation of the circumstance which is preventing the student from attending school. A lack of documentation may result in the request being denied.
- Salon Success Academy will utilize discretion if a student is affected by a natural disaster or state of emergency and requests a LOA that is less than 14 days which would otherwise not qualify for a leave of absence. These special circumstances will be considered during the approval process.
- The LOA will not officially begin until it has been signed and approved. Students should communicate with their campus director when absent so that a leave can be requested at the earliest possible time if needed.
- Students may be required to make up work that is missed during their LOA depending on the length of time out.
- A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure.
- In some cases, a return date may need to be extended due to unforeseen circumstances. A written request must be received by the Campus Director before the student is scheduled to return. If the student has not received approval to extend their return date, they will be required to return on the originally scheduled date. Documentation may be required before approval will be granted.
- The student will be dismissed if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
- Students must provide documentation as requested by the staff. Failure to provide adequate documentation within the designated timeframe may result in the request being denied.

In general, students are given ample additional time within the scope of their contracted hours to use in the case of illness or other emergency situations. Students should attend all available additional hours to give them a cushion of time to use in the case of illness or emergency and not depend on receiving a leave of absence.

MAKE-UP WORK

Students may be allowed to make up assignments and work missed as a result of occasional **and** excused absences. Unexcused or frequent absences will result in a score of zero for missed class work. Students who fail a module due to poor attendance may not have the opportunity to retake it and therefore will be dropped from the program. Make-up work will not be authorized to remove an absence or count for clock hours.

CLASS SIZE

Class size is kept at a level that will allow each individual student to have a minimum of 15 square feet of space allocation. In addition, class enrollment is maintained at a maximum level of 30:1 student teacher ratio.

STUDENTS RIGHT TO PRIVACY AND ACCESS TO FILE

Students always have the right to consult the Instructor, Supervisor or Manager regarding school or personal problems. Students' rights of privacy or confidentiality will be maintained. Students and parents or guardians of dependent minors have permission to view their files with an authorized staff member at the convenience of the staff. Any information concerning the student's file will be released upon the student or guardian's written instruction. The school can release student file information without written permission for legal or accreditation purposes. The student will receive a copy of his/her Record of Completion/Withdrawal upon graduation or withdrawal from school. If a student needs another copy later they will send a written request along with a \$35.00 transcript fee to the corporate office: Transcript request forms are available from the school or the Home Office. The \$35 fee is for up to two documents. Additional documents will require another \$35 fee for every two. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution, by MSA, or in response to a directive of the commission.

EQUAL RIGHTS STATEMENT

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

NON DISCRIMINATION DISCLOSURE

No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability, religion, ethnic or national origin nor be subjected to discrimination of any kind based on the above. For information regarding non-discrimination or to resolve complaints contact the school director.

EMPLOYMENT ASSISTANCE

The school provides placement assistance by posting all Salon inquiries for help on the bulletin boards of the surrounding schools, on our website at salonsuccessacademy.com as well as to students who request assistance. Students can contact the Student Services Facilitator for job leads and assistance with resumes and interview techniques. In addition to being given direct referrals to potential employers, applicants are taught how to identify and approach prospective employers. Salon Success Academy does not offer any guarantee of employment; we do, however, provide assistance and direction in the search for employment. Additional Information regarding specific procedures for requesting employment assistance, prospects and/or employment statistics may be obtained from the Student Services Facilitator or the Campus Director.

OCCUPATIONS AND STATE EXAMINATION REQUIREMENTS BY COURSE

COSMETOLOGY - 1200 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Hair Stylist, and Manicurist, Esthetician, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Cosmetology Educator / Instructor, Salon Development Partner, Film /

Theater Stylist, Cosmetic Brand Representative, Salon Receptionist, Beauty Supply Clerk / Manager, Cosmetology Entrepreneur

39-5012 Hairdressers, Hairstylists, and Cosmetologists
39-5090 Miscellaneous Personal Appearance Workers
39-5091 Makeup Artists, Theatrical and Performance

39-5092 Manicurists and Pedicurists
39-5093 Shampooers
39-5094 Skincare Specialists

COSMETOLOGY EXAM QUALIFICATIONS:

7322. Qualifications for Admittance to Take Hairstylist Exam

The board shall admit to examination for a license as a hairstylist to practice hairstyling any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows: (a) Is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent. (c) Is not subject to denial pursuant to Section 480. (d) Has done any of the following: (1) Completed a course in hairstyling from a school approved by the board. (2) Practiced hairstyling as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in hairstyling from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

ESTHETICIAN* - 600 HOUR COMPLETION: Product Representative, Instructor, Retail Sales, Salon Manager, Salon Owner, and Make-up Artist, Esthetician for Spa, Doctors Office or Salon, Editorial/ Advertising Makeup Artist, Celebrity Makeup Artist, Salon Development Partner, Film / Theater Makeup Artist, Cosmetic Brand Representative, Salon Receptionist, Esthetics Entrepreneur.

39-5090 Miscellaneous Personal Appearance Workers
39-5091 Makeup Artists, Theatrical and Performance
39-5094 Skincare Specialists

ESTHETICIAN* EXAM QUALIFICATIONS:

7324. Qualifications for Admittance to Take Esthetician Exam

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

BARBERING - 1000 HOUR COMPLETION: Product Representative, Platform Artist, Retail Sales, Salon Manager, Salon Owner, Barber, and Manicurist, Fashion Show Stylist, Editorial/ Advertising Stylist, Celebrity Stylist, Artistic Director for Salons or Brands, Barbering Educator / Instructor, Salon Development Partner, Film / Theater Stylist, Salon Receptionist, Beauty Supply Clerk / Manager, Barbering Entrepreneur

39-5000 Personal Appearance Workers
39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011 Barbers

39-5012 Hairdressers, Hairstylists, and Cosmetologists
39-5090 Miscellaneous Personal Appearance Workers
39-5093 Shampooers

BARBERING EXAM QUALIFICATIONS:

7321.5. Qualifications for Admittance to Take Barbering Exam The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows: (a) Is not less than 17 years of age. (b) Has completed the 10th grade in the public schools of this state or its equivalent. (c) Is not subject to denial pursuant to Section 480. (d) Has done any of the following: (1) Completed a course in barbering from a school approved by the board. (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code. (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1). (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board. (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board. (6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

MANICURING/NAIL CARE - 400 HOUR COMPLETION: Salon Manicurist, Product Representative, Receptionist, Retail Sales, Salon Manager, Salon Owner, Beauty Education office support, Manicuring Instructor, School Manager or Owner.

39-5092.00 - Manicurists and Pedicurists

MANICURING/NAIL CARE EXAM QUALIFICATIONS:

7326. Qualifications for Admittance to Take Manicurist Exam

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

STATE BOARD APPLICANTS WHO HAVE BEEN CONVICTED OF A CRIME

Individuals who have been convicted of a crime can still apply to take the examination. The applicant must fill out the Disclosure Statement Regarding Criminal Pleas/Convictions form which can be found at http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf. Send in the disclosure statement with your application or attach it to your online application. Include as much detail as you can. The board may request additional documents relating to your conviction if not enough information is included on the form, this will delay the processing of your application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following.

The length of time since the conviction

The nature of the conviction
Evidence of rehabilitation since the conviction
Whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee.
If you have any further questions, please call the State Board Enforcement Unit at (916) 574-7574.

COMPENSATION, HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health because they 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 their physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students in need of Reasonable Accommodation if these students believe they can fulfill training demands. Compensation is primarily based on commission and salary ranges and gratuities which are all determined by the level of productivity of the professional.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh calendar day after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not limited to the student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of any amount paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. Students who completed less hours than they were scheduled to attend as of their last day of attendance will be billed based on the scheduled hours they could have attended as of that date. If the student attended more than their scheduled hours on their last day of attendance they will be billed based on their actual hours.

A registration fee of \$ 100 **is a non- refundable item**. A kit **issued and used by the student** would not be returnable. Once used by the student it will belong to the student and will represent a liability to them.

If the student cancels the agreement within the cancellation period, the school will refund 100% of the amount paid, less a reasonable deposit or application fee not to exceed \$250. If the student withdraws from school after the cancellation period, the refund policy described above will apply. If the amount the student has paid is more than the amount they owe for the time attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that the student owes is more than the amount they have already paid, then arrangements must be made with the institution to pay that balance. The official withdrawal date is on the student's notification or the school's determination.

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

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Post-Withdrawal Disbursement (PWD): If you received (or the school received on your behalf) less assistance than the amount you earned; you will be able to receive those additional funds through a post-withdrawal disbursement (PWD). Grants will be disbursed within 45 days while loans will be offered to you within 30 days. You will have 14 days to respond. All post-withdrawal disbursements are applied to the student account first, before any resulting credit balance is handled.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Refunds: If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance to the aid programs available at the institution.

After the school allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the school from the total amount of unearned federal financial aid funds to be returned. The student (or parent in the case of funds due to a parent PLUS loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant. Any loan funds that you must return, you (or your parent for a PLUS LOAN) repay in accordance with the terms of the Promissory Note. That is, you make scheduled payments to the holder of the loan over a period of time. If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Credit Balance: If the R2T4 calculation results in a credit balance of your account, the credit balance will be disbursed as soon as possible but not later than 14 days of the R2T4 calculation in accordance with 34 C.F.R. section 668.164(h).

Course Cancellation: If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

For states outside of California, the institution has not made a determination on whether the program meets other states' educational/licensure requirements. For information regarding other states requirements please visit the state agency website.

STUDENT RECORD RETENTION

Salon Success Academy maintains student records in accordance with California law and applicable Bureau for Private Postsecondary Education requirements.

Student transcripts are maintained permanently. Permanent student records include the certificate granted and the date the certificate was granted, the courses and units on which the certificate was based, and the grades earned by the student in those courses.

Pertinent student records required by applicable law are maintained for a minimum of **five (5) years from the student's date of completion or withdrawal**. Salon Success Academy maintains student records for **six (6) years** following completion or withdrawal, except for records that are required to be maintained permanently or for a longer period under applicable federal or state law.

Student records are maintained in California at:

Salon Success Academy Corporate Office

1385 E. Foothill Blvd.

Upland, CA 91786

Phone: (909) 982-4200

Fax: (909) 257-7988

Email: corp@salonsuccessacademy.com

Website: www.SalonsuccessAcademy.com

NOTICE OF STUDENT RIGHTS

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

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

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

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

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

BUREAU FOR PRIVATE POSTSECONDARY
AND EDUCATION

P.O. Box 980818

West Sacramento, CA 95798

(916) 574-8900

SCHEDULE CHANGES & CAMPUS TRANSFERS

There will be a \$150.00 Fee for all schedule request changes made by the student on or after their start date. This Fee must be paid in cash or with credit card before the request can be submitted for review. Payment of the fee does not guarantee approval of the request for change. Students must choose from a currently offered schedule. Any student desiring to transfer to another Salon Success Academy campus will be charged an additional Transfer Fee of \$150.00. Schedule changes can adversely affect the students' financial aid or monthly payment plans. The student will be responsible for possible increased monthly payments or reductions in available funding.

OVER AGREEMENT

At each SAP evaluation it will be determined if the student is on track to graduate by the contract end date or with perfect attendance, they will be going over agreement. Students are notified that all over contract amounts (\$8.00 /hr for **Cosmetology, Barbering & Esthetician** and \$5.00/hr for **Manicuring/Nail Care** program) must be paid in full the day the student goes over agreement. Students will not be allowed to come to school until they have paid for their extended agreement in full or have an approved payment plan. If 14 calendar days have elapsed and the student has not paid for their extended agreement or signed a promissory note for an approved payment plan, they will be dismissed from the course.

FACILITIES FOR REASONABLE ACCOMODATION

A restroom is provided, which is accessible by individuals in need of Reasonable Accommodation. No special programs are provided for individuals in need of Reasonable Accommodations.

GRIEVANCE POLICY

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make their grievance known to the Campus Director. Grievances can only be submitted by the student involved.

