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# SAN BERNARDINO BEAUTY COLLEGE

## CATALOG

**JANUARY 1, 2025 – DECEMBER 31, 2025**

REVISED: 01/01/2025 PUBLISHED: 02/01/2025

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COSMETOLOGIST ~ BARBERING

MANICURIST ~ MASSAGE THERAPIST

ESTHETICIAN ~ HOLISTIC PRACTITIONER

NAIL TECHNICIAN



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SAN BERNARDINO, CA 92410

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## **GENERAL INFORMATION**

### **Introduction**

San Bernardino Beauty College welcomes all prospective students interested in the beauty, barbering, massage, and related arts careers. We would be thrilled for you to come in and visit our facility. We strive to teach you the training and skills you will need for the program you select. This means hard work, dedication, and practice on your part; but the outcome will be worth it!

### **Mission Statement**

To provide a high-quality academic environment that provides our students with the skills and tools needed to obtain a \*license and a job in the same field of study.

\*License not required in California for Massage Therapist and Holistic Practitioner

### **History**

San Bernardino Beauty College was established in August 2012 by San Bernardino Beauty College, Inc.

### **Approval Disclosures**

San Bernardino Beauty College is a private institution located at 600 N. Sierra Way, San Bernardino, CA 92410. Institutional approval from the Bureau for Private Postsecondary Education pursuant to the California Education Code has been granted. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. The Bureau has approved the following programs:

**Barbering** 1000 Clock Hours

**Cosmetologist** 1000 Clock Hours

**Manicurist** 400 Clock Hours

**Esthetician** 600 Clock Hours

**Massage Therapist** 600 Clock Hours

**Holistic Practitioner** 1000 Clock Hours

**Nail Technician** 600 Clock Hours

**Barber Crossover** 200 Clock Hours

### **Bureau/Board Approvals**

This institution has accreditation and approval from the following entities:

**National Accrediting Commission of Career Arts and Sciences (NACCAS):** 3015 Colvin Street, Alexandria, VA. 22314, Phone: (703)-600-7600 Website: [www.naccas.org](http://www.naccas.org)

**Bureau for Private Postsecondary Education (BPPE):** 1747 N Market blvd. Suite 225 Sacramento, CA 95834, Phone: (916) 574-8900, Fax: (888) 370-7589, website: [www.bppe.ca.gov](http://www.bppe.ca.gov)



**Board of Barbering and Cosmetology (BBC):** P. O. Box 944226, Sacramento, CA 94244-2260, Phone: (800) 952-5210, Fax: (916) 575-7281, website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

## **Catalog Notice about Office of Student Assistance and Relief**

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 (888) 370- 7589, option #5, or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Description of Facilities**

San Bernardino Beauty College is a spacious 14,000 sq. ft., air-conditioned, one-story facility with many benefits for our staff and students. Our school simulates salon conditions to help our students “learn by doing” with modern equipment and a variety of supplies that help enhance the student’s education. The facility provides classroom areas for theory and practical training, a lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provided the equipment required by the Board of Barbering & Cosmetology.

## **ADMINISTRATION**

### **Administration Business Hours**

Applicants and students may receive information from Administration Tuesday through Friday from 09:00 A.M. until 3:00 P.M.

### **Admissions Procedures**

As a prospective student, you are required to visit our campus by appointment. You are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to view the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.

Our college does not recruit students already attending or admitted to another school offering a similar program of study

#### **1. Complete an Application Form**

Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from the School.

#### **2. Submit an Application Fee**

Action will not be taken on admission or any student loan application until an Application fee of \$100.00 is received.

Please submit the fee in the form of a check, money order, or credit card payable to San Bernardino Beauty College. This fee is not included in the cost of tuition.

In extraordinary circumstances, the school may waive the application fee for students who transfer from a school that has suddenly closed without notice

#### **3. Personal Interview**

Prospective students will be interviewed by a representative of our Admissions Department. The interview will explain the School's philosophy, and course content and discuss career opportunities. Our Admissions

interview process will be used to help determine the acceptability of potential students through the direction of our admissions process.

San Bernardino Beauty College does not recruit students already attending or admitted to another school offering a similar program of study

## **Admissions Policy**

San Bernardino Beauty College is accepting students for admission to all courses once these criteria have been met:

1. Applicants must provide a copy of his/her High School Diploma, GED, a transcript showing high school completion, OR evidence of completion of homeschooling at the secondary level as defined by state law and be 18 years old or older.

Students without a high school diploma or its equivalent must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th-grade education level or its equivalent as required by the Board of Barbering & Cosmetology, and pass an Ability to Benefit exam prior to admission. The Ability to Benefit (ATB) exam is approved by the U.S. Department of Education and administered by an independent proctor. Our school is using the CELSA Ability-to-Benefit test. If you do not pass the exam, re-testing is available.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

2. Applicant must provide a valid picture identification, such as a California Driver's license, California I.D., or Passport.
3. Valid Social Security Card OR ITIN Card.

## **Ability to Benefit**

Exam prior to admission. Students admitted under these criteria will be required to pass one of the Ability-to-Benefit tests approved by the U.S. Department of Education administered by an independent proctor. Students subjected to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CELSA Ability-to-Benefit test. This test is approved by the Secretary of Education, Washington, DC. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. Students taking the CELSA Ability-to-Benefit test must score 97% or higher for admission. If you do not pass the exam, re-testing is available and the admissions personnel will explain and provide you with the re-testing procedures, or pay and successfully complete 225 hours for Cosmetologist & Barbering programs.

Ability-to-benefit students are not able to apply for Federal Student Aid programs.

## **High School Students**

Students attending high school enrolled in this institution through the high school district and receiving high school credits are enrolled as non-regular students. They are considered non-regular students because they will not graduate from the institution before completing high school.

## **WIA Participants**

Students applying for Admissions through the city or county of San Bernardino Employment and Training Agency (SBETA), must submit the required paperwork for the city/county that San Bernardino Beauty College requires (listed above).

## **Re-Entry (Re-Enrollment) Policy**

A student who withdraws in good standing may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment if re-entry occurs within five years of the last day of attendance. If a student transferred to another institution before returning to San Bernardino Beauty College, Inc., those hours and operations earned may also be credited to the student for re-entry at the discretion of the Director based on an assessment. Each re-entry is treated on an individual basis. San Bernardino Beauty College reserves the right to reject a student who withdrew from its institution.

