



Paris Beauty College

CATALOG

2011-2012

*1655 Willow Pass Road
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Revised January, 2012

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A. GENERAL INFORMATION

1. APPROVAL DISCLOSURE STATEMENT

The **Paris Beauty College, 1655 Willow Pass Rd, Concord, Ca 94520**, was granted institutional approval from the Bureau for Private Postsecondary Education, as per California Education code section 94316.3(I); “Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.” Institutional approval must be approved every three years and is subject to continuing review. Approved courses:

COSMETOLOGY.....1600 HOURS ESTHETICIAN.....600 HOURS
MANICURING.....400 HOURS INSTRUCTOR TRAINING...600 HOURS
CERTIFIED MASSAGE THERAPIST (CMT) – 650 HOURS (Not yet licensed or accredited)

Instruction is in residence with facility occupancy level accommodating 500 people at any one time. California statute requires that a Student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. For those who qualify, Paris has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Paris does not offer ESL classes.

FEDERAL STUDENT AID PROGRAMS VETERANS APPROVED
REGIONAL OCCUPATIONAL PROGRAMS STATE REHABILITATION

The following federal and state bureaus, departments, or agencies have set minimum standards for your program of studies:

BUREAU OF BARBERING AND COSMETOLOGY
BUREAU for PRIVATE POSTSECONDARY EDUCATION
UNITED STATES DEPARTMENT OF EDUCATION
NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES
VETERANS ADMINISTRATION
REGIONAL OCCUPATIONAL PROGRAMS

2. OBJECTIVE (Mission Statement)

Our prime objective at Paris Beauty College is to prepare our Students to become successful members of the Cosmetology & Massage professions and to successfully receive a state board license or state certification. In order to fulfill our objectives, we not only teach the techniques and artistry of cosmetology & massage; we also teach self-reliance, business management, and personal hygiene. We continually survey the professions to keep abreast of current trends, designs, and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious Students realize their goals.

Academic and career standards are maintained to assure graduates of capability in their profession. The curriculum is flexible enough to allow for new procedures and technique, as they are developed, yet solid enough to maintain academic standards. The final objective is, of course, to graduate Students who will secure and retain employment and advance their profession for years to come.

3. HISTORY AND ADMINISTRATION

Paris Beauty College was established and has been in successful operation since 1961.

Rhonda Baines – Director, Credentialed & Licensed Instructor. Has over 35 years in the beauty industry. Owner and Director of Paris Beauty College since 1982. Member of The Cosmetology Educators Association, The American Association of Cosmetology Schools, The California Association of Schools of Cosmetology.

Larry Baines – Building maintenance, Owner.

Doreen Birney – General Manager, Certified Financial Aid Officer. Graduate of Paris. Licensed Cosmetologist. Member of the Cosmetology Educators Association. Has been with Paris since 1990. **Contact email: parisbtycollege@aol.com**

Anna Solberg – Administrative Assistant. Program Coordinator over ROP students. Graduate of Paris. Has been with Paris since 2005. **Contact email: parisbtycollege@gmail.com**

Lyn Ferreira – Student Services and Records. Has been with Paris since 2008.
Contact email: Lyn.ParisBeautyCollege@gmail.com

Barbara Wyatt – California Licensed Cosmetologist & Instructor. Graduate of Paris in 1967. Has over 40 years in the beauty industry. Owned & operated own salon. Certified in Redken, Clairol, Nexxus, Dermalogica, Image, etc. Certified in Massage & Reflexology. Has been with Paris since 1989. Cosmetology Educators Association member. Supervises the day time esthetician department.

Mille Biglen – Credentialed and Licensed Instructor. Director of Education Supervisor over Instructor Trainee program. Member of NCEA. Member of Cosmetology Educators Association. Has over 40 years experience.

Tamara Romano – Licensed Cosmetologist. Graduate of Paris. Has been with Paris since 2004. Member of the Cosmetology Educators Association. Cosmetology freshman instructor.

Yvonne Williams - Licensed Cosmetologist. Has been with Paris since 2004. Currently instructs the Manicuring & Cosmetology Freshman course. Member of the CEA.

Candice Chase - Licensed Cosmetologist. Graduate of Paris. Clinic floor instructor, freshman class instructor, Cosmetology theory instructor. Member of Cosmetology Educators Association.

Deborah Fink – California Licensed Esthetician and Manicurist. Graduate of Paris. Esthetician Senior & Freshman class instructor

Darlene Bottner – California Licensed Cosmetologist, Barber, and Instructor. Cosmetology Theory Class Instructor. Clinic floor supervisor.

Rebecca Parker – Front Desk Manager, Daytime. Started with Paris in 2011.

Georgia Robertson – Front Desk Manager, Evening. Started with Paris in 2011.

4. ACCREDITATION

Paris Beauty College is *licensed* by the state of California's Bureau for Private Postsecondary Education, PO Box 980818 West Sacramento, Calif. 95798-0818. (888) 370-7589. Paris Beauty College is *accredited* by the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave., Suite 1300 Alexandria, VA 22302. (703) 600-7600 www.naccas.org. "NACCAS" is recognized by the United States Department of Education as a national accrediting agency for the cosmetology industry.