If the grievance is still not resolved after allowing for a reasonable amount of time for correction and the student wishes to register a formal complaint, a grievance form must be completed or a detailed letter describing the following within 60 days of the event:

- 1) Your full name, campus, and ID number
- 2) Current phone number
- 3) Date of the occurrence
- 4) Describe in detail the problem and person(s) involved.

- 5) Name of the staff member you previously brought this grievance to
- 6) Date you brought it to their attention
- 7) What was done by the staff to rectify the problem when you brought it to their attention
- 8) Why do you feel the problem was not rectified to your satisfaction
- 9) What suggestions do you have for a resolution

Send via email to grievances@salonsuccessacademy.com

1. All grievances **must** be submitted in writing.
2. Once the written grievance is received, it will be reviewed and investigated. A determination will be made at the discretion of management whether a meeting with the student will be needed, or if the situation merits further investigation.
3. If the student has been dropped by the Campus Director, she/he may appeal the decision in writing within 7 business days.
4. All grievances/appeals will be responded to either verbally or in writing within 30 days by school personnel.
5. Please monitor the email address used to submit your complaint. A response or request for more information will be sent to that address. Failure to respond to requests within 10 days will be considered abandonment of the complaint and will result in the closure of the investigation.

STUDENT SERVICES

Along with academic counseling in conjunction with Satisfactory Academic Progress, individual and career counseling is available on an as needed basis. We offer students assistance with job placement (see employment assistance in the catalog), referrals for help finding health and human services advisement, assistance with financial aid and leaves of absence. Students may request an appointment with the Campus Student Services Facilitator or designate for assistance. *Academic Advisements (SAP) will be completed by the Student Services Facilitator, Campus Director or designate.

INFORMATION TECHNOLOGY REQUIREMENTS

Students are provided with physical copies of textbooks and workbooks that are required for their program. Classrooms are equipped with smart tv's which give the students and faculty the opportunity to view online videos and other materials that are available in an electronic format. Students may access school designated PCs, laptops or tablets during school hours for educational purposes.

FACULTY OFFICE HOURS

Students may arrange time to meet privately with an instructor during their office hours before class begins, or the last 30 minutes of their scheduled day.

CODE OF CONDUCT

Conduct is expected to be such that class progress is not interrupted. Misconduct of any nature which interrupts the learning atmosphere will not be tolerated and the student may be suspended or terminated from the program. Students may be suspended from school for the alleged misconduct while the circumstances are investigated. Students will be notified by phone or written correspondence via text or email as to the determination of the investigation. A student wanting to appeal the decision must do so in writing to the Vice President of Compliance and Student Services (see grievance policy).

The forms of misconduct listed below conflict with the educational goals of the school and may lead to suspension or immediate termination from the program.

1. Intentional disruptions or obstruction of teaching, administration, or other school activities.
2. Theft, destruction, or vandalism of School property, that of a fellow student, staff member, or client.
3. Making threats of physical, emotional, social harm or otherwise to staff, students, or clients. This includes

verbal or written threats, direct or implied, via text messaging, email, or social media.

4. Physical or verbal abuse of any person on or off school premises.
5. Using offensive language or making discriminatory statements while on school premises or in writing via social media, text, or email etc.
6. Committing a crime outside of the school, such as, but not limited to, theft from another business while identified as a Salon Success Academy Student in any way, such as wearing school uniform or badge.
7. Committing a crime that threatens the safety or security of students and staff.
8. Fighting, verbal or physical, will not be tolerated. All students involved may be subject to suspension or termination.
9. Leaving the building without clocking out.
10. Leaving class or clinic floor without permission from the instructor.
11. Leaving early without informing the Campus Director.
12. Engaging in behavior that may lead to harm of a student, staff, or client; including but not limited to ignoring instructor / staff instructions, school policies, procedures or state board regulations which could lead to health and safety violations.
13. Leaving a client in the middle of a service without permission from the clinic floor supervisor.
14. Starting a client before the client has been checked in by a staff member at the front desk.
15. Performing unpaid services on a client or another student if applicable.
16. Possession, use or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on the school premises or while in school uniform off school premises.
17. Suspicion of any student being under the influence of alcohol, illegal drugs or prescription medication that may alter the student's ability to perform their regular duties while on school premises or in school uniform.
18. Posting inappropriate pictures or other media which is determined to conflict with the school's policies and educational goals.
19. Taking video, pictures or voice recordings of staff or other students without their permission.
20. Any form of cheating or dishonesty. This includes students who violate time clock policies, cheating on exams or operations.
21. Knowingly making false allegations against a student or staff member.
22. Failure to comply with the directions of institutional officials acting in the performance of their duties.
23. Clocking in or remaining on school premises when the student has been told by staff to clock out and go home or not to clock back in until given permission by the Campus Director or other members of staff.
24. A Student who does not leave the school grounds when told to do so by the staff will be subject to immediate withdrawal from the course. The police may be called to escort students from the grounds.
25. Students may not socialize with staff in any capacity.
26. Students who fail to or refuse to meet their financial obligations may be suspended or terminated.
27. Soliciting uninvolved parties to interfere or influence management, staff, or students in the making of decisions on impending complaints or problems.
28. The posting of signs, stickers, bills, publications, notices, and solicitations (other than pre-approved activities) in or around school grounds and property without the written consent of the owner.
29. Selling merchandise on school premises without the written consent of the owner.

RULES AND REGULATIONS

Breaks:

Full time students have a mandatory Lunch period of 30 minutes. Students may only take breaks at the discretion of their instructor or Campus Director. Students who take less than a 30-minute lunch will have their break adjusted to 30 minutes. Consistently taking less than 30 minutes will result in loss of hours according to the time clock protocols in the attendance policy, suspension, or termination from the program for fraudulent activity and abusing attendance

and time clock policies.

Clocking in/out:

- a) A student may not leave the building without first notifying the Supervisor. Students must clock out to leave the building for any reason. Students who leave without clocking out or leave without notifying the instructor will be subject to suspension or termination from the program.
- b) Student's nails must be short enough to be able to use the biometric system to clock in and out.
- c) A student may not sign another student in or out for ANY reason.
- d) Students can be given hours only for applied effort in class and must perform clinic floor services. Also, theory classes must be attended as designated. Failure to do so may result in a student being clocked out for the day or suspension from the school (at discretion of the instructor).
- e) See the Time Clock Protocols section of this catalog for additional information on clocking in and out. It is the student's responsibility to ensure they are using the time clock correctly to record their daily time in school.

Classroom and Clinic Floor Conduct:

- f) Gum chewing is not permitted in class or on clinic floor. Eating is permitted in the lounge area only. Only bottled water is allowed on the clinic floor and in classrooms.
- g) Smoking or vaping anywhere indoors or within 15 feet of doorways outside of the school is strictly prohibited. Vape products and paraphernalia are prohibited within the school premises.
- h) Unnecessary conversation is disturbing to others and is not permitted in class. Any students causing discord or disruption or engaging in constant talking during classroom instruction may be subject to suspension.
- i) It is the policy of Salon Success Academy and the California State Board of Barbering & Cosmetology for all students to maintain clean and properly labeled and sanitized station and equipment. Each student is also required to do an assigned clean up.
- j) Visitors are not allowed in classrooms, clinic floor, or lounge.
- k) Cell phones are not allowed to be in use in the following restricted areas, classrooms, hallways, bathrooms, or on the clinic floor. All cell phones and other electronic communication devices must be on vibrate or off during school hours. Students may use them only on break time in the student lounge or outside of the school. Any student found using their Cell Phone in a restricted area (as stated above) will be written up and asked to turn in their phone to the campus director or supervising instructor until the student clocks out for the day or the student may be clocked out and sent home immediately upon the discretion of the campus director or supervisor.
 - In some instances, cell phones, laptops and other electronic devices may be allowed by the Instructor for the purpose of learning and education. Do not use any electronic device without FIRST receiving permission from the classroom, clinic floor Instructor or Campus Director.
 - We encourage our students to take before and after pictures of their work for the purpose of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension or termination from the program.
 - Video and/or pictures taken or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures, or recordings in the school from the Campus Director or Supervising Instructor. Violation may result in suspension or termination from the program.
- l) The practical training obtained by working on clients is essential for your success. Therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.
- m) Personal service is a privilege and is limited to hours and days assigned by the instructor. Any student receiving personal service must always have the permission of their immediate instructor or Campus Director. Violation may result in Suspension or possible termination from the program.
- n) Students may be allowed to wear ear buds to listen to music at the discretion of the staff. They

- o) may not be worn during lecture, exams, or while performing clinic services on a patron.
Salon Success Academy is not responsible for any personal items that are stolen or lost on school premises.

WITHDRAWAL FOR MISCONDUCT

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by Salon Success Academy. All final decisions will be made by the VP of Administration.

DRESS CODE

ALL CAMPUS STAFF HAVE THE RIGHT TO SEND STUDENTS HOME WITHOUT PRIOR WRITE UPS FOR UNIFORM VIOLATIONS.

Our Primary mission in this school is that you become successful in the field you are trained. Part of your training is to teach you to create a good self-image; one that makes a good representation of you and the salon in which you work. We invite you to become part of our education and training experience by adhering to our dress code uniform policies.

Salon Success Academy shirts and black jeans, Dockers or work Dickies or “Dickie-like” scrub pants only.

Shoes must be Dark Black Only and Completely. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard- n o n - s k i d sole such as Tennis shoes. Black Boots and all shoes can have a heel no greater than 2 ½”.

PANTS

Dark Black Only. Jeans, Dockers or work Dickies or “Dickie-like” scrub pants only. Absolutely no leggings, jeggings, sweats, yoga pants, work out/gym pants, pajama style or other light-weight material. Pant legs must extend **below** the ankle. No capris or shorts allowed. No clothing that has rips, stains or frayed hemlines will be allowed. All pants must be black and if they become faded or grey, they will no longer be considered “in dress code”.

T-SHIRTS

Only Salon Success Academy uniform shirts are permitted.

If your uniform shirt has bleach or color stains, holes etc. you will be expected to purchase a new one.

A long-sleeved **black** T-shirt or black thermal may be worn **under** your uniform shirt. No other colors allowed and no prints. They must be school provided shirts and not shirts students have made or altered themselves to include sweatshirt patches.

JACKETS COATS AND SWEATERS

Students may not wear coats, jackets or sweaters over their uniform any time that they are clocked in (see exception below for sweatshirts). It does not matter if they are in the classroom or clinic floor – they are not allowed. Students will be asked to remove the coat, jacket or sweater. Students who must be continuously told (more than one time in a day or several days in a row) to remove their jacket/sweatshirt/sweater may be sent home and suspended.

SCHOOL PATCHES AND BLACK SWEATSHIRTS

A Salon Success Academy school patch may be purchased for \$6. This iron-on patch can be applied to your own black sweatshirt that may be worn on campus.

The sweatshirt must adhere to the following guidelines:

- Solid black
- Professional fit – Cannot be dramatically over-sized (at the discretion of the Campus Director)
- Only crew neck, pullover or zip-up **SWEATSHIRTS** are allowed.
- Zipper and hood strings may be black or white only
- Hoods are not allowed to be up on the head at any time in the building.
- **Patches must be IRONED on the upper right or upper left chest area.** Patches placed anywhere else will not be acceptable.
- **Patches must be permanently attached. They cannot be safety-pinned to the sweatshirt.**

- Leather, Denim, Peacoats, and all other forms of outer wear or jackets will not be permitted, and students will be asked to remove them
- Patches are for SWEATSHIRTS only and are not permitted to be placed on shirts.

SHOES

Dark Black Only and Completely. No other colors can show on the shoe, the edge of the sole or the laces. Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole such as Tennis shoes. Black Boots if worn can have a heel no greater than 2 ½". Absolutely no flip-flops, sandals, ballet style slippers, toms or open toe or heel.

OPTIONAL SALON SUCCESS ACADEMY HAT

Students may purchase a Salon Success Academy hat. The hat may be worn, facing forward only, as part of the school uniform. Other caps or hats are prohibited.

HAIR & JEWELRY

Jewelry should not be excessive. Facial jewelry will be monitored by the Campus Director. She/he will determine if it is excessive and determine if the student must remove the jewelry and/or be sent home. Hair must always be clean and neat.