## **Transfer Policy**

Applicants with previous hours from another California school who wish to enroll at San Bernardino Beauty College must submit a written request during the admission process along with proof of training and a record of withdrawal from the previous California school. At the discretion of the Director, the number of hours that will be allowed to transfer to San Bernardino Beauty College, will be determined prior to enrollment. If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make an application for approval of his/her hours from the previous school. The documents required for this process can be found on the California BBC website [www.Barbercosmo.ca.gov](http://www.Barbercosmo.ca.gov). The California BBC will issue a letter indicating the credits & hours it has approved from at the previous school along with any other requirements to complete in California to be eligible to take the state exam.

The Director will then make a final decision based on the information in the California BBC's letter.

***Failure to provide the required documentation of previous training prior to enrollment will result in not being able to apply those hours to your enrollment at San Bernardino Beauty College***

## **Required English Proficiency**

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam. All classes, theory and practical are taught in English only.

## **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of hours you earn at San Bernardino Beauty College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma that you earn is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours/operations and diploma that you earn at this institution are 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 San Bernardino Beauty College, to determine if your hours and/or diploma will transfer.

## **Challenge Examinations or Achievement Tests**

San Bernardino Beauty College does not accept credits through challenge examinations and/or achievement tests.

## **Articulation or Transfer Agreement: Disclosed**

San Bernardino Beauty College has not entered into an articulation or transfer agreement with any other institutions.

## ACADEMIC CALENDAR

### Class Start Dates

San Bernardino Beauty College has continuous enrollment and students can enroll anytime during the year. All classes begin every Tuesday of each week.

### Classes will be held

600 N. Sierra Way, San Bernardino, CA 92410 in the facility.

### Class Schedules

Classes are held Tuesday – Friday

9:00am – 3:00pm Fulltime

9:00 am – 2:00 pm Part Time

We offer regular day and evening classes. Your schedule will be determined based on the specific program you choose.

	Cosmetologist (1000 Hours)	Barbering (1000 Hours)	Esthetician (600 Hours)	Neil Tech (600 Hours)	Manicurist (400 Hours)	Holistic Practitioner (1000 Hours)	Massage Therapist (600Hours)	Barber Crossover (200Hours)
Tue-Fri 9 am-3 pm (24hpw)	42 Weeks	42 Weeks	25 Weeks	25 Weeks	17 Weeks	42 Weeks	25 Weeks	9 Weeks
Tue-Fri 9am-2 pm (20hpw)	50 Weeks	50 Weeks	30 Weeks	30 Weeks	20 Weeks	50 Weeks	30 Weeks	10 Weeks

### Calendar/Holidays

The College is closed on Saturday, Sunday, and Monday, New Year’s Eve, New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.

A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change the dates of holidays with prior notice.

If the institution is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled day unless otherwise noted.

In addition to the requirement of section 94900, all students attending San Bernardino Beauty College will contain all of the following pertinent student records.

## **GENERAL SCHOOL POLICIES**

### **Grievance Policy**

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

1. Fill out a grievance form and list all grievances. It is strongly recommended that all grievances be presented in writing.
2. The Director will evaluate the grievance and set up an appointment with the person within 10 days of the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

If the issue still is unresolved, students may present their grievance to: the **Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589 web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).**

### **WIA participants**

Those who have exhausted the school's complaint and/or grievance procedures without a satisfactory resolution of the issue shall be referred to their Career Manager and/or the SBETA EEO Officer for disposition of the case.

### **Disclosure and Retention of Student Records (FERPA)**

Only students, and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Students are not entitled to inspect the financial records of their parents.

Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law.

San Bernardino Beauty College will keep all student files maintained for five (5) years from completion or withdrawal. After that time, transcripts/Proof of Training are scanned and stored indefinitely on the premises.

### **Statement of Non-Discrimination**

San Bernardino Beauty College does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

### **Disabled Visitors/Wheelchair Access**

Access for disabled people to the institution facility is available at the College. This Institution does not offer special facilities or programs for disabled students.

### **Health and Physical Considerations**

Generally, a professional in the Barbering, Cosmetology, Manicuring, Esthetics, Massage Therapy, and Holistic Practice fields must be in good physical health since he/she will be working in direct contact with customers.

These related fields of study require a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical

limitations or disabilities if these students (their parents and physician) believe they can fulfill the training demands. This Institution does not offer special facilities or programs for disabled students.

## Orientation

All new students are required to attend an orientation prior to their first class. During the orientation, you will be introduced to your campus staff and learn about our policies, expectations, and student services.

## Scholarships

At the discretion of the School Director of San Bernardino Beauty College, a scholarship can be awarded based on the circumstances of an individual student.

## Attendance, Tardy, Make-Up and Termination Policies

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student expects to complete the course of study within the maximum timeframe stated in the Satisfactory Academic Progress Policy. An absence may be excused by calling in the same day prior to the beginning of the class. Students are required to make up lessons and exams missed due to absences. **If the student is absent for two (2) consecutive weeks/fourteen (14) days (in a row)** the school will terminate him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action.

## Attendance Status

A full-time student attending a clock-hour program is expected to complete 900 clock hours in a period of not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half-time or less than half-time enrollment is calculated based on the student workload in a payment period.

Currently offers distance education through Milady MindTap. Students are allowed to complete up to 50% of their program hours via distance education.

## Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure

### On-Campus

Students at San Bernardino Beauty College record their attendance on program-specified time/operations cards by entering their time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class, and OUT at the end of the class day. Student on-campus hours are Mondays through Friday from 9:00 am - 3:00 pm. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each day. At the end of each week, all earned and validated credits will be carried over to the next week's timecard.

### Online

Students enrolled in the hybrid distance education programs must complete 50% of their program hours online. The online program is asynchronous. Student hours and theory exam grades will be automatically calculated by Milady Cima. No overlapping of hours (On-Campus, online) is allowed. Overlapped hours will be removed. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states outside of California.

- Hardware Requirements: Students will need either a computer (desktop or laptop) or tablet with internet access.
- Software Requirements: Windows or Mac OS with the following browsers: Google Chrome or Microsoft Edge.

website: [Miladycima.com](http://Miladycima.com):

- Create an Account with an Access Code from MiladyCIMA. Login by student's email and password
- Must be engaged in the digital textbooks; turn pages, do activities, quizzes, and chapter tests for hours to count.
- The time you see displayed, is not what you will receive. Audited hours will remove all periods of time of inactivity and/or dead time or any hours earned during weeks a student does not come on campus.

## Leave Of Absence Policy (LOA)

Occasionally, students may experience extended personal problems, the death of a family member, or medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student must request a Leave of Absence in advance and in writing unless unforeseen circumstances prevent the student from doing so (For example, if the student was injured in a car accident.). In such a case, the LOA start date will be determined to be the first day the student was unable to attend due to an accident and the school will document the reason for the LOA and obtain the request from the student at a later date. The written request must be approved by the School Director. The written request must include the start and end date of the leave of absence, and must include the reason for LOA, and must include the student's signature. Students cannot take more than 180 days in any 12-month period. A student may only take a leave of absence if they are meeting SAP at the time of the request. A student MUST request any additional time needed before their LOA return day in writing. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days. Students will not be assessed additional tuition charges while on their Leave of absence. The student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. If the student fails to return from a LOA, the withdrawal date determination date would be the date the student did not return and the refund would be calculated based on the date the student began LOA. Students must be reasonably certain of their intent to return. The institution must extend the student's contract period by the same number of days taken in the LOA. 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. The student must follow the institution's policy in requesting a LOA.

## Graduation Requirements

When a student has completed the required theory hours and practical operations in their chosen program of study with a GPA of "C" (70%) or better, he or she is awarded a Certificate of Completion of his or her graduation.

**Please be advised that completion documents (diploma, transcripts, Proof of Training) will be withheld until all monies owed to the school are paid in full or arrangements have been made with the Director.**

## Licensure Requirements for Applicable Courses

Applicants for the state licensing exam must be at least 17 years old and have completed their program's clock hours, theory hours, and practical operations as required by the State of California. In addition, students must take and pass (70% or better) the state exam to be issued a license. Licensure is a requirement in order to work in a beauty, barber, or spa establishment. NOTE: Massage Therapists and Holistic Practitioners do not require licensure at this time. The admissions office will help you with the completion and submission of your exam application.

## Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy before enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

All evaluations must be completed within seven (7) business days.

The institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the student.

## Academic Years

The school follows the same format as Title IV regulations which define an academic year to be equivalent to 900 clock hours and 38 weeks.

## Evaluation Periods

Students are evaluated for **Satisfactory Academic Progress (SAP)** based on actual hours as follows:

	Academic Year 1		Academic Year 2
	1st SAP	2nd SAP	3rd SAP
Barbering 1000 Hrs.	450 hrs.	900 hrs.	1000 hrs.
Cosmetologist 1000 Hrs.	450 hrs	900 hrs.	1000 hrs.
Holistic Practitioner 1000 Hrs.	450 hrs	900 hrs.	1000 hrs.
Massage Therapist 600 Hrs.	300 hrs.	600 hrs.	
Nail Technician 600 Hrs.	300 hrs.	600 hrs.	
Esthetician 600 Hrs.	300 hrs.	600 hrs.	
Manicurist 400 Hrs.	200 hrs.	400 hrs.	
Barber Crossover 200 Hrs	100 hrs.	200 hrs.	



\*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Students who do not complete within the maximum time frame will be dropped from the program.

## Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course with satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
<b><i>For Hybrid</i></b>		
Cosmetologist (Full time - Part time)	41.5 - 50	1500
Barbering (Full time - Part time)	41.5 - 50	1500
Esthetician (Full time - Part time)	25 - 30	900
Nail Technician (Full time - Part time)	25 - 30	900
Manicurist (Full time - Part time)	15 - 18	450
<b><i>For Traditional</i></b>		
Cosmetologist (Full time - Part time)	62.5 - 75	1500
Barbering (Full time - Part time)	62.5 - 75	1500
Baber Crossover (Full time - Part time)	12.5 - 15	300
Holistic Practitioner (Full time - Part time)	62.5 - 75	1500
Esthetician (Full time - Part time)	37.5 - 45	900
Massage Therapist (Full time - Part time)	37.5 - 45	900
Nail Technician (Full time - Part time)	37.5 - 45	900
Manicurist (Full time - Part time)	25 - 30	600

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>Grading</b>	<b>Letter</b>	<b>Description</b>	<b>Grade point</b>
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

## Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress when they finish. During the warning period, students are eligible, if applicable, to receive Title IV funds. If at the end of the warning period, the student has still not met both academic and/or attendance requirements, the student will be deemed ineligible to receive Title IV funds, unless the appeal has been approved. Please refer to the appeal procedure section for details below.

## Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation

period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress. If at the end of the probation period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress the student will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **Re-Establishment Of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and regain Title IV funds eligibility as applicable, by meeting minimum attendance and academic requirements.

## **Interruptions, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school with 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. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve a Satisfactory Academic Progress report. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements, the terminology warning or probation will be used for both Title IV and non-Title IV students.

## **Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect on the school's satisfactory academic progress standards.

## **Credit For Prior Experiential Learning**

San Bernardino Beauty College does not offer credit for prior experiential learning.

## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's 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.

### **Transfer Hours Of Credit For License Holders**

Students holding a valid Manicurist license or esthetician license will receive credit hours to enroll in the Barber Course, and Cosmetologist Course and will be required to complete hours.

<b>Course Transfer</b>	<b>Credit Hours</b>	<b>Complete Hours</b>
Esthetician to Barber	200 Hrs.	800 Hrs.
Esthetician to Cosmetologist	400 Hrs.	600 Hrs.
Esthetician to Nail Technician	200 Hrs.	400 Hrs.
Esthetician to Manicurist	100 Hrs.	300 Hrs.
Manicurist to Barber	200 Hrs.	800 Hrs.
Manicurist to Cosmetologist	200 Hrs.	800 Hrs.
Manicurist and Esthetician to Barber	300 Hrs.	700 Hrs.
Manicurist and Esthetician to Cosmetologist	500 Hrs.	500 Hrs.

## **Courses Of Study**

This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.