STUDENT BADGE:

All students are issued a student badge upon starting school. The badge is a part of your required uniform and must be worn daily. Replacement badges must be purchased from the Campus Director. The cost is \$3.00.

UNIFORM DON'TS:

Do not alter your uniform shirt in any way. You will be required to purchase a new one before clocking-in. Do not wear clothing that is torn, stained or looks unprofessional in any way.

Non Salon Success Academy Hats, hoods, bandanas or scarves of any type are not allowed in your hair, on your head or around your neck. Hair bands may be worn in your hair if they are not made from bandana material or hang down in the back like a scarf. Hair bands cannot be wider than 2".

A small bow or flower accessory is allowed in your hair, but no larger than 3" in diameter.

PROFESSIONAL DRESS & SPIRT DAY DRESS GUIDELINES

Shoes are the same requirement as when in uniform. Flip flops, sandals, high heels over 1½" are not allowed at any time.

No spaghetti straps, strapless, or sleeveless blouses or shirts. Underarms should never be exposed.

All jewelry guidelines are the same in uniform or professional dress.

No ripped, torn or stained clothing.

No shorts.

No skirts or dresses shorter than the knee.

No excessive skin exposure.

No clothing with offensive writing.

No hats or bandannas unless prior approval is received for religious or medical related reasons.

Occasionally, Salon Success Academy will have days when the Dress Code expectations may be adjusted to meet the expectations of the event. On these occasions the Campus Director will provide the expectations of those exceptions to our Dress Code.

FEDERAL CONSUMER INFORMATION

BASIC FINANCIAL AID INFORMATION NEED-BASED AND NON-NEED BASED FEDERAL PROGRAMS

Salon Success Academy, can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend any of our schools. Each location may offer extensive Federal Financial Aid to qualified students who deserve a post-secondary education but do not have adequate financial means to do so.

NEED-BASED AND NON-NEED-BASED STATE AND LOCAL AID PROGRAMS, SCHOOL AID PROGRAMS AND OTHER PRIVATE AID PROGRAMS

Salon Success Academy does not currently offer local aid funding.

HOW STUDENTS APPLY FOR FEDERAL STUDENT AID AND HOW ELIGIBILITY IS DETERMINED

Students enrolling in Salon Success Academy should make applications for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

www.fafsa.ed.gov

A student's financial aid package may include a Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Stafford Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid.

You can access the FAFSA4caster at: www.fafsa4caster.ed.gov/F4CApp/index/index.jsf

Seniors in High School who are ready to fill out the FAFSA:

High school seniors in the last semester of school must fill out a FAFSA to determine their eligibility for financial aid. Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

HOW THE SCHOOL DISTRIBUTES AID AMONG STUDENTS

Most Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

THE RIGHTS AND RESPONSIBILITIES OF A STUDENT RECEIVING FEDERAL STUDENT AID

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Salon Success Academy; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- 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 a student must start repaying.

- What is deferment of repayment or forbearance for certain defined periods. How do you know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- 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 when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your Title IV eligibility.
- What special facilities and services are available to students with disabilities and how to request Reasonable Accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, 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 were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave 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 you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

HOW AND WHEN WILL FINANCIAL AID BE DISBURSED

Financial Aid and Title IV funds will be disbursed at 0 hrs, 450 hours, 900 hours, and 1250 hours. Students must meet these clock hour requirements to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

THE TERMS AND CONDITIONS OF ANY EMPLOYMENT THAT IS PART OF THE FINANCIAL AID PACKAGE

Salon Success Academy's does not employ any students who are currently receiving financial aid and are attending the school programs.

THE TERMS OF THE SCHEDULE FOR AND THE NECESSITY OF LOAN REPAYMENT AND REQUIRED LOAN EXIT COUNSELING

The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance)
= (Need for subsidized Stafford)

An unsubsidized loan can replace the EFC.

APPLICATION FOR LOAN:

To receive a Stafford Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master

Promissory Note. (MPN)

In the traditional paper process, the MPN might be completed at the school by the student and submitted to the lender or school. In other cases, the school certifies the loan based on the student's acceptance of the aid package, and the lender or the school's servicer sends the MPN to the student for signature. Regardless of how this is done, the Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

Required borrower information on the MPN:

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

HOW MUCH SHOULD I BORROW

You may borrow only as much as you need to help cover your school expenses (direct and in-direct).

HOW MUCH INTEREST WILL I PAY

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

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

*If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and if student receives federal student financial aid funds the student is entitled to a refund of the moneys not paid from federal financial aid funds.

CONTACT INFORMATION

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

Adverse Credit History of Borrowers of Plus (Loan)

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write-off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan:

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loan program applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must

document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.

- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Stafford Loan the school must also:

- Determine the student's Pell grant eligibility (for a sub Stafford the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Stafford loan, first determine the student's eligibility for a Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

Additional Unsubsidized Direct Stafford:

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited

Guidelines for determining student's eligibility:

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrators belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However, if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Scheduling Disbursements:

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three-day turnaround time for payment of FSA funds to the student. For Stafford Direct Loans the school may request the Stafford Direct funds may be provided on the thirty first day of classes for the first payment

period for a first year, first time Stafford Direct Loan borrower

Exit Counseling

All students who are graduating or withdrawing from school must receive exit counseling

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups) or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by guarantors and lenders. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating or ceasing at least half-time enrollment.

Student Financial Planners at Salon Success Academy are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility for any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or are dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.

2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

The terms and conditions under which students receiving federal education loans may obtain deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions

1. **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled At least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment** Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Halftime Student**
To qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**
This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment**

This deferment type is available for borrowers engaged in a full-time rehabilitation training program.

16. Tax-exempt Organization Deferment

This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.

17. Teacher Shortage Area Deferment

This deferment type is available to borrowers when teaching in a designated teacher shortage area.

18. Temporary Total Disability Deferment

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

19. Unemployment Deferment

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

20. Working Mother Deferment

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800- 4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

General Information about the school

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

REASONABLE ACCOMMODATIONS

Salon Success Academy admits as regular students individuals in need of Reasonable Accommodation. However, due to the nature of the training, individuals requiring significant accommodation must schedule an appointment with the Director of their chosen campus. The Campus Director will review, as regular students, those individuals whose need for Reasonable Accommodation: 1) would not create a safety hazard to themselves or their training; 2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and 3) have a reasonable employment potential following graduation.

Special Facilities And Services

No qualified disabled person, by reason of the disability, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the disabled person by nature of their disability. If you would like to request academic adjustment or auxiliary aids, please see the campus director or admissions representative if you have not enrolled yet. You may request academic adjustments or auxiliary aids at any time. The VP of Student Services & Compliance is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodation can be effective and/or are available.

Any qualified individual with a disability requesting accommodation or auxiliary aid or service should follow this procedure:

- 1) Complete a reasonable accommodation request form with your campus director, admissions representative or student services advisor. Document the accommodation needed, date(s) needed, the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Medical, legal or social services documentation should accompany the request. The request should be made at least four weeks in advance of the date needed whenever possible.
- 2) The VP of Student Services & Compliance will respond in writing within two weeks of receiving the request.
- 3) The student should not assume that the request has been approved simply by nature of discussion or application. They must receive and sign a written approval before any accommodation will be provided.
- 4) Questions should be directed to the Campus Director or you may contact the VP of Student Services & Compliance by email at corp@salonsuccessacademy.com or text (909)982-4200.

COST OF ATTENDING SCHOOL

The cost of attending school can be found online at <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>

STUDENT HOUSING

Salon Success Academy does not have a responsibility to find or assist a student in finding housing. The institution does not offer on campus housing, nor does it have dormitory facilities under its control. According to zumper.com on 4/8/26 the median gross rent in the cities where our campuses are located ranges from \$2295 - \$3280 per month. In the inland empire there are approximately 2000+ homes currently available for rent according to Zillow.com.

Explanation of Return of Title IV Funds in the event of withdrawal or termination:

Only the Title IV programs are to be included in this calculation

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly.

However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

- | | |
|--|---|
| 1. Unsubsidized Federal Direct Stafford Loan | 5. Federal Pell Grant |
| 2. Subsidized Federal Direct Stafford Loan | 6. Federal Supplemental Opportunity Grant |
| 3. Federal Perkins Loan | 7. Other Title IV Assistance |
| 4. Federal Direct Parent (Plus) Loan | |

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven.

The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent

Salon Success Academy does not offer a GED program as part of the Institution.

CAMPUS SECURITY REPORT

CRIME STATISTICS

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, applicants, for enrollment or employment. A copy of this report will be provide to you on request or before you enroll in Salon Success Academy. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. The following criminal offenses, published October 1, of each year, include any crime statistics that occurred on campus during the previous three year period. You can review the campus crime report any time by visiting log on to <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA> selecting the school location and then selecting Campus Security.

Hate Offenses:

The crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Salon Success Academy encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school

administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
2. Preserve any evidence as may be necessary to the proof of the criminal offense.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

Information for Crime Victim about disciplinary hearings: Institution must, upon written request disclose to the alleged victim of any crime of violence, or a no forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

EMERGENCY EVACUATION PLAN

This school's campus consists of one building. If an emergency evacuation is required you will be notified by your instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis the institution will conduct an emergency evacuation drill.

Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

Contact information for student financial assistance and general institutional issues for attending a study abroad program that is approved for credit by the home school;

Salon Success Academy does not currently have any agreements with any institutions overseas for training of students where credit received would be used to meet the graduation requirements of Salon Success Academy.

Information regarding the availability of FSA program funds for study abroad programs.

If you are currently receiving financial aid from Salon Success Academy, and the school has a program for study abroad you can use it for the study abroad program. Talk to your financial aid officer about what can and can't be applied to a program of study abroad.

The Higher Education Act (HEA) of 1992 mandated that a student can receive financial aid for study abroad if the student is enrolled in a program approved by the home institution. Moreover, the student would be eligible to receive "grants, loans, or work assistance without regard to whether the study abroad program is required as a part of the student's degree."

DRUG AND ALCOHOL ABUSE INFORMATION

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Salon Success Academy requires of Staff and Students. Salon Success Academy provides to each student who enrolls an individual copy of this policy describing in more detail what drug and alcohol abuse is and how to recognize it.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity, Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

Smoking or vaping anywhere indoors or within 15 feet of doorways outside of the school is strictly prohibited. Vape products and paraphernalia are prohibited within the school premises. Students or employees who violate this policy will be subject to disciplinary action up to and including suspension or termination from the school or employment.

Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years

imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact Charter Medical Group 1710 Barton Road, Redlands, Calif. 1-800 622-9299.

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

DIVERSITY

You can review the diversity of Salon Success Academy by going to the following web site address <http://nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s=CA>. Select the location you wish to review then select enrollment to review the diversity of the campus.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

COPYRIGHT INFRINGEMENT

Salon Success Academy prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

CONSTITUTION DAY

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

VOTER REGISTRATION

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., **or An on-line voter registration request form is available at the Secretary of State's web-site (www.sos.ca.gov)**. Or download voter registration forms at: San Bernardino County <http://www.sbcounty.gov/ROVVoterRegistrationForm/documents/OnlineVoterRegistration.pdf> Los Angeles County <https://www.sos.ca.gov/nvrc/fedform/> Riverside County <http://www.voteinfo.net/voterRegistrationInformation.asp> **or call Registrar of Voters Office (909) 387-8300 Toll Free (800) 881-VOTE (8683)** Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

NOTE: If you have just moved to California, there is no waiting period required to register. However, you **must be registered 15 days prior to the date** of the next election to be eligible to vote. You may pick up a voter registration form from the school main office or by downloading the form from the California Voter Registration web site.

VACCINATION POLICY

Salon Success Academy does not have a policy on vaccination at this time. The state of California does not require licensee to have had any types of vaccinations.