**Barbering** 1000 Clock Hours

**Esthetician** 600 Clock Hours

**Barber Crossover** 200 Clock Hours

**Massage Therapist** 600 Clock Hours

**Cosmetologist** 1000 Clock Hours

**Holistic Practitioner** 1000 Clock Hours

**Manicurist** 400 Clock Hours

**Nail Technician** 600 Clock Hours

## **Textbooks, Equipment, and Supplies**

Textbooks and a completed kit will be issued at the beginning of the freshman class and when these fees have been paid. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

Students are required to purchase the Kit from San Bernardino Beauty College. They may not purchase their own elsewhere.

## **Tuition Fee Schedule**

***The charges for a period of attendance are the same as the total charge for the entire program.***

The college reserves the right to change the institution's charges without prior notice when necessary. Any changes will not affect attending students.

*Students enrolled in hybrid programs will be charged \$399.00 for CIMA seats. The CIMA Seats fee is not included in the list below.*

<b>Programs</b>	<b>Total Clock Hours</b>	<b>Tuition (Per/Hr)</b>	<b>Application fee*</b>	<b>Supplies*</b>	<b>STRF*</b>	<b>TOTAL</b>
<b>Barbering</b>	1000	\$16,000 (\$16/hr)	\$100.00	\$875.00	\$0.00	\$17,374.00
<b>Barber Crossover</b>	200	\$3,200 (\$16/hr)	\$100.00	\$475.00	\$0.00	\$3,775.00
<b>Cosmetologist</b>	1000	\$16,000 (\$16/hr)	\$100.00	\$1,075.00	\$0.00	\$17,574.00
<b>Esthetician</b>	600	\$9,600 (\$16/hr)	\$100.00	\$650.00	\$0.00	\$10,749.00
<b>Manicurist</b>	400	\$2,600 (\$6.5/hr)	\$100.00	\$375.00	\$0.00	\$3,075.00
<b>Nail Technician</b>	600	\$9,600 (\$16/hr)	\$100.00	\$375.00	\$0.00	\$10,474.00
<b>Massage Therapist</b>	600	\$9,600 (\$16/hr)	\$100.00	\$875.00	\$0.00	\$10,575.00
<b>Holistic Practitioner</b>	1000	\$16,000 (\$16/hr)	\$100.00	\$875.00	\$0.00	\$16,975.00

\*Non-Refundable

### **Student Tuition Recovery Fund (STRF).**

The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution - generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

### **Extra Instructional (Overtime) charges**

Students are expected to complete their training (Hours & Operations) within the maximum time allowed as stated on their Enrollment Agreement. If a student exceeds the time frame outlined in their Enrollment

Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course.

The current charge for all programs except Esthetician & Massage Therapist is \$10.00 per hour to be paid in full prior to beginning the overtime hours.

The current charge for Esthetician & Massage Therapist programs is \$15.00 per hour to be paid in full prior to beginning the overtime hours.

### **Methods of Payment**

Cash, credit cards, money orders, and personal checks are acceptable methods of payment. Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available from San Bernardino Beauty College. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly payments according to their means. **Please be advised that completion documents will be withheld until all monies owed to the school have been paid in full or arrangements are made with the Director.**

### **Additional Transcripts**

Students requesting copies of academic transcripts/Proof of Training upon graduation will be charged \$25 per copy.

Former students requesting additional copies of academic transcripts/Proof of Training will be charged \$100 per copy.

All students are given one set of all academic transcripts/Proof of Training upon graduation. Please secure these records in a safe place for future reference.

### **Students 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 the 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 the student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

### **Refund Policy**

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

After the cancellation period, the institution provides a pro-rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

An application fee of \$100.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for the application fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the

time you attended, then a refund will be made within 45 days of the official withdrawal date. See the Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. The official withdrawal date is on the student's notification or the school's determination.

Course or program cancellation, or school closure the school shall provide a full refund of all monies paid.

### **Determination of Withdrawal Policy**

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 Policy**

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 of 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 with 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.

If you have questions about the Title IV program funds, please see the financial aid director at the school. Information is also available on Student Aid on the website at <https://studentaid.ed.gov/sa/>.

### **Time Frame And Order Return Of Title IV Funds**

San Bernardino Beauty College must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal (in the following order).

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required

# Financial Aid

## Financial Aid -Consumer Information

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. This includes the Federal PELL Grant [Does not require repayment (FPELL)]

## General Financial Aid Information

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

## Compliance Statement

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

## Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid.

Financial aid is awarded to students who have “need”. The need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If a Student graduates earlier than the scheduled end date, the student’s financial aid package may be recalculated, which may result in liabilities owed by the student and/or the institution.

## Student Eligibility Requirements

To be eligible for financial aid, a student must:

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



- Have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability to benefit;
- Agree to use any federal student aid received solely for educational purposes.

## **Application Procedures and Forms**

Financial aid applications for this institution consist of the Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's family circumstances.

## **Treatment of Title IV Funds if the Student Withdraws from the Program of Study**

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, the student would have earned only 50% of the aid received or eligible to have received. To determine the percentage complete, the scheduled hours of class or the actual hours attended (if less than seventy percent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the program(s) in accordance with the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

## **Financial Aid Definitions**

- (The following definition corresponds to some common terms used within the financial aid terminology):  
ACADEMIC YEAR: A period of not less than 30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
- CLOCK HOUR: 50 to 60 minutes of supervised instruction during a 60-minute period.
- CREDIT BALANCE: A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for ensuring that the funds are used for education-related expenses.
- DEPENDENT STUDENT: He/she is an individual who does not meet the independent student criteria. This student is required to submit with his/her application, student and parent's income and assets data.
- DEPENDENT: He/she is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.
- FAMILY CONTRIBUTION (EFC): the calculated amount that a family contributes to offset the student's cost of attendance.
- FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card).

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

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

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

1. Minimum age of 24.
2. A graduate or professional student
3. Is married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18.
6. Is a veteran of the armed forces of the United States.

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

**PAYMENT PERIOD:** 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

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

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

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance with the terms stated in the enrollment agreement.

If funds from the grant programs are still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days of the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received and no arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The Student will no longer be eligible for aid until informed by the U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date first to FPELL and then to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before enrollment at SAN BERNARDINO BEAUTY COLLEGE, is required to provide a Financial Aid Transcript from each of the institutions attended within the last year or at the school’s discretion before the enrollment at this institution. Aid from other programs may be advanced to cover the first payment period. We accept only 50 % of the total transfer course hours.

**Verification Process:** Federal regulations 34 C.F.R. part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require schools to develop written policies and

procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse a Federal PELL Grant.

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

**Verification Exclusions:** Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration – Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status – Applicant arrived in the U.S. during calendar years 2004 and 2005.
- Certain spouse/parent status – Spouse or parent information is not required to be verified if the spouse or the parent is deceased, physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Complete verifications – if the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed.
  2. A copy of the application data that was verified, and if the student was awarded a PELL Grant, a copy of the signed SAR/ISIR.
  3. A Completed Financial Aid transcript.

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

**Required Verification Items:** Examine the data items listed in 34 C.F.R. 668.56. Different data Items apply to different applicants depending upon student dependency status and the Title IV programs used Data items include:

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

SAN BERNARDINO BEAUTY COLLEGE shall resolve inconsistent application information for all applicants, in agreement with requirements 34 C.F.R. Part 688.16 (f).

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

**TIME PERIOD FOR PROVIDING DOCUMENTATION:** Applicants must provide the required documentation within 60 days from the last day of attendance or August 31<sup>st</sup> of that year, whichever is earlier.

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

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students in postsecondary institutions.
- Change in dependency status.
- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

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

- The student may continue training on a cash-payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete the verification process within 30 days of the student's submission.

**TOLERANCES:** If there are non-dollar errors and errors in dollar items totaling less than \$400, there is no requirement to recalculate the student's EFC.

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

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

## **STUDENT SERVICES**

### **Academic Advising**

Students are advised individually, as often as necessary, to review the student's progress. A Student may request additional advising sessions at any time.

## Job Placement

San Bernardino Beauty College does not guarantee job placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board (if applicable) license examination are recorded as passed or failed. Students who failed the exam are encouraged to return to San Bernardino Beauty College, for assistance and guidance for subsequent attempts to pass the exam.

Placement assistance is provided by reviewing the listings of prospective employers seeking employees and reviewing their job requirements, salary, and other pertinent information. Students are referred for interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this registration upon request.

## Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

## Drug Abuse Prevention Program

San Bernardino Beauty College strictly enforces a zero-tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with San Bernardino Beauty College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit: **Inland Valley Recovery Services, 939 North D Street, San Bernardino, CA 92410, (909) 889-6519**

## Student Library

San Bernardino Beauty College does offer a media center where students can access supplemental information to support their studies. Training aids and audiovisual materials to support the instructional process are available to students. Additionally, the Norman F. Feldhym Public Library is located 3 miles from San Bernardino Beauty College. Students can use the Library as a resource center and obtain a membership card free of charge. The Library is located at 555 W. 6<sup>th</sup> Street, San Bernardino, CA 92410, (909) 381-8201.

## Licensing Requirements

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a Cosmetologist, Barber, Esthetician, or Manicurist must first complete the state-required curriculum at an approved school and pass the state licensing exam. San Bernardino Beauty College programs are designed with two goals in mind. First, to provide students with the state-required educational curriculum necessary to qualify to take and pass the license exam and, second, to prepare our graduates to obtain employment in entry-level positions in the beauty and wellness industry.

## Background Checks:

1. California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

2. California Massage Therapy Council: To obtain California Certification as a Certified Massage Therapist, a graduate must submit an application and the school transcript proving completion of the Massage Therapist or Holistic Practitioner program and pass one of the CAMTC-approved exams. Applicants must also pass a Live Scan fingerprint background investigation specific to CAMTC and have not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or certification for Massage Therapy. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology (BBC) P. O. Box 944226 Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

California Massage Therapy Council (CAMTC) One Capitol Mall, Suite 320 Sacramento, CA 95814 Phone: (916) 669-5336 Fax: (916) 669-5337 [www.camtc.org](http://www.camtc.org)

For students with unanswered questions in English: You may contact the Bureau directly for any unanswered questions at 1747 N Market blvd. Suite 225 Sacramento, CA 95834.

P.O. Box 980818 West Sacramento, CA 95798-0818

Telephone and fax (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **English Language Services**

San Bernardino Beauty College does offer English Language Services.

## **International Students**

San Bernardino Beauty College is not a SEVIS-approved school and is not eligible to train international students.

## **Federal and State Financial Aid Programs**

The school is approved by the Workforce Investment Act (WIA), The Department of Rehabilitation, and the Employment Development Department (EDD), which are all state-funded programs for those who qualify.

Potential students are advised to contact the agencies to make appointments to see if they meet the qualifications.

## **A statement specifying whether San Bernardino Beauty College, Inc. has a pending petition for bankruptcy**

San Bernardino Beauty College 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, or has 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.)

## **Housing**

San Bernardino Beauty College, Inc. does not provide housing assistance to its students. San Bernardino Beauty College does not have dormitory facilities. Housing costs range from \$700.00 to \$1000.00 per month for a one-bedroom apartment.

## **School Rules and Regulations**

1. Always present a clean and professional appearance by following our dress and appearance standards.

2. Students are to be on time every day. Tardiness is not acceptable in the school environment or in the workplace.
3. You may only clock in and clock out for yourself. Do not clock another student in or out or have them clock you in or out. Do not give another student your clock-in number. Failure to follow this rule is cause for immediate termination from School as determined by the School Director.
4. On a daily basis, make sure that an Instructor reviews all of your practical operations so he or she can record them. In order for you to complete your state's legal requirements, your instructors must be able to keep an accurate record of your Technical Instruction Hours and Practical Training.
5. Observe the appropriate breaks for your class schedule. The breaks are as follows:

<b>Student Schedule</b>	<b>Breaks</b>	<b>Lunch</b>
8 or 7 ½ hr./day	15 min. in the morning & 15 min. in the afternoon	30 min.
6 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A
5 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A
4 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A

6. Notify your Instructor and/or School Administrator when you need to leave the building. If you need to leave class early, request permission to do so.
7. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a School guest, another student, or on a mannequin during Practical Training.
8. Perform your assignments as directed by your Instructor, including your daily cleanup assignments.