WHAT THE ACRONYMS MEAN

EFC : Expected family contributions	Unsubsidized Loan : Interest is not paid by Federal government
MPN : Master Promissory Note	FSEOG : Federal Supplemental Educational Opportunity Grant
PLUS : Parent Loan for Undergraduate Students	SLEAP : Special Leveraging Educational Assistance Partnership
FSA : Federal Student Aid	LEAP : Leveraging Educational Assistance Partnership
NSLDS : National Student Loan Data System	GEARUP Gaining Early Awareness and Readiness for Undergraduate Programs
COA : Cost of Attendance	SSS : Student Support Services
SAP : Satisfactory Academic Progress	FFEL Federal Family Education Loan
ISIR : Institutional Student Information Report	FERPA Family Educational Rights and Privacy Act.

GOVERNING AGENCIES

The Board of Barbering and Cosmetology, set minimum standards for the program of studies at Salon Success Academy. In accordance with Education Code Section 94316.12 the following are the names, addresses and phone numbers of the licensing agencies and accreditor

Board of Barbering and Cosmetology

PO Box 944226

Sacramento, CA 94244-2260

Phone: (916) 445-7061

Website: www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

ACCREDITATION

Salon Success Academy campuses are all accredited by the Middle States Association of Commission on Secondary Schools (MSA-CESS). The *Commissions on Elementary and Secondary Schools* of the Middle States Association accredit early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, and learning services providers. Questions regarding accreditation should be addressed to:

Middle States Association Commissions on Elementary and Secondary Schools

St. Leonard's Court 3819-33 Chestnut Street, Suite 310

Philadelphia, PA 19104-3171

(267)284-5000

Website: www.msa-cess.org

COURSE OUTLINES & SYLLABI



COSMETOLOGY 1200 HOUR COURSE OUTLINE AND SYLLABUS



SALON SUCCESS ACADEMY COURSE OUTLINE AND SYLLABUS

Offered at all Campuses

PROGRAM | Cosmetology

PROGRAM HOURS | 1200 Hours

INSTRUCTIONAL WEEKS | 36-60 Weeks

COURSE DESCRIPTION:

This course is designed to provide fundamental skill in all aspects of Cosmetology as mandated by the California State Board of Barbering & Cosmetology. Students will receive lecture, demonstration, and performance of entry level cosmetology procedures. This course is in preparation for students to be able to perform all services provided on the campus salon menu, as well as provide a foundation for completion of the entire scope of the cosmetology course.

COURSE OBJECTIVE & FORMAT:

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Cosmetologist. Studies include theory and practical instruction in all phases of Cosmetology as mandated by the California State Board of Barbering and Cosmetology.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio-visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course.

LEARNING OBJECTIVES:

Student will learn to:

- Describe and perform the basic haircuts, a line, layers, graduation.
- Understand methods of styling: wet hair styling (finger waving, roller placement, pin curls, blow drying) and dry hair styling (press and curl, thermal styling, flat ironing, formal styling).
- Understand the function of chemicals used in chemical relaxers and the effects of the chemicals used on the hair and scalp.
- Determine the methods of wrapping hair on perm rods and identify the different methods and the results of each.
- Determine the correct roller size and wrapping pattern to use with different wet hair designs.
- Understand the function of the chemicals used in perming and the effects of the chemicals used on the hair. Identify the structure and function of the hair and scalp.
- Identify and recognize any diseases or disorders of the hair and scalp for client analysis in all consultations.
- Understanding of hair coloring technique and applications.
- Scientific approach to hair coloring, hair coloring formulations.
- Determine approach to nail technology as it pertains to manicure, pedicure, nail tips, wraps, and acrylic nail application.
- Determine approach to skin care as it pertains to facials, facial with mask, facial hair removal, and makeup.

PREREQUISITE(S):

- New Start Orientation prior to the first-class session.
- All Cosmetology students must complete and pass the Module A and B completing capstone module, Front Desk Internship, and taking clinic clients.

MILADY EXAM SCHEDULE:

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

COURSE OUTLINE AND SYLLABUS**ATTENDANCE AND PARTICIPATION:**

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. In addition to attendance students are expected to participate in all lessons presented during their clocked hours. Lessons include: Lecture, Practical application, note taking, self study, performing clinic services on clients, performing health and safety procedures for sanitation and disinfection in accordance with the California Board of Barbering and Cosmetology. Consequently, the schools attendance and participation policies will be strictly enforced.

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL:

Milady textbook/workbook, Milady Exam Ready, items on additional items kit list, all items given in kit

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION:

For a student to move on to the next module, he or she must

- Complete Module A and Module B prior to completing any other module.
 - Complete every assignment and test in the module/ have a passing score of 70% or better
 - Adherence to the school attendance policy.
 - Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
 - Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the student's responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.
- Students will also work on clinic floor clients after the following criteria is met according to the California state board:
 - (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1000 training hours specified (100 hours for cosmetology).
 - (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.
- Students must complete Front Desk Internship:
 - 1 week of operating salon front desk for a total grade.
 - students will be assessed on soft skills and professional conduct.

ACADEMIC PROGRESS:

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

GRADING:

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Failing Below	0 - 59%	0

MODULE LIST: Module order is based on Start Dates.

1. Module A: Shears to Clippers
2. Module B: Core Chemicals
3. Module C: Basic of Nails
4. Module D: Basic of Skin
5. Module E: Cosmetology Capstone



COURSE OUTLINE AND SYLLABUS

PRACTICAL GRADING CRITERIA:

Students are assessed on procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

TOTAL COURSE HOURS BREAKDOWN:

1200 hours: The curriculum for students enrolled in a cosmetology course shall consist of twelve hundred (1200) hours of technical instruction and practical training covering all practices constituting the art of cosmetology. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

OUTLINE OF CURRICULUM W/ REQUIRED CONTENT INCLUSION SCHEDULE :

MODULE A: CLIPPERS TO SHEARS (200 HOURS)

Haircutting Services (150 Hours): Including instruction on hair cutting, including the use of shears, razors, electrical clippers, and trimmers, and thinning shears, for wet and dry cutting.

Hairstyling Services (50 Hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, braiding, twisting, loosing, and nonchemical straightening.

MODULE B: CORE CHEMICALS (200 HOURS)

Chemical Hair Services (100 Hours): Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. Chemical curl reformation, curl reduction, relaxing, smoothing, permanent waving.

Hairstyling Services (100 Hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening.

MODULE C: BASICS OF NAIL CARE (200 HOURS)

Manicure and Pedicure (200 Hours): Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-ons, dip, tips, wraps, and repairs.

MODULE D: BASICS OF SKIN CARE (200 HOURS)

Hair Removal and Lash and Brow Beautification (50 Hours): Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

Skin Care (150 Hours): Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

MODULE E: CAPSTONE MODULE - DISINFECTION SANITATION - PROFESSIONAL READINESS (200 HOURS)

Disinfection and Sanitation (100 Hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Professional Readiness- (100 Hours) Job search skills, interview techniques, resume building, and professionalism will be taught in Foundations.

HEALTH AND SAFETY TAUGHT THROUGHOUT (200 HOURS)

Health and Safety (100 Hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health + Safety Course (B+P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

BARBERING 1000 HOUR COURSE OUTLINE AND SYLLABUS



SALON SUCCESS ACADEMY COURSE OUTLINE AND SYLLABUS

Offered at Riverside and Upland Campuses

PROGRAM | Barber

PROGRAM HOURS | 1000 Hours

INSTRUCTIONAL WEEKS | 30-50 Weeks

COURSE DESCRIPTION:

This course is designed to provide fundamental skill in all aspects of Barbering as mandated by the California State Board of Barbering + Cosmetology. Students will receive lecture, demonstration, and performance of entry level barbering procedures. This course is in preparation for students to be able to perform all services provided on the campus salon menu, as well as provide a foundation for completion of the entire scope of the barbering course.

COURSE OBJECTIVE & FORMAT:

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Barber. Studies include theory and practical instruction in all phases of Barbering as mandated by the California State Board of Barbering and Cosmetology.

Course Format: This course will be a combination of theoretical and practical classes which will incorporate teaching strategies such as demonstration, lecture, student participation and audio-visual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from basic classes given at the beginning of the course.

LEARNING OBJECTIVES:

Student will learn to:

- Describe and perform the basic haircuts, a line, layers, graduation
- Understand methods of styling: wet hair styling (finger waving, roller placement, pin curls, blow drying) and dry hair styling (press and curl, thermal styling, flat ironing, formal styling)
- Understand the function of chemicals used in chemical relaxers and the effects of the chemicals used on the hair and scalp
- Determine the methods of wrapping hair on perm rods and identify the different methods and the results of each
- Determine the correct roller size and wrapping pattern to use with different wet hair designs
- Understand the function of the chemicals used in perming and the effects of the chemicals used on the hair.
- Identify the structure and function of the hair and scalp.
- Identify and recognize any diseases or disorders of the hair and scalp for client analysis in all consultations.
- Understanding of hair coloring technique and applications
- Scientific approach to hair coloring, hair coloring formulations
- Determine approach to using a razor, with proper handling, safety, and techniques for various services.
- Determine approach to skin care as it pertains to facials, facial with mask, facial shaving, and preparing the skin

PREREQUISITE(S):

- New Start Orientation prior to the first-class session
- All Barbering students must complete and pass the Module A and B before completing capstone module, Front Desk Internship, and taking clinic clients.

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL:

Milady textbook/workbook, Milady Exam Ready, items on additional items kit list, all items given in kit

COURSE OUTLINE AND SYLLABUS

**ATTENDANCE AND PARTICIPATION:**

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. In addition to attendance students are expected to participate in all lessons presented during their clocked hours. Lessons include: Lecture, Practical application, note taking, self study, performing clinic services on clients, performing health and safety procedures for sanitation and disinfection in accordance with the California Board of Barbering and Cosmetology. Consequently, the school's attendance and participation policies will be strictly enforced.

MILADY EXAM SCHEDULE:

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION:

For a student to move on to the next module, he or she must:

- Complete Module A and Module B prior to completing any other module
- Complete every assignment and test in the module/ have a passing score of 70% or better
- Adherence to the school attendance policy.
- Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
- Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.

Students will also work on clinic floor clients after the following criteria is met according to the California state board:

- o (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1000 training hours specified (100 hours for Barbering).
- o (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
- o (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin
- Students must complete Front Desk Internship:
 - o 1 week of operating salon front desk for a total grade.
 - o students will be assessed on soft skills and professional conduct

PRACTICAL GRADING CRITERIA:

Students are assessed on procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a yes if that step was completed correctly or a no if it was incorrect or skipped. Upon completion, the total number of yes answers are divided by the total number of steps in the procedure to give a grade percentage.

GRADING:

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Failing Below	0 - 59%	0

MODULE LIST: Module order is based on Start Dates.

1. Module A: Shears to Clippers
2. Module B: Core Chemicals
3. Module C: Shaving and Grooming
4. Module E: Barber Capstone

COURSE OUTLINE AND SYLLABUS

**ACADEMIC PROGRESS:**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

TOTAL COURSE HOURS BREAKDOWN:

The curriculum for students enrolled in a Barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of barbering. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

OUTLINE OF CURRICULUM W/ REQUIRED CONTENT INCLUSION SCHEDULE :**MODULE A: SHEARS TO CLIPPERS (200 HOURS)**

Haircutting Services (150 Hours): Including instruction on hair cutting, including the use of shears, razors, electrical clippers, and trimmers, and trimming shears, for wet and dry cutting.

Hairstyling Services (50 Hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, braiding, twisting, loosing, and nonchemical straightening.

MODULE B: CORE CHEMICALS (200 HOURS)

Chemical Hair Services (100 Hours): Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. Chemical curl reformation, curl reduction, relaxing, smoothing, permanent waving.

Hairstyling Services (100 Hours): Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non chemical straightening.

MODULE C: SHAVING AND GROOMING (200 HOURS)

Shaving and Trimming of the Beard (150 Hours): Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Skin Care (50 Hours): Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

MODULE D: CAPSTONE MODULE - DISINFECTION SANITATION - PROFESSIONAL READINESS (200 HOURS)

Disinfection and Sanitation (100 Hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Professional Readiness- (100 Hours) Job search skills, interview techniques, resume building, and professionalism will be taught in Foundations.