**Refusing to perform a service on a guest or an assignment as directed will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by SAN BERNARDINO BEAUTY COLLEGE.**

9. Before you receive a personal service you must get your Instructor's permission and follow the procedures.
10. A student needs to stand whenever working on a mannequin or on a guest. Graduates will be expected to stand when working in the "real world" work environment.
11. Use only the products provided by the School when performing services on paying guests or when receiving or giving personal service to students. Use of outside products is not permitted on guests or on other students. The only exception would be for a guest requesting permission to use a product prescribed by their physician due to a medical reason. A doctor's slip must be presented in order to allow the use of this outside product and your instructor must approve for you to use the product.
12. Display professional behavior at all times. The following behavior is not permitted: use of profanity and/or vulgarity; behavior that causes discord in the School; extreme and willful disruption of the School environment; physical altercations; aggressive arguments; physical abuse of another Person; shouting and/or being discourteous to any staff member, guest or student.

SAN BERNARDINO BEAUTY COLLEGE will not tolerate threats, harassment, discrimination, or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of

origin or residence. Any of the behaviors noted above are not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by SAN BERNARDINO BEAUTY COLLEGE.

13. Always treat San Bernardino Beauty College and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
14. Alcohol and drugs have no place at San Bernardino Beauty College or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
15. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
16. Eating and drinking are not permitted in classrooms or on the clinic floor. You may only eat and drink in the student lounge or outside of the building.
17. Students may not congregate or stand in front of the campus entrance before school, after school, or during breaks because it creates an unprofessional atmosphere.
18. Refrain from entering staff offices without a staff member present. Be sure you have permission to enter these areas.

San Bernardino Beauty College provides beauty and wellness education for adult learners and, as such, expects our students to interact with staff, other students, and guests in a responsible, adult manner. The Standards of Conduct are in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action, as determined by the San Bernardino Beauty College, administration and/or staff, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and/or termination of enrollment.

## **Student Rights and Responsibilities**

San Bernardino Beauty College encourages you to resolve any questions or concerns that arise by discussing them with the appropriate school staff. We offer the following steps to assist you in seeking a resolution but such steps are not mandatory:

STEP 1 Communicate with the Instructor.

STEP 2 Communicate with the School Director.

STEP 3 You may address any concerns that were not resolved in following Steps 1 through 2 with the San Bernardino Beauty College Committee in writing. You will receive the School's written response within two to three weeks of receipt of your concerns. You may send your written concerns to:

***SAN BERNARDINO BEAUTY COLLEGE 600 N. SIERRA WAY, SAN BERNARDINO, CA 92410***

STEP 4 If you do not feel that the School has adequately addressed your complaint, you have the right at any time to directly contact San Bernardino Beauty College, Inc. Governing and Regulatory Agencies, that are listed and located under Bureau/Board Approvals of this catalog.

## **Academic Transcripts**

Records must remain onsite for 5 years and transcripts are kept permanently. Students who need a transcript of their training may contact the school office and request a transcript. The school has the right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student.



## PROGRAM DESCRIPTIONS/CURRICULUM

### Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

### BARBERING (1000 CLOCK HOURS) (CIP #12.0402, SOC # 39-5011)

The curriculum for students enrolled in the Barbering program consists of 1000 clock hours of Practical Operations and Technical Instruction covering 700 hours of Hair Dressing, 100 hours of Health and Safety, and 200 Hours of Shaving which will include at a minimum the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skincare, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7362(a) states: "A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology..."

#### Minimum practical operations

20 Disinfection	20 Shampoos
50 Haircutting	20 Hair processing and relaxing
160 Hairstyling	1 Hairpiece
70 Permanent curling waves	30 Scalp manipulations
30 Shaves	30 Rest Facials
10 Rolling cream massages	30 Hair colorings and bleaching

#### Curriculum

Subject minimum hours of practical and technical instruction*	Minimum hours
*Shall include but is not limited to the following	
<b>Health and Safety:</b> 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. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100

<b>Disinfection and Sanitation:</b> 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.	100
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
<b>Shaving and Trimming of the Beard:</b> 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.	200
<b>Additional Training Maximum</b> - preparing for State Board exams, licensing requirements and regulations, effective communication and human relations, client record keeping, decorum, salesmanship, product commission, and referrals.	200

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific program graduation requirements**

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 1000 clock hours of barbering training as described above.

### **Licensing requirements**

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in barbering. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

### **Potential occupations after completion**

Barber, shaver, stylist, barber product representative, company demonstrator, Barbershop owner or manager.

### **BARBER CROSSOVER (200 CLOCK HOURS) (SOC 39-5011, CIP # 12.0402)**

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of two hundred (200) clock hours of technical instruction and practical operations covering 100 hours of Shaving Technical instructions and 100 hours of Shaving practical operations those barber practices that are not part of the required training or practice of a cosmetologist. Technical instruction means instruction by demonstration,

lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

### **Minimum practical operations**

40 Shaves

### **Curriculum**

Subject minimum hours of practical and technical instruction	Minimum Hours
<p><b>Shaving Preparation and Performance:</b></p> <p>The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the clients face, rolling cream massages.</p>	<p><b>200</b></p>

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific program graduation requirements**

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 200 clock hours of barber crossover training as described above.

### **Licensing requirements**

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in barbering. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%

### **Potential occupations after completion**

Barber, shaver, stylist, barber product representative, company demonstrator, Barbershop owner or manager.

## **COSMETOLOGIST (1000 Clock Hours) (CIP #12.0401, SOC # 39-5012)**

The curriculum for students enrolled in the Cosmetologist program consists of 1000 clock hours of Practical Operations and Technical Instruction covering 650 hours of Hair Dressing, 100 hours of Health and Safety, 150 Hours of Esthetician, and 100 Hours of Manicuring and Pedicuring which will include at a minimum the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skincare, and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7362.5(a) states: “A course in barbering or cosmetology

established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology...”.

### Minimum Practical Operations

10 Disinfection	10 Facial Manual
100 Wet hairstyling	10 Facial Electricity
40 Thermal hairstyling	10 Facial Chemical
20 Press and curl	20 Eyebrows arching & Hair removal by tweeze
50 Permanent hair waving	10 Make-up
25 Chemical hair straightening	15 Water & oil manicure
20 Haircutting	10 Complete pedicure
30 Hair coloring	30 Artificial nails liquid & powder brush-on
20 Bleaching	30 Artificial nail tips
20 Scalp & hair treatment	15 Artificial wraps & repair summary

### Curriculum

<b>Subject minimum hours of practical and technical instruction *</b> *Shall include but is not limited to the following	<b>Minimum hours</b>
<b>Health and Safety:</b> 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. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
<b>Disinfection and Sanitation:</b> 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.	100
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
<b>Hairstyling Services:</b> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
<b>Skin Care:</b> 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.	150

<b>Hair Removal and Lash and Brow Beautification:</b> 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.	50
<b>Manicure and Pedicure:</b> 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.	100
<b>Additional Training Maximum</b> - preparing for State Board exams, licensing requirements and regulations, effective communication and human relations, client record keeping, decorum, salesmanship, product commission, and referrals.	100

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific program graduation requirements**

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 1000 clock hours of cosmetologist training as described above.

### **Licensing requirements**

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in cosmetology. A cosmetologist license will be granted by the state of California only after the student has successfully completed and graduated from the Cosmetologist course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

### **Potential occupations after completion**

Hairstylist, color specialist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery, salon owner and/or manager.

## **ESTHETICIAN (600 Clock Hours) (CIP 12.0409, SOC # 39-5094)**

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Practical Training and Technical Instruction covering 350 hours of Facials, 200 hours of Health and Safety, and 50 Hours of Hair remover and Makeup, which will include at a minimum the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of esthetics from skincare treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

## Minimum Practical Operations

10 Disinfection and Sanitation	10 Eyebrows arching & Hair removal by tweeze
40 Facial Manual	40 Wax and Depilatories
60 Facial Electricity	40 Make-up
40 Facial Chemical	

## Curriculum

Subject minimum hours of practical and technical instruction * *Shall include, but is not limited to the following	Minimum hours
<b>Health &amp; Safety</b> - which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
<b>Disinfection And Sanitation</b> , which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
<b>Skin Care</b> - which includes 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.	350
<b>Hair Removal And Lash And Brow Beautification</b> - which includes 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.	50

## Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

## Methods of Instruction

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

## Specific Program Graduation Requirements:

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 600 clock hours of esthetician training as described above.

## Licensing requirements

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in skin care. An Esthetician license will be granted by the state of California only after the student has successfully completed and graduated from the Esthetician course Satisfactory as described above and passed the licensing exam (written and practical) with an overall 70%.

## Potential occupations after completion

Skincare specialist, make-up artist; brow artist, waxing specialist cosmetic or beauty product representative, and some areas of dermatology and plastic surgery (under a licensed physician), spa or salon owner/manager.

## MASSAGE THERAPIST (600 Clock Hours) (CIP # 51.3501, SOC # 31-9011)

The curriculum for students enrolled in the Massage Therapist program consists of 600 clock hours of Practical Training 200 hours and Technical Instruction 400 hours. Theory and Practical Training to gain the knowledge required for an entry-level position within a spa, resort, or health club.

## Certification requirements

To practice the art of massage in an establishment a certificate is required and must be secured by the California Massage Therapy Council (CAMTC). In addition to completing the Massage Therapist program, you must take and pass one of the following exams to apply for certification from CAMTC:

***This institution is currently not approved by CAMTC, this Institution notified students, that they are not currently approved to take a Licensing exam through CAMTC which could limit a student's ability to receive employment.***

## Minimum Practical Operations

10 Disinfection	45 Spa Treatments
40 Basic Swedish massage	10 Acupressure
35 Connective Tissue	15 Specialty massage
45 Soft/Deep Tissue massage	

## Curriculum

Subject minimum hours of practical and technical instruction *	Minimum hours
*Shall include, but is not limited to the following	
<b>Disinfection/Sanitation</b> – proper procedures to protect the health and safety of the consumer as well as the technician, and proper disinfection procedures for equipment used in establishments.	15
<b>Anatomy/Physiology</b> - Introduction to body mechanics and basic anatomy/physiology	75
<b>Kinesiology</b> - the study of human movement.	50
<b>Pathology/Bacteriology/Disease</b> - the understanding of pathogenic and non-pathogenic bacteria, microbes, viruses, etc.	35

Guest Intake	20
<b>History/Ethics</b> - Introduction to the history of massage, professional ethics, and regulatory standards in massage therapy.	20
<b>Business/Success</b> - professional ethics, decorum, effective communication and human relations, salesmanship, compensation package, record keeping, and client service records.	15
First Aid/CPR	15
<b>Basic Swedish</b> - Introduction to massage techniques/body mechanics	40
<b>Connective Tissue</b> - Study of connective tissue, facial planes, links to brain and nervous system, body/mind connection, and communication.	20
<b>Soft Tissue Mobilization/Deep Tissue</b> - Introduction to the study of deep connective tissue.	20
<b>Spa Treatments</b> - Customizing treatments, warm and cool stone treatments, and dry brushing/exfoliating methods.	40
<b>Acupressure</b> - Introduction to the study of acupressure, lifestyle assessment, and chair massage.	15
<b>Specialty massage</b> - Identifying the specialty client, sideline massage (used for pregnancy), and spa/wellness treatments.	20

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific Program Graduation Requirements**

In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 600 clock hours of massage therapist training as described above.

### **Potential occupations after completion:**

Massage therapist, Spa manager, or owner.

## **HOLISTIC PRACTITIONER (1000 Clock Hours)**

The curriculum for students enrolled in the Holistic Practitioner program consists of 1000 clock hours of —Practical Operations 510 hours and Technical Instruction 490 hours, which will include at a minimum the state—



mandated subject hours listed in the chart below. Practical Operations is the actual performance by the technician of all techniques and principles. Technical Instruction will cover the lecture, classroom participation, and examination.

### Minimum Practical Operations

20 Law, Rules, Regulation, Limitation	60 Shiatsu application
60 Classification of Massage movement	60 Introduction Athletic/Sport massage
50 Application massage technique	20 Massaging nursing & health care
60 Procedure complete body massage	100 Acupressure
40 Face & Scalp Massage	40 Business Practices

### Curriculum

Subject minimum hours of practical and technical instruction*	Minimum hours
*Shall include, but is not limited to the following	
<b>Historical overview of massage</b> - Introduction to the history of massage, professional ethics, and regulatory standards in holistic practitioners.	20
<b>Disinfection &amp; Sanitation</b> – Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions and disinfecting instruments and equipment as specified. Disinfection should be emphasized throughout the entire period and must be performed before the use of all instruments and equipment.	40
<b>Law, Rules, Regulation, Limitation</b> - regulatory standards in holistic practitioners.	30
Human, anatomy, physiology, cell, tissue – Introduction to body mechanics, anatomy, physiology, etc.	20
Human, anatomy, physiology, term	30
Human, anatomy, body system	90
Effects, benefits, indication of massage	40
Classification of massage movement	20
Procedure complete body massage	20
Application massage technique	20
Face & Scalp massage	10
Shiatsu application	20
Hydrotherapy	20

<b>Introduction athletic/sports massage</b> – Event massage, injury care, nerve innovations, muscle testing, stretching.	10
Massage nursing & healthcare	10
<b>Acupressure</b> – covers 12 muscles meridians, the five elements, Yin and Yang theory, and incorporating different Eastern techniques.	70
Business Practices	20

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific Program Graduation Requirements**

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 1000 clock hours of holistic practitioner training as described above.