HEALTH AND SAFETY TAUGHT THROUGHOUT (200 HOURS)

Health and Safety (200 Hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health + Safety Course (B+P 738(a)) Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

ESTHETICIAN 600 HOUR COURSE OUTLINE AND SYLLABUS



SALON SUCCESS ACADEMY COURSE OUTLINE AND SYLLABUS

Offered at Corona Redlands and Upland Campuses

PROGRAM | Esthetician

PROGRAM HOURS | 600 Hours

INSTRUCTIONAL WEEKS | 18-30 Weeks

COURSE DESCRIPTION:

This course is designed to provide fundamental skill spa room preparation and maintenance, skin analysis, facials, basic skin care, eyelash enhancements and body treatment. Student are expected to receive lecture, demonstration and performance of all procedures listed on the schedule as means to provide theory content delivery will be presented in the form of lecture as well as digital platforms for practice and study. This course is in preparation for students to be able to perform skin care services provided on the campus spa menu, as well as provide a foundation for success as a skin care specialist in the spa and salon industry.

COURSE OBJECTIVE & FORMAT:

Course Objectives: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as an Esthetician. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Esthetics. Including Facials, Hair Removal, Eyebrow Beautification, MUD's Beauty Essentials Make-up, Health and Safety, Laws + Regulations, Disinfection + Sanitation, Anatomy + Physiology, and Business + Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

Course Format: This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the basic classes given at the beginning of the course. The basic class consists of the first 80 hours of the student's training.

LEARNING OBJECTIVES:

Student will learn to:

- Understanding the importance of skin analysis and client consultation
- Understand contraindications and the use of health screening forms.
- Types of electrical equipment used in facial treatments.
- Types of skin tones
- Types of facial products
- Understand cosmetic color theory.
- Basic makeup application
- Sanitation and disinfection
- Identify facial types.
- Describe the elements of client consultation for hair removal
- Three methods of permanent hair removal

PREREQUISITE(S):

- New Start Orientation prior to the first-class session.
- All Esthetician students must complete and pass Module A and B before completing capstone module, Front Desk Internship, and taking clinic clients.

COURSE OUTLINE AND SYLLABUS



INSTRUCTIONAL TEXT AND REQUIRED MATERIAL:

Milady textbook/workbook, Milady Exam Ready, items on additional items kit list, all items given in kit.

ATTENDANCE AND PARTICIPATION:

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. In addition to attendance students are expected to participate in all lessons presented during their clocked hours. Lessons include: Lecture, Practical application, note taking, self study, performing clinic services on clients, performing health and safety procedures for sanitation and disinfection in accordance with the California Board of Barbering and Cosmetology. Consequently, the school's attendance and participation policies will be strictly enforced.

MILADY EXAM SCHEDULE:

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION:

For a student to move on to the next module, he or she must:

- Complete Module A and B in not particular order prior to completing any other module.
- Complete every assignment and test in the module/ have a passing score of 70% or better
- Adherence to the school attendance policy.
- Any student absent during a pre-assigned test/exam and/or projects date will receive zero as a grade.
- Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.
- Students will also work on clinic floor clients after the following criteria is met according to the California state board:
 - (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1000 training hours specified (60 hours for esthetician).
 - (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.
- Students must complete Front Desk Internship:
 - 1 week of operating salon front desk for a total grade
 - students will be assessed on soft skills and professional conduct.

ACADEMIC PROGRESS:

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

COURSE OUTLINE AND SYLLABUS



PRACTICAL GRADING CRITERIA:

Students are assessed on procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a 'yes' if that step was completed correctly or a 'no' if it was incorrect or skipped. Upon completion, the total number of 'yes' answers are divided by the total number of steps in the procedure to give a grade percentage.

GRADING:

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Failing Below	0 - 59%	0

MODULE LIST: Module order is based on Start Dates.

1. Module A: The Skin Fundamentals
2. Module B: Beyond the Skin
3. Module C: Esthetician Capstone

TOTAL COURSE HOURS BREAKDOWN:

The esthetician course at salon success academy is a 600-clock hour program. The curriculum for students shall consist of technical instruction and practical training covering all practices of an esthetician pursuant to Section 736 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, and examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

OUTLINE OF CURRICULUM W/ REQUIRED CONTENT INCLUSION SCHEDULE :

MODULE A: THE SKIN FUNDAMENTALS (200 HOURS)

Skin Care (200 Hours): Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

MODULE B: BEYOND THE SKIN (200 HOURS)

Hair Removal and Lash and Brow Beautification (100 Hours): Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

MUD Beauty Essentials Course (100 hours and operations) and required state board makeup content

The Beauty Essentials Course will include technical hours and operations in Eyebrow Beautification and Makeup.

This course includes an 80-hour component for the MUD Beauty Essentials class. Any days missed in the MUD training will be required to be made up in order to receive the MUD Beauty Essentials Certificate of Completion.

MODULE C: CAPSTONE MODULE - DISINFECTION SANITATION - PROFESSIONAL READINESS (100 HOURS)

Disinfection and Sanitation (100 Hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Professional Readiness- Job search skills, interview techniques, resume building, and professionalism will be taught in Foundations.

HEALTH AND SAFETY TAUGHT THROUGHOUT (100 HOURS)

Health and Safety (100 Hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health + Safety Course (B+P 738(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

MANICURING/NAIL CARE 400 HOUR COURSE OUTLINE AND SYLLABUS



SALON SUCCESS ACADEMY COURSE OUTLINE AND SYLLABUS

Offered at Riverside and Upland Campuses

PROGRAM | Manicuring + Nail Care

PROGRAM HOURS | 400 Hours

INSTRUCTIONAL WEEKS | 12-21 Weeks

COURSE DESCRIPTION:

The manicuring/nail care course is designed to prepare the student to pass the state board examination for licensing as a manicurist. The course includes theoretical and practical instruction in water and oil manicuring, brush-on nails, nail tips, nail repairs and wraps, and pedicuring.

COURSE OBJECTIVE & FORMAT:

Objective: The program is designed to produce a graduate with job level skills able to qualify for and obtain the initial professional license as a Manicurist. Studies include theory and practical instruction in all phases of the state board mandated curriculum of Nail Care and Pedicuring. Including Nail Care, pedicuring, acrylic nails, nail wraps, nail tips and hand and foot massage, Health and Safety, Laws + Regulations, Disinfection + Sanitation, Anatomy + Physiology and Business + Communication Skills, Job Search Skills, Interview Preparation, Resume Development and Professionalism.

Format: This course will be a combination of theoretical and practical classes, which will incorporate teaching strategies such as demonstration, lecture, student participation and audiovisual materials. The student will demonstrate in the clinical lab their knowledge and practical abilities learned from the core classes given in class at the beginning of the course.

LEARNING OBJECTIVES:

Student will learn to:

- Project a positive attitude and a sense of personal integrity and self confidence
- Practice effective communication skills, visual poise, and proper grooming
- Respect the need to deliver worthy service for value received in an employer- employee relationship
- Perform basic manipulative skills in the areas of the manicures, pedicures, and nail tips and nail enhancements.
- Perform the basic analytical skills to determine proper nail services and nail shaping for the client's overall image and needs
- Apply learned theory, technical information, and related matter to ensure sound judgement, decisions and procedures to ensure career success.

PREREQUISITE(S):

- New Start Orientation prior to the first-class session.
- All Manicuring students must complete and pass Module A before completing capstone module, Front Desk Internship, and taking clinic clients.

INSTRUCTIONAL TEXT AND REQUIRED MATERIAL:

Milady textbook/workbook, Milady Exam Ready, items on additional items kit list, all items given in kit.

COURSE OUTLINE AND SYLLABUS



MILADY EXAM SCHEDULE:

Theory is taught both in tandem with the practical content being learned as well as a module of specific topics. All exams are held on a designated subject to be taken at the completion of each module with quizzes throughout. One final exam will be taken upon completion of all required modules and prior to graduation. All exams will be a combination of subject matter learned throughout each module.

REQUIREMENTS OF THE COURSE/EACH MODULE OF EDUCATION:

For a student to move on to the next module, he or she must:

- Complete the Basic of Nail Module prior to completing any other module.
- Complete every assignment and test in the module/ have a passing score of 70% or better.
- Adherence to the school attendance policy.
- Any student absents during a pre-assigned test/exam and/or projects date will receive zero as a grade.
- Make up work is the student's responsibility. The student must arrange with the instructor a correct time and place to accomplish the makeup work. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade.
- Students will also work on clinic floor clients after the following criteria is met according to the California state board:
 - (a) a student enrolled in a school shall not be permitted to work upon a client paying for services until he or she has completed the core period of training and instruction. The core period shall be at minimum, 10% of the 1000 training hours specified (40 hours for manicuring).
 - (b) a student enrolled in a school shall not be permitted to work upon a client paying for a service until the student has completed technical instruction and practical training in the service for which a client is paying.
 - (c) for the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical training shall mean the actual performance by the student of a complete service on another person or on a mannequin.
- Students must complete Front Desk Internship:
 - 1 week of operating salon front desk for a total grade.
 - students will be assessed on soft skills and professional conduct.

ACADEMIC PROGRESS:

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the grading scale. Students receive grades both on written examinations and practical experience. Practical Assessments must be passed at 70% or greater before a student can move on to the next phase. For the purpose of SAP the written and practical grades will be combined for one academic grade.

PRACTICAL GRADING CRITERIA:

Students are assessed on procedures for their course as listed in the course syllabus. Each procedure that is graded is broken down by steps. As the student completes each step the instructor marks a 'yes' if that step was completed correctly or a 'no' if it was incorrect or skipped. Upon completion the total number of 'yes' answers are divided by the total number of steps in the procedure to give a grade percentage.

COURSE OUTLINE AND SYLLABUS**GRADING:**

Grade	Interpretation	Average	Grade Point
A	Excellent	90% - 100%	4.0
B	Good	80% - 89%	3.0
C	Average	70% - 79%	2.0
D	Unsatisfactory	60% - 69%	1.0
F	Failing Below	0 - 59%	0

ATTENDANCE AND PARTICIPATION:

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. In addition to attendance students are expected to participate in all lessons presented during their clocked hours. Lessons include: Lecture, Practical application, note taking, self study, performing clinic services on clients, performing health and safety procedures for sanitation and disinfection in accordance with the California Board of Barbering and Cosmetology. Consequently, the school's attendance and participation policies will be strictly enforced.

MODULE LIST: Module order is based on Start Dates.

1. Module A: Nail Fundamentals
2. Module B: Manicuring Capstone

TOTAL COURSE HOURS BREAKDOWN:

The curriculum for students enrolled in a Manicuring/Nail Care course shall consist of one thousand (400) hours of technical instruction and practical training covering all practices constituting the art of manicuring and nail care. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours

OUTLINE OF CURRICULUM W/ REQUIRED CONTENT INCLUSION SCHEDULE :**MODULE A: NAIL FUNDAMENTALS (200 HOURS)**

Manicure and Pedicure (100 Hours): Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-ons, dip, tips, wraps, and repairs.

Nail Design and Enhancements (100 Hours): artificial nail services, including, but not limited to, acrylic, liquid, and powder brush-ons, dip, tips, wraps, and repairs.

MODULE B: CAPSTONE MODULE - DISINFECTION SANITATION - PROFESSIONAL READINESS (100 HOURS)

Disinfection and Sanitation (100 Hours): Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Professional Readiness- Job search skills, interview techniques, resume building, and professionalism will be taught in Foundations.

HEALTH AND SAFETY TAUGHT THROUGHOUT (100 HOURS)

Health and Safety (100 Hours): Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board Approved Health + Safety Course (B+P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

MUD CONTINUING EDUCATION COURSE OUTLINES AND CHARGES

The following continuing education courses (Beauty Essentials, Airbrush, Bridal Makeup, Studio Makeup and High Fashion Makeup Trends) are offered only in the Upland and Campuses. Also approved but not currently offered in Riverside campus. All continuing education classes require a valid Cosmetology or Esthetician license to enroll.

CONTINUING EDUCATION CLASS CHARGES

Course Charges and Fees	Continuing Education Classes					
	MUD Beauty Essentials 84 Hours (Alumni)	MUD Beauty Essentials 84 Hours (Non-Alumni)	Airbrush 35 Hours	Bridal Make-up 21 Hours	Studio Make-up 35 Hours	High Fashion Make-up Trends 35 Hours
Tuition	\$672	\$1,344	\$280	\$168	\$280	\$280
Registration Fee (Non Refundable)	\$0	\$100	\$0	\$0	\$0	\$0
Kit (Non-Refundable)	\$1,299	\$1,299	\$599	\$349	\$349	\$349
STRF(Non-Refundable)	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Fee (Non-Refundable)	\$0	\$0	\$0	\$0	\$0	\$0
Schedule Change Fee (Non-Refundable)	\$0	\$0	\$0	\$0	\$0	\$0
Transcript Fee (Non-Refundable)	\$0	\$0	\$0	\$0	\$0	\$0
Total Charges for the current period of attendance	\$1,971	\$2,743	\$879	\$517	\$629	\$629
Estimated total charges for the entire educational program	\$1,971	\$2,743	\$879	\$517	\$629	\$629

MUD BEAUTY ESSENTIALS

84 Clock Hours (2.2 weeks)

PRE-REQUISITE:

Valid Cosmetology or Esthetician License

DESCRIPTION & OBJECTIVE

This course is designed as an introduction to beauty makeup with an emphasis on the techniques required today in this multi-faceted industry. Regardless of which of these areas you intend to work in, mastery of beauty make-up is a must. In this course you will start by learning facial analysis, base matching and application, correction, contours and highlights, and focus on eyes and lips. The course finishes with complete make-up applications ranging from one hundred percent corrective to natural make-up.

Job Title(s): Makeup Artists; O*Net code: 39-5091.00

Course Materials:

Beauty Make-up, Copyright 2004, Make-up Designory, ISBN 978-0-9749500-1-3

Beauty 101 Workbook, Copyright 2010, Make-up Designory, ISBN 978-0-9819886-6-5

Occupational Competencies (Unit Objectives):

Make-up Theory Unit

- Able to answer questions regarding a positive attitude and a professional and sanitary workspace.

- Able to highlight and shadow two-dimensional objects to look like three dimensional objects
- Able to identify bone structure, skin tone, skin condition, coloration, imperfections, and the positive and the negative aspects of the face.

Base Unit

- Able to identify skin undertones and shades.
- Able to identify the correct make-up that matches the model's skin tone
- Able to properly apply base to a model in an even application

Corrective Unit

- Able to apply concealers to correct negative colors and blemishes in as thin an application as possible

Highlight and Shadow Unit

- Able to correct the nose shape using shadow and highlight with cream and powder products
- Able to apply highlight and shadows for the cheekbone and jaw line

Eye Unit

- Able to correct eyebrows using the classic eyebrow theory and graphs
- Able to correct the various eye shapes with highlight and shadow
- Able to apply the four Classic eyeliner positions.
 - The student will be able to do the point-to-point method with: cake liner (wet applied), powder, pencil, and creams.
- Able to curl eyelashes and apply mascara
- Able to apply false eyelashes

Lip Unit

- Able to apply lip color
 - He or she will be able to load the brush and use the point-to-point method to apply the color
- Able to correct lips using pencils and lip colors

Beauty Make-up Unit

- Able to apply a 100% corrective make-up in 40 minutes

Natural Make-up Unit

- Able to do a natural make-up.
 - Student will complete the application in 30 minutes

Assessment

- Able to pass the written exam
- Able to pass the 100% Corrective Make-up Final Exam

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0-59%	0

AIRBRUSH

35 Clock Hours (1 week)

Kit includes the MUD air compressor with air hose. Students may purchase their own which will reduce the supply cost to \$429 and the Total charges to \$709

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Valid Cosmetology or Esthetician License

Course Outline: Airbrush (35 hours)

Description & Objective: In this course we demystify the tool and show how to properly care for and maintain it. In addition, we teach the techniques that are being required by the major studios as well as demanding clients.

Session: #1 Orientation

Lesson A: Airbrush Basics

Lesson B: Breakdown and Maintenance of the Tool Student Practice: Breaking down airbrush

Lesson C: Basic Exercises Students Practice: Basic Exercises

Session: #2

Lesson D: Base Matching Students Practice: Base Matching Lesson E: Base Application

Students Practice: Base Application Session: #3

Lesson F: Highlight and Shadow Students Practice: Highlight and Shadow

Session: #4

Lesson G: Highlight and Shadow for Beauty Students Practice: Highlight and Shadow for Beauty

Session: #5

Lesson H: Foundation of Beauty Make-up Students Practice: Foundation of Beauty Make-up Review make-ups

Session: #6

Students Practice: Complete Beauty Make-up Group Critique

Session: #7

Students Practice: Complete Beauty Make-up Group Critique

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

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Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
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D	Unsatisfactory	60%- 69%	1.0
F	Failing	0-59%	0

BRIDAL MAKE-UP

21 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class
Valid Cosmetology or Esthetician License

Course Outline: Bridal Make-up (21 hours):

Description & Objective: Students will learn the techniques used to do a successful consultation with a bride and family members. We will focus on the lucrative world of wedding make-up and what is required to successfully run a bridal make-up business.

Session 1

Lesson A: Building your Bridal Business Lesson B: Bridal Make-up

Students Practice: Bridal Make-up Group Critique

Session 2

Lesson C: Freelancing Lesson D: Consultation

Students Practice: Consultations Group Critique Consults

Session 3

Students will conduct a consultation and make-up application with another student. Group Critique Bridal make-up

Session 4

Lesson E: Websites

Students will conduct a consultation and make-up application with another student.

Session 5

Students will split into two groups and conduct a consultation with one member of the second group (who will play the part of the bride).

The first group of student's make-up the second group as the wedding party and the bride.

Critique Bridal Party

Session 6

Bridal Exam: Students will conduct a consultation and make-up application with another student in accordance to rubric.

Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0 - 59%	0

STUDIO MAKE-UP

35 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Valid Cosmetology or Esthetician License

Course Outline: Studio Make-up (35 hours)

Description & Objective: In this course, students are exposed to film and television production and the make-up required for today's demanding sets. Students will learn how to work with high-definition cameras and learn what is required of the make-up. We will also be focusing on the no-make-up look.

High-Definition Unit

Session: #1

Orientation

Lesson A: Television Make-up

Students Practice: Hi-Def make-up application

Session: #2

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #3

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Session: #4

Students Practice: Hi-Def make-up application Critique Hi-Def make-up application

Film Unit

Session: #1

Lesson A: Film Make-up

Students Practice: Film make-up application

Session: #2

Students Practice: Film make-up application Critique Film make-up application

Session: #3

Students Practice: Film make-up application Critique Film make-up application

Session: #4

Students Practice: Film make-up application Critique Film make-up application

Session: #5

Students Practice: Film make-up application Critique Film make-up application

Film and TV Assessment

Session: #1

Film and TV Exam: Complete Beauty Make-up Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
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C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0 - 59%	0

HIGH FASHION MAKE-UP TRENDS

35 Clock Hours (1 week)

Prerequisite:

Successful completion of the MUD Beauty Essentials Class

Valid Cosmetology or Esthetician License

Course Outline: High Fashion Make-Up Trends (35 hours)

Description & Objective: Learn the techniques employed by professional make-up artists working on advertising and editorial. In this course, students will learn how to work on set and create make-ups that can be used in fashion or editorial and how to work with a professional photographer to create imagery that stands out from the rest. Students will also develop their eye for make-up and learn what to look out for in their own pictures.

Agenda:

Print Unit

Session: #1

Orientation

Lesson A: Make-up for photography

Students Practice: Make-up for photography application

Session: #2

Students Practice: Make-up for photography application

Critique Make-up for photography application

Session: #3

Lesson B: Working in the Studio

Photo Shoot

Photo Shoot Review

Session: #4

Photo Shoot

Photo Shoot Review

Session: #5

Lesson C: Photography Review

Fashion Unit

Session: #1

Lesson A: Fashion Make-up

Students Practice: Fashion make-up

Session: #2

Photo Shoot

Photo Shoot Review

Session: #3

Photo Shoot

Photo Shoot Review

Session: #4

Lesson B: Photography Review

Session: #5

Fashion Photography Exam: Complete Beauty Make-up

Grade Test

Additional Information

Academic Credit:

There is no academic credit associated with this course.

State License:

This course does not lead to a state license.

Instructional Strategies

This course is taught with the use of demonstrations of skills and hands on practice of all techniques. Students are continuously assessed by faculty as he or she performs each skill.

Assessment:

Students are assessed in this course with a written exam of material presented in class and textbook. In addition, student's practical application of skills learned are assessed using a rubric. The rubric is attached to indicate the conditions required in order to pass. All tests must be completed with a score of 70% or better.

GRADING

Grade	Interpretation	Average	Grade Point
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C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Failing	0- 59%	0

INDEMNITY AGREEMENT

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

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

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

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

The school Catalog can be accessed on the school website at <http://www.Salonsuccessacademy.com>

STUDENT RESOURCES FOR HEALTH & WELL-BEING

Because a healthy student is a successful student



Explore services that support:

- Mental health
- Physical wellness
- Personal safety

STUDENT RESOURCES FOR HEALTH & WELL-BEING

At Salon Success Academy, we are committed to supporting the health and well-being of our students. Balancing academics, personal life, and career preparation can be challenging, and having access to the right resources can make a significant difference. While we do not directly provide health or wellness services, we want to ensure that students have access to helpful external resources. Below is a list of organizations and services that offer support for mental health, wellness, and other personal needs. These independent resources can assist with stress management, counseling, healthcare, and overall well-being as you navigate your academic and career journey.

Suicide Prevention

Having suicidal thoughts and/or a mental health crisis?

CALL or TEXT 988

The 988 Suicide and Crisis Lifeline provides 24/7, confidential support to people in suicidal crisis or mental health related distress.

<https://988lifeline.org/>

[Suicide Prevention Lifeline For Veterans & Service Members](https://suicidepreventionlifeline.org/help-yourself/veterans-service-members/)

(<https://suicidepreventionlifeline.org/help-yourself/veterans-service-members/>)

CALL or TEXT 988

Abuse Services

Adults Molested as Children (AMAC) / Rape Crisis

(951) 686-7273

Provides support for sexual assault victims including accompaniment to hospital(advocacy), counseling, and support group; adolescent males- 'My Strength' program; batterers intervention; court mandated therapy. Self- defense classes, domestic violence.

Hotline number and advocacy services available: 27/7

Hours of Operations 8:00am - 5:00pm

Located in Riverside

Child Abuse National Hotline

1-800-4-A-CHILD

(24 hour service provides referrals for counseling; abuse reporting)

Child Abuse Reporting Hot Line San Bernardino County

(909) 384-9233

(24 hour service for reporting child/elder abuse/neglect)

Rape, Abuse, Incest Hotline (National Sexual Assault Hotline)

1-800-656-4673

(24 hour service/counseling)

Partners Against Violence

(909) 885-8884

444 N. Arrowhead Avenue, Suite 101

San Bernardino, CA 92401

Monday - Friday

8:00 AM - 5:00 PM

Provides free services such as crisis response 24/7, advocacy, accompaniment, counseling and group counseling. Located in various cities.

National Domestic Violence Hotline: 800-799-SAFE (800-799-7233) | TTY: 800-787-3224 | Live Chat

National Human Trafficking Hotline: 888-373-7888 | TTY: 711

National Sexual Assault Hotline: 800-656-HOPE (800-656-4673) | Live Chat

National Teen Dating Abuse Hotline: 866-331-9474 | TTY: 866-331-8453 | Text: loveis to 22522

DoD Safe Helpline (<https://safehelpline.org/>) (Sexual assault support for the Department of Defense Community): 877-995-5247 | Online Helpline | App available at Google Play and Apple App Store

Addiction/Recovery& Mental Health

Alcohol & Drug Rehab

<https://www.addictions.com/rehabs/california/san-bernardino/>
Find alcohol and drug rehab centers in various states and cities.

AL-ANON

<https://iealanon.org/>
(909) 824-1516
(Help-line for families of alcoholics).