### **Permit requirements**

In order to practice the art of massage in an establishment, a permit/business license is required and must be secured by the local city office, police office, and massage agency. Each city has certain requirements and the fees vary from city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

### **Potential occupations after completion**

Massage therapist, Spa worker, Spa owner/manager.

## MANICURIST (400 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Manicurist program consists of 400 clock hours of Practical Operations and Technical Instruction covering 300 hours of Nail Care, and 100 hours of Health and Safety, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation, and safety, as well as basic manicures, pedicures, acrylics, gels, wraps, and application of nail tips. In addition, students will learn spa consultation for nail services with an emphasis on creating a “customized spa experience”. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

### Minimum Practical Operations

10 Disinfection & Sanitation	80 (Nails) Artificial Nails Brush-on
40 Water & oil manicures	60 (Nails) Artificial Nails Nail-Tips
20 Pedicures	40 (Nails) Artificial Nail-Wraps

### Curriculum

Subject minimum hours of practical and technical instruction *	Minimum hours
*Shall include, but is not limited to the following	
<b>Health And Safety</b> - which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. <b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
<b>Disinfection And Sanitation</b> - This includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
<b>Manicure And Pedicure</b> - which includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, wraps and repairs.	150
<b>Additional Training Maximum</b> - preparing for State Board exams, licensing requirements and regulations, effective communication and human relations, client record keeping, decorum, salesmanship, product commission, and referrals.	50

### Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

## Methods of Instruction

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

## Specific Program Graduation Requirements

In addition to meeting the basic San Bernardino Beauty College, Inc. graduation requirements, students are required to successfully complete 400 clock hours of manicurist training as described above.

## Licensing requirements

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in nail care. A manicurist license will be granted by the state of California only after the student has successfully completed and graduated from the Manicuring course Satisfactory as described above and passed the licensing exam (written and practical) with an overall 70%.

## Potential occupations after completion

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/manager.

## NAIL TECHNICIAN (600 Clock Hours) (CIP #12.0410, SOC # 39-5092)

The curriculum for students enrolled in the Nail Technician program consists of 600 clock hours of Practical Operations and Technical Instruction covering 300 hours of Nail Care, 100 hours of Health and Safety, 100 hours of Nail design, and 100 hours of Gel manicure, which will include at a minimum the State mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation, and safety, as well as basic manicures, pedicures, acrylics, gels, wraps, and application of nail tips. THIS COURSE IS 200 CLOCK HOURS OVER THE MINIMUM STATE REQUIREMENT. We offer this program so that students working in the spa industry or in neighboring states offer marketable skills that are more advanced than the basic Manicuring program. Students will learn spa consultation for nail services with an emphasis on creating a "customized spa experience". This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

## Minimum Practical Operations

10 Disinfection & Sanitation	100 (Nails) Artificial Nails Brush-on
40 Water & oil manicures	100 (Nails) Artificial Nails Nail-Tips
20 Pedicures	50 (Nails) Artificial Nail-Wraps

## Curriculum

Subject minimum hours of practical and technical instruction *	Minimum hours
*Shall include, but is not limited to the following	
<b>Health And Safety</b> - which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100

<b>Board Approved Health &amp; Safety Course (B&amp;P 7389(a)):</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
<b>Disinfection And Sanitation</b> - This includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
<b>Manicure And Pedicure</b> - which includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, wraps and repairs.	300
<b>Additional Training Maximum</b> - preparing for State Board exams, licensing requirements and regulations, effective communication and human relations, client record keeping, decorum, salesmanship, product commission, and referrals.	150

### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lectures, directed discovery, demonstrations, and the use of audiovisual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Specific Program Graduation Requirements**

In addition to meeting the basic San Bernardino Beauty College graduation requirements, students are required to successfully complete 600 clock hours of Nail Technician as described above.

### **Licensing requirements**

Applicants must be 17 years of age or older, have completed the 10th grade, are not subject to denial pursuant to Section 480, and completed a course in nail care. A manicurist license will be granted by the state of California only after the student has successfully completed and graduated from the Nail Technician course Satisfactory as described above and passed the licensing exam (written and practical) with an overall 70%.

### **Potential occupations after completion**

Manicurist, pedicurist, product representative and company demonstrator, Salon owner/manager.

## **OTHER**

### **Administration Team**

**Jennifer Phan** – Director /Ownership - San Bernardino Beauty College, Inc.

**Adam Le** – CFO, Registrar

**Cong Chanh Tran** – Administrator

**Delia Mora** – Officer

### **Faculty**

**Hernandez Refugio L. Banos** – Manicurist/Nail Technician Instructor

**Saldana, Marisela** – Cosmetology/Barbering Instructor

**Kyrah Davis** – Esthetician Instructor

**Jorge Veron** – Massage Therapist

**Richard Orchard** – Holistic Practitioner

### **Faculty Qualifications**

Jennifer Phan – Mrs. Phan has 35 years of experience in the beauty industry.

She also has 10 years of administrative experience.

She also holds her Esthetician, Barber, Manicurist, and Electrolysis license.

### **Approval Disclosure Statement**

San Bernardino Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Additional information can be obtained from NACCAS: 3015 Colvin Street, Alexandria, VA 22314, by calling (703) 600-7600 or at [www.naccas.org](http://www.naccas.org)

San Bernardino Beauty College is a private institution that approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE). The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. 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 telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) BPPE mailing address is P.O. Box 980818 West Sacramento, CA 95798-0818

The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be directed to the Board of Barbering and Cosmetology, P. O. Box 944226, Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281, Website: [Barbercosmo.ca.gov](http://Barbercosmo.ca.gov)