Alcoholics Anonymous

<https://aainlandempire.org/>
(909) 825-4700
Inland Empire central office will refer to local meetings and times (most meetings currently via zoom).
Hours of operations: 9:00am - 3:00pm

Cocaine Anonymous – Inland Empire

<https://aainlandempire.org/>
(951) 359-3895

Narcotics Anonymous

<https://iefoothillsna.org/>
(909)795-0464
(800)863-2962
Spanish: (888) 622-4672

National Drug/Alcohol Treatment

1-800-662- HELP

Provides referrals to drug/alcohol treatment programs and support groups in your area M-F 8-4:30.

Inpatient Drug & Alcohol Rehab and Treatment

(<https://m4.havenhealthmgmt.org/>)
Call: (561) 559-5504

FindTreatment.gov (<https://findtreatment.gov/>) (Substance Abuse and Mental Health Services Administration): 800-662-HELP (800-662-4357) | TTY: 800-487-4889

San Bernardino County Mental Health 24-hour Helpline

(<https://wp.sbcounty.gov/dbh/outpatient/>)

1-888-743-1478

LA County Department of Mental Health: 800-854-7771

<https://dmh.lacounty.gov/>

National Problem Gambling Helpline

1-800-522-4700

Riverside County Drug Abuse Program

(951) 955-2105

Sober living home, AA meetings, referrals, youth program for ages 13 and up.

SAMHSA's National Helpline (Treatment Referral Routing Service)

1-800-662-HELP (4357)

TTY: 1-800-487-4889

Confidential, free, 24-hour-a-day hot line number if you are struggling with substance use. SAMHSA provides referrals and educational information on the different types of substances.

San Bernardino County Substance Use Disorder 24-hour Helpline

1-800-968-2636

Free and confidential assessment and help finding the treatment.

San Bernardino County Drug/Alcohol Treatment

(909) 421-9465

Women's outpatient, non-residential services, co-occurring disorders, perinatal program.

Open M-F 8am to 5pm, Spanish spoken.

Crisis

988 Suicide & Crisis Lifeline

Call or Text 988. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones

San Bernardino County Behavioral Health Urgent Care Services

Community Crisis Response Team

Call (800) 398-0018

Text (909) 420-0560

The Community Crisis Response Team (CCRT) utilizes specially trained crisis response staff to provide crisis intervention and linkage and referrals to appropriate behavioral health and non-behavioral health resources and services. They conduct a phone assessment to determine the level of risk. If there is a high level a risk, a team will go to the individual's location to further assess. Teams are available in English and Spanish 24/7, including holidays.

Crisis Stabilization Units

The Crisis Stabilization Units (CSUs) are unlocked, voluntary, 23-hour psychiatric urgent care centers that offer a positive, safe, quiet and calm home-like environment to individuals aged 13 and older experiencing a mental health crisis in San Bernardino County. CSUs provide crisis intervention, crisis stabilization, medical evaluation, and peer support. Referrals and linkage are provided upon discharge.

The Merrill and Windsor Center Crisis Stabilization Units

The Merrill Center Crisis Stabilization Unit

14677 Merrill Avenue

Fontana, CA 92335

(951) 643-2340

[Merrill Stabilization Brochure](#)

Windsor Center Crisis Stabilization Unit

1481 North Windsor Ave

San Bernardino, CA 92407

(909) 361-6470

[Windsor Center Stabilization Brochure](#)

Crisis Walk-In Clinics

The Crisis Walk-In Clinics (CWIC) provide urgent mental health services to residents of the County of San Bernardino. CWIC provides crisis intervention, crisis risk assessments, medications, and when necessary evaluations for hospitalization. Consumers will be screened for appropriateness of service and will either be provided referrals or admitted in to CWIC for additional assessment.

High Desert and Morongo Basin Crisis Walk-In Clinics

CWIC High Desert

Valley Star Behavioral Health, Inc.
12240 Hesperia Road
Victorville, CA 92395
(760) 245-8837
7-1-1 for TTY Users
24 hours a day, 7 days a week (including holidays)

CWIC Morongo Basin

Valley Star Behavioral Health, Inc.
7293 Dumosa Ave., Suite 2
Yucca Valley, CA 92284
(760) 365-2233
24 hours a day, 7 days a week (including holidays)

Riverside University Health System Crisis Resources

Provides 24 hour/7 days/365 urgent care mental health screening and assessment services and medications to address the needs of those in crisis in a safe, efficient, trauma-informed, and least-restrictive setting. The program offers a variety of services customized to the needs and preferences of guests, including; peer support, psychiatric and medication support, recovery education, nutritional education, health and recreation, community coordination and follow-up. Services offered to guests who are 18 years old or older, within Riverside County, California, and are voluntarily seeking assistance in a crisis situation.

Riverside and Palm Springs 24/7 Mental Health Urgent Care

Riverside University Health System - Riverside
9990 County Farm Rd. Suite 6
Riverside, CA 92503
(951) 509-2499
Ages 18+
Insurances accepted: All and uninsured
[24/7 Mental Health Urgent Care](#)
[Website: Riverside University Health System](#)

Riverside University Health System - Palm Springs
2500 N. Palm Canyon Dr. Suite A4
Palm Springs, CA 92262
(442) 268-7000
Ages 13+
Insurances accepted: All and uninsured
[24/7 Mental Health Urgent Care](#)
[Website: Riverside University Health System](#)

California Peer-Run Warm Line: The Peer-Run **Warm Line** is a non-emergency resource for anyone in **California** seeking emotional support.
1-855-845-7415

Crisis Text Line: Text HOME to **741741** to connect with a Crisis Counselor 24/7

[NAMI HelpLine](https://www.nami.org/support-education/nami-helpline/) (<https://www.nami.org/support-education/nami-helpline/>) A free, nationwide peer-support service providing information, resource referrals and support to people living with a mental health conditions, their family members and caregivers, mental health providers and the public. Monday through Friday, 10 am–6 pm, ET.
1-800-950-NAMI (6264)

[Get Help - 988 Lifeline](https://988lifeline.org/get-help/) (<https://988lifeline.org/get-help/>)

988 Trained volunteers & professional counselors that are there to listen.

[Riverside Area Rape Crisis Center](https://rarcc.org/index.php?date=2010-01-0) (<https://rarcc.org/index.php?date=2010-01-0>)

(951) 686-7273
(24 hour hotline; English and Spanish)
Sexual Assault Services (24 hour crisis line)
(909) 885- 8884
Suicide and Crisis Hotline
(951) 686- 4357
Referrals for shelter, clothing, counseling

WE-TIP (<https://www.wetip.com/>)
1-800-78-CRIME
24 hour service, felony crime-line; anonymous reporting; reward for convictions

Domestic Violence and Shelters for Women and Children

Crisis Line – Riverside

(951) 683-0829
24 hour domestic violence help; protective order assistance; counseling; outreach; shelter.
Domestic Violence for Survivors class through The Samaritan Counseling Center
(<https://samaritancares.org/client-services-counseling-staff--forms.html>)
(909) 985-0513
Participants receive help processing experiences and trauma, developing skills to maintain a healthy lifestyle, implementing a self-care routine, and beginning the healing process.

Doves of Big Bear Valley (doves4help.org)
(909) 866-1546
800-851-7601 to see if there is space available for shelter
24 hour hotline; provides women and families domestic violence shelter; individual counseling; support groups (parenting, anger management, women's writing....); legal assistance; protective order help.

House of Ruth Hotline (<https://www.houseofruthinc.org/>)
(909) 988-5559
24 hour hotline; individual/group counseling; phone support; legal advocate; shelter for women and children; DV counseling; food; English/Spanish

Operation Safe House (www.operationsafehouse.org)
(951) 351-4418
Crisis intervention for teens (11-17); runaways-24 hour emergency shelter for youth in crisis; individual, family and group therapy; in-facility school; family reunification.

Option House (<https://www.optionhouseinc.com/>)
(909) 381-3471
24 hour hotline; temporary DV women's shelters; support/outreach; free support groups, crisis education and self defense; assistance with protective order paperwork; English/Spanish.

Shelter from the Storm, Inc. (<https://shelterfromthestorm.com/>)
1-800-775-6055 or (760) 328-7233 (SAFE)
Hotline advocates provide crisis counseling, safety planning, assistance with finding shelter, referrals to SFTS programs or other organizations, advocacy with the police, and other crucial services. (70 bed domestic violence shelter for battered women and their children, 45-day program, 5 outreach offices, 3 evening groups, parenting class, counseling).
Note: Counseling & Advocacy are not provided until maybe August due to COVID. Hotline is still available and referrals to the Family Justice Center for advocacy or restraining order services.

[A BETTER WAY VICTOR VALLEY DOMESTIC VIOLENCE](https://abway.org/) (<https://abway.org/>)

(760) 955-8723

26 bed shelter for abused women and their children, outreach, TRO (temporary restraining order) assistance, parenting classes, children's program, support groups, etc. Spanish spoken. Maximum stay is 90 days. Note: Due to COVID - initial intake, if eligible clients are placed in a hotel to quarantine before going to the shelter.

Eating Disorders

CRC health group eating disorder treatment finder:

(866) 690-7239

Eating Disorder Referral and Information Center (<https://www.edreferral.com/>)

Eating Disorder Anonymous (<https://eatingdisordersanonymous.org/>)

National Alliance for Eating Disorder (<https://www.allianceforeatingdisorders.com/groups/>)

Provides free Virtual Support Groups.

Family Planning Services

Birth Choice (<https://birthchoicecenters.org/>)

51-766-6100 Hemet

951-296-3441 Temecula

760-895-4044 Palm Desert

Offers pregnancy testing, information and assistance in Temecula.

Life Choice Pregnancy Center (<https://lifechoicepc.com/>)

(909)-382-4550

Life Choice Pregnancy Center

114 E. Airport Dr., Ste. 105

San Bernardino, CA 92408

Offers: Free pregnancy testing, resource referral, factual literature to help you make an informed and educated choice regarding your pregnancy, free Lending library, maternity clothes, Layette, baby clothing, diapers, wipes, etc., and Post Abortion Syndrome (PAS) help, free referral for adoption information, and prenatal and postnatal guidance and support.

Planned Parenthood, Riverside (<https://www.plannedparenthood.org/>)

(888) 743-7526

Options United (<https://www.optionsunited.com/>)

877-398-7734

Options United helps women and families choose life instead of abortion during the crucial deciding hours of an unplanned pregnancy

Option Line

1-800-712-HELP

Unplanned Pregnancy? Pregnancy overview, options and sexual wellness support

Inland Southern California United Way (<https://inlandsocaluw.org/211>)

Call 2-1-1 for assistance or search the resource directory

Inland Southern California United Way mobilizes communities to action so all can thrive. For over 90 years, we've answered the call, actively listening and responding to local needs. We champion community resiliency, financial security, and health under the values of excellence, empathy, and

equity. With over 100 staff members and 1,200 volunteers, we serve 1 million people in Riverside, San Bernardino, and East Los Angeles Counties. Together with community partners and those we serve, we're working towards a future where every person in our communities can achieve what they envision for their lives.

Grief Resources

Loma Linda University Medical Center Bereavement Resources

(<https://lluh.org/patients-visitors/support-groups-services/bereavement-programs>)

Grief Recovery Group

(<https://lluh.org/patients-visitors/support-groups-services/bereavement-programs/grief-recovery-groups>)

(909) 558-4367

Bereavement support groups for adults experiencing the death of a loved one. Sessions begin on the first Monday of January, April, July, and October. Meetings are offered in the afternoon or evening at Loma Linda University Medical Center.

Grief Share

(https://www.griefshare.org/s?center=&date_range=&day=&distance=&location_type=&query=&sort_by=&type=)
This website allows you to filter your search for finding a grief support group near you.

LGBT+

LGBT National Help Center (<https://lgbthotline.org/>)

Provides free and confidential peer - support and local resources

LGBT Hotline

1-888-843-4564

A safe space that is anonymous and confidential where callers can speak on many different issues and concerns including, but limited to, coming out issues, gender and/or sexuality identities, relationship concerns, bullying, workplace issues, HIV/AIDS anxiety, safer sex information, suicide, and much more (Monday thru Friday 1 to 9pm, Saturday 9am to 2pm).

Trans Lifeline (<https://translifeline.org/>)

1-877-565-8860

A trans-led organization that connects trans people to the community, support, and resources they need to survive and thrive.

Transgender Health & Wellness Center (<https://trans.health/>)

Offers transgender services and resources to youth, teens, and adults. Located in Palm Springs, Riverside, and San Diego California and offering help with housing, employment, mental health, support, community, family support, hair removal, and more.

The Trevor Project Helpline •

Crisis Intervention & Suicide Prevention for LGBTQ Youth (ages 13-24): **866-488-7386**

Veterans Resources

Military Crisis Line **CALL 988, then press 1, or access online chat by TEXT 838255.**

[American Psychological Association Article](#)

(<https://www.apa.org/topics/resilience/homecoming-war>)

'Resilience in a Time of War: Homecoming'. Tips for resilience during war homecoming for military personnel and families. Reduce stress, anxiety and culture shock with checklists and learn warning signs of PTSD.

[Corona Vet Center](#)

(<https://www.va.gov/corona-vet-center/>)

(951) 734-0525

Psychotherapy/ Mental Health services

We offer confidential help for Veterans, active duty service members, and their families at no cost in a non-medical setting. Our services include counseling for needs such as depression, post traumatic stress disorder (PTSD), and the psychological effects of military sexual trauma (MST). We can also connect you with more support in VA and your community.

[Homecoming for Veterans](#) (<https://homecoming4veterans.org/>)

The EEG Institute, a world leader in neurofeedback research and training, and Homecoming for Veterans is offering this cutting-edge treatment, at no cost, for veterans suffering from Post-Traumatic Stress Disorder (PTSD) through a network of clinicians across the country.

[Military One Source](#) (<https://www.militaryonesource.mil/health-wellness/mental-health/>)

1-800-342-9647 Mental health is just as important for military and family readiness as physical fitness. While Military OneSource does not provide health care services, it does point members of the military family to the resources available to help. If you or someone you know is in crisis, **contact the Military Crisis Line by dialing 988, then press 1**, or access online chat by **TEXT 838255**.

[San Bernardino Vet Center](#) (<https://www.vetcenter.va.gov/>)

(909) 801-5762

Offers: individual, group, marital, and bereavement counseling; assistance in applying for VA benefits; medical referrals/liaison with VAMS; employment referral/assistance from a Vet Rep with EDD; information and referral to community resources; sexual trauma counseling and referral; and community education. (Note: services currently being provided via telehealth)

[Suicide Prevention Lifeline For Veterans & Service Members](#)

(<https://suicidepreventionlifeline.org/help-yourself/veterans-service-members/>)

The Health Resource Center (HRC)

(909) 825-7084,

ext. 6197 or 1-(800)741-8387

Provides information on health, prevention and diseases that affect veterans today and has many support groups located in the Loma Linda VA Medical Center, first floor, room 1F20.

[The Veterans Crisis Line](#) (<https://www.veteranscrisisline.net/>)

1-800-273-8255 and Press 1

The Veterans Crisis Line connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text. Veterans and their loved ones can **call 1-800-273-8255 and Press 1, chat online, or send a text message to 838255** to receive confidential support 24 hours a day, 7 days a week, 365 days a year.

[US Department of Veterans Affairs](#) (<https://www.va.gov/>)

California department of Veterans Affairs

1-800-952-5626

Hours of Operation: Monday - Friday 8:00 am to 5:00 pm

Veterans Families United

(<https://veteransfamiliesunited.org/healing-resources/>)

Undocumented Student Resources

ICE Online Detainee Locator System (<https://locator.ice.gov/odls/#/>)

Locate a loved one who has recently been detained by ICE.

TODEC (<https://todec.org/>)

Legal services, community advocacy, civic engagement and more.

Additional Resources

AIDS California Hotline (<https://aidshotline.org/>)

1-800-367-2437

Provide HIV/ AIDS information and referrals; free testing; over the phone counseling available.

Children's Treatment Services (<https://www.rcdmh.org/ChildrenServices>)

(951) 358-4840

Outpatient counseling services for children located in Riverside

Inland County Legal Services (<https://www.inlandlegal.org/>)

(909) 792-2762

YMCA of The East Valley (<https://ymcaeastvalley.org/>)

(909) 884-8615

The YMCA of the East Valley is an association of people of all ages, ethnic groups, and religious affiliations founded on Christian principles and dedicated to building strong kids, strong families, and strong communities through programs that develop spirit, mind, and body.

Disaster Mental Health Resources

(<https://dmh.lacounty.gov/our-services/disaster-services/disaster-mh-resources/>)

Fire Safety and Health Information (<http://publichealth.lacounty.gov/media/Wildfire/>)

Ready. Set. Go. Your Personal Wildfire Action Plan

(https://fire.lacounty.gov/wp-content/uploads/2021/05/Ready-set-go_04292021-High-Quality-B.pdf)

Baby Safe of Los Angeles County (<https://lacounty.gov/residents/public-safety/baby-safe-surrender-program/>)

(Safely Surrendered Baby Law): **877-BABY-SAFE (877-222-9723)**

LA County Child Protection Hotline: (<https://dcfs.lacounty.gov/>) **800-540-4000** (calls originating within California), **213-639-4500** (calls originating outside California), **TDD: 800-272-6699**

LA County Elder Abuse Hotline: **877.4.R.SENIORS (877-477-3646)**

Immigrants Rising Wellness Gathering (<https://immigrantsrising.org/supportgroups/>)

The group helps undocumented young people stay grounded and connected to one another. Led by Liliana Campos, Immigrants Rising's Mental Health Advocate, these virtual gatherings convene experienced facilitators—psychologists, coaches, traditional healers—to guide undocumented young people through educational materials and interactive activities. Liliana also shares resources for participants to check out on their own throughout the week.

Wednesdays 5 to 6 pm.

DISCLAIMER: The resources listed above contains links to websites not administered by Salon Success Academy. Salon Success Academy is not responsible or liable for the accuracy or the content of linked pages.

CAMPUS FACULTY & STAFF



Riverside Campus

Name	Role	Program of Licensure, Education & Training	Program(s) of Instruction	Experience	3 years or more experience in the field of Instruction
Shayla Millhollon	Campus Director	Cosmetology, Barber	Sub for all programs as needed	Salon, Barber shop, Management	X
Zelma Stover	Instructor	Cosmetology	Cosmetology, Barbering, Manicuring	Salon, Instructor Training	X
Deborah Audelo	Instructor	Cosmetology & MUD Certified	Cosmetology, Barbering, Manicuring, MUD	Salon, Barber shop, Make-up	x
Elizabeth Sliva	Instructor	Cosmetology & MUD Certified	Sub for all programs as needed	Salon, Barber Shop, Management	x
Alma Garcia-Williams	Instructor	Cosmetology, Esthetician & MUD Certified	Cosmetology, Barbering, Manicuring, MUD	Salon	X
Lizabeth Banuelos	Instructor	Manicurist	Manicuring, Foundations, Health & Safety	Salon	x

Emily Evans	Instructor	Cosmetology	Cosmetology, Barbering, Manicuring	Apprenticeship, Salon	x
Theresa Barrasa	Instructor	Barber	Cosmetology, Barbering,	Salon, Barber shop	x
Sherri Traweek	Instructor	Cosmetology	Manicuring, Foundations, Health & Safety	Saln, Nail Salon	x
Miriam Palacios	Instructor	Cosmetologist	Cosmetology, Barbering, Manicuring	salon	x
Karina Soriano	Instructor	Cosmetology	Sub for all programs as needed	Salon	x
Mary Rosas	Student Services/Admissions				

Redlands Campus

Name	Role	Program of Licensure, education & training	Program(s) of Instruction	Experience	3 years or more experience in the field of Instruction
Patricia Acosta	Campus Director	Cosmetology	Sub for all programs as needed	Salon, Beauty School Educator, Salon Management, Instructor Training	X
George Corlew	Associate Director	Cosmetology	Cosmetology, Manicuring, Esthetician (MUD)	Salon, Salon Management, Instructor Training	X
Alma Bethume	Instructor	Cosmetology	Cosmetology, MUD	Salon	X
Megan Bramsterrer	Instructor	Cosmetology	Cosmetology	Salon, Educator	X
Diana Ramirez	Instructor	Cosmetology, MUD Certified	Cosmetology/Esthetician	Salon, Beauty retail, MUD Training	X
Leonides Saucedo	Instructor	Cosmetology,	Cosmetology	Salon, educator	x
Samantha Bermudez	Instructor	Cosmetology	Cosmetology, Manicuring	Salon, Beauty retail	X
Erin Sanders	Instructor	Cosmetology	Cosmetology	Salon	X
Linda Harris	Student Services				
Rose Alcantar	Admissions Representative				

Corona Campus

Name	Role	Program of Licensure, Education & Training	Program(s) of Instruction	Experience	3 years or more experience in the field of Instruction
Shanell Blackshear	Campus Director	Cosmetology	Cosmetology, Esthetics and Manicuring	instructor (prior to SSA), instructor at SSA, salon, management	X
Marquise Ezell	Associate Director	Cosmetology	Cosmetology, Esthetics and Manicuring	instructor training program completion, stylist	X
Nisie Palacio	Instructor	Esthetician, MUD Certified	Esthetics	freelance make-up, master lash stylist, esthetician in spa setting, MUD Training	X
Shaunda Moore	Instructor	Cosmetology. Esthetician, MUD Certified	Cosmetology, Esthetics	instructor (prior to SSA), teacher trainer instructor, MUD Training	X
Neyda Villalobos	Instructor	Cosmetology	Cosmetology, Esthetics and Manicuring	Stylist, management	X
Megan Weems	Instructor	Cosmetology	Cosmetology, Esthetics and Manicuring	instructor (prior to SSA), stylist, management	X
Jessica Hernandez	Instructor	Cosmetology	Cosmetology, Esthetics and Manicuring	Stylist	X
Kylie Wicks	Instructor	Esthetician	Esthetics	Spa Esthetician	X
Michelle Garces	Instructor	Cosmetology	Cosmetology	Salon Stylist	X
Charlene Mann	Student Services/Admissions	NA	NA	NA	NA

Fontana Campus

Name	Role	Program of Licensure, Education & Training	Program(s) of Instruction	Experience	3 years or more experience in the field of Instruction
Linda Rios	Campus Director	Cosmetology, Barbering, MUD Certified	Sub as Needed All Programs	Salon owner, Beauty School Manager, Nail Technician, Stylist, MUD Certified	X
Christy Moore	Instructor	Cosmetology, Esthetician	Cosmetology	MUD Certified, State Board Classes, Esthetician	X
Karina Chico	Instructor	Cosmetology, Barbering, Esthetician, MUD Certified	Cosmetology	MUD Certified, Suite Owner, Adv Skin care, State Board Classes	X

Upland Campus

Name	Role	Program of Licensure, Education & Training	Program(s) of Instruction	Experience	3 years or more experience in the field of Instruction
Veronica Aspesi	Campus Director	Cosmetology, Barber, Esthetician MUD Certified	Sub for all programs as needed	Salon	X
Cierra Chavez	Associate Director	Cosmetology, Esthetician, MUD	Cosmetology, Esthetician	Salon	X
Vida Anthony	Instructor	Cosmetology, Barber, Esthetician	Cosmetology, Barbering, Esthetician	Salon, Salon Manager	X
Mirna Magandi	Instructor	Cosmetology, Barber	Cosmetology, Barbering, Manicuring,	Salon	X
Brittany D'Auria	Instructor	Cosmetology	Cosmetology, MUD	Salon, Salon Manager	X
Hannah Johnson	Instructor	Esthetician	Esthetician	Spa, Wax Specialist	X
Patricia Hermosillo	Instructor	Manicuring	Manicuring	Nail Salon	X
David Lira	Instructor	Cosmetology	Cosmetology	Salon, Salon Manager, Hair Replacement	X
Joana Olvera	Instructor	Cosmetology	Cosmetology	Salon	X
London Broadnax-Frampton	Instructor	Esthetician	Esthetician	Esthetician, Self Employed	X
Adrian Zamora	Student Services/Admissions				