5. DESCRIPTION OF SPACE, FACILITIES, AND EQUIPMENT

Paris Beauty College is located at 1655 Willow Pass Road in Concord, Ca in the Park n Shop Center. We occupy a floor space of approximately 13,800 square feet which is divided into retail and reception areas, offices, dispensary, theory & practical classrooms, clinic floor, student break area, library, and male & female restrooms. Styling stations, shampoo bowls, manicuring table, pedicuring chairs, make up & eyebrow bar, portable & stationary dryers, massage and facial beds, steamers, magnifying lamps, multifunction & galvanic machines, and numerous other advanced equipment is furnished for the benefit of the Students.

Educational classroom equipment consists of TVs, VCR/DVD players & overhead projectors. All students are required to purchase a kit from Paris Beauty College, which consists of all equipment necessary to complete his/her course.

Facilities for the handicapped can be discussed with the College prior to enrollment.

B. LEGAL NOTICES, POLICIES, AND CERTIFICATIONS

"Paris Beauty College does not recruit students attending or admitted to another school."

1. NOTICE OF STUDENTS RIGHTS

As a student of Paris Beauty College, you have certain legal rights:

- a. You may cancel your contract for school, without any penalty or obligation within seven (7) calendar days from the date of signing your enrollment agreement or by completion of your first day of class, (whichever is later), as described in the Notice of Cancellation form that you will be given to you at orientation. Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- b. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- c. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

2. GRIEVANCE POLICY

In accordance with the school's mission statement, Paris Beauty College will make every attempt to resolve any student complaint that is not frivolous or without merit. Grievance procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. General student complaints should be addressed to an office administrator. Complaints regarding academic issues should first be addressed to your instructor. Academic problems remaining unresolved should then be addressed to an office administrator. For complaints regarding other students, see the Student Code of Conduct Policy. For complaints pertaining to discrimination, threats, and/or sexual harassment, please refer to the school's grievance procedure. Requests for further action may be made to:
Rhonda Baines, owner/director

All students must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing or accrediting agencies.

All information in the content of this school catalog is current and correct is so certified as true by Rhonda Baines, owner.

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

The Bureau for Private Postsecondary Education
PO Box 980818 West Sacramento, CA 95798-0818 (888) 370-7589

REMEMBER, YOU MUST CANCEL IN WRITING

You do not have the right to cancel just by telephoning the school or by not coming to class. If you cancel after the above stated time frame, any refund due to you or liability for tuition you may owe is determined by the refund policy in the School's catalog.

NOTE: You will receive two copies of this notice on the day you begin classes.

C. ADMISSION REQUIREMENTS/ACADEMIC PROGRESS

1. ADMISSION & ENROLLMENT REQUIREMENTS

A student enrolling in PBC must complete an admissions exam & must be or have one of the following:

- a. High school diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion. Notarized, self-certified statement showing completion of high school education in a country outside of the United States or for students who are unable to provide the actual documentation.
- b. Person who is above the age of compulsory school attendance in the State of California who has the ability to benefit from the training offered. Ability to benefit is determined by passing the Wonderlic Aptitude Test with a score of 70% or better, counseling, & background. In lieu of passing an ability-to-benefit test, the applicant may enroll and successfully complete 225 clock hours. Federal funds cannot be used toward these 225 hours.
- c. Person who is above the age of compulsory school attendance in the State of California and a person in pursuit of GED, to be completed within one year or by the completion of the course whichever comes first. Federal funds cannot be applied without a completed GED.
- d. High School Student, enrolling under a training agreement with the ROP program, must meet all admission requirements set forth by that agency.
- e. Instructor Training applicants must meet all of the above requirements and hold a current CA license as a practitioner in the field they wish to teach. California law requirements for admission:
 - Applicant must be at least 16 years of age.
 - Applicants in the Certified Massage Therapy program must be 18 years or older
 - Applicant must be free of contagious disease.
 - Applicant must be of good moral character.

2. GRADUATION REQUIREMENTS

Students will be eligible for the state exam upon successful completion of the required hours and curriculum as prescribed by the Board of Barbering & Cosmetology and the completion of the school's mock state board exam.

If applicable, upon a student's graduation from his or her course of instruction, the student may apply to take the State licensing exam. The school administrator will aid in helping the student fill out all required forms. The student is required to pay all fees associated with the state exam. The Board of Barbering & Cosmetology has three testing facilities; one in Fairfield and two in Los Angeles.

Students taking the Certified Massage Therapy program will eligible for graduation upon completion of the course requirements set forth by the California Massage Therapy Council and Paris Beauty College and having passed their final exam. Students will then be eligible to apply for their Certification from the California Massage Therapy Council.

3. SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act mandates that institutions of higher education establish minimum of "Satisfactory Academic Progress" for Students receiving financial aid. Paris Beauty College applies these standards to all Students consistently, regardless of whether or not they are financial aid recipients. This policy is printed in the school catalog to assure that all students receive a copy prior to starting classes. This 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.

Students must demonstrate satisfactory academic progress toward completing their programs by meeting Paris Beauty College's established standards. Satisfactory academic progress is a measure of students' qualitative (academics) and quantitative (attendance) progress as defined below. Evaluations take place as follows:

Manicuring Course at mid point and end of course, (200 and 400 hours)

Esthetician Course at mid point and end of course, (300 and 600 hours)

Instructor Training Course at mid point and end of course, (300 and 600 hours)

Certified Massage Therapy Program at mid point and end of course, (325 and 650 hours)

Cosmetology Course at mid point and at end of academic year, (450, 900, 1250, and 1600 hours)

(An academic year is a minimum of 30 weeks and 900 clock hours)

4. GRADING PROCEDURES

Quantitative Evaluation (ATTENDANCE): Students are expected to complete their program in 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at 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 and the student will be deemed making satisfactory progress.

5. MAXIMUM TIME FRAME

All Students must complete their program within a specified time frame. Course completion cannot exceed one and one half times the course length. (See chart below). The time used during an authorized leave of absence is not included in Program Time Frame, and adjustments will be made to reflect extended time frame, so as not to penalize students for an approved leave of absence. The Student will return to same status after leave as existed at beginning of leave (satisfactory, probation, or unsatisfactory). Other interruptions of attendance will have to be considered by Director to determine extenuating circumstances. All decisions by Director are final.

The maximum time allowed (which does not exceed one and one half times the course length) for students to complete each course and be considered making satisfactory progress is stated below:

			MINIMUM TIME FRAME	MAX TIME ALLOWED	SCHEDULED HRS.
MANICURING	@ 40 hrs/week	FULL TIME	10 WEEKS	15 WEEKS	600
400 hours total	@ 20 hrs/week	PART TIME	20 WEEKS	30 WEEKS	600
COSMETOLOGY	@ 40 hrs/week	FULL TIME	40 WEEKS	60 WEEKS	2400
1600 hours total	@ 20 hrs/week	PART TIME	80 WEEKS	120 WEEKS	2400
ESTHETICIAN	@ 40 hrs. week	FULL TIME	15 WEEKS	22 ½ WEEKS	900
600 hours total	@ 20 hrs/week	PART TIME	30 WEEKS	45 WEEKS	900
INSTRUCTOR TRAINING	@ 40 hrs/week	FULL TIME	15 WEEKS	22 ½ WEEKS	900
600 hours total	@ 20 hrs/week	PART TIME	30 WEEKS	45 WEEKS	900
CERTIFIED MASSAGE THERAPY	@ 40 hrs/week	FULL TIME	16.25 WEEKS	24.37 WEEKS	975
650 hours total	@ 20 hrs/week	PART TIME	32.5 WEEKS	48.75 WEEKS	975

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

Qualitative Evaluation (ACADEMIC): Students are expected to maintain a 70% cumulative grade point average (CGPA) of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period.

At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. The baby board exams can be taken as many times as the student wants but must be taken at least once in order for the student to receive his/her diploma. Students will complete monthly performance skills which will be rated as satisfactory or unsatisfactory. The computer system will reflect this as a score of 100%. If the performance does not meet satisfactory requirements the student receives no score and must repeat the skills. Practical skills are evaluated according to the procedures set forth by the Bureau of Barbering and Cosmetology and evaluation criteria adopted by the Paris Beauty College. Theory class will require written exams to be taken in each of the chapters of study as set for by guidelines from the California Bureau of Barbering and Cosmetology and Paris Beauty College. Students must makeup failed or missed tests and incomplete assignments. Numerical and Letter grades are considered according to the following scale.

90% - 100%	=	A	Excellent
80% - 89%	=	B	Very Good
70% - 79%	=	C	Satisfactory
60% - 69%	=	D	Below Standards – Unsatisfactory
0% - 59%	=	F	Below Standards – Unsatisfactory

Due to varied capabilities of individual Students, some may progress from one level of training to another at a more rapid rate. However, all Students will be required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training or experience in a particular subject area.

GRADING FOR HIGH SCHOOL STUDENTS ENROLLED THROUGH THE ROP PROGRAM

High school Students whose enrollment is with ROP, have specific evaluation periods determined by the students high school. ROP students are still required to maintain a 70% cumulative grade point average to stay in the ROP program. ROP student's grades are submitted by the ROP program to the individual high schools. The student's high school report card will reflect the course grade earned for the semester period.

DETERMINATION OF PROGRESS

Students meeting the minimum 70% requirement for academics and 67% attendance at the scheduled evaluation point are considered to be making SATISFACTORY ACADEMIC PROGRESS until the next scheduled evaluation. In order for a student to be making satisfactory academic progress as of course midpoint, the student must meet 67% in both attendance and 70% academic requirements on at least one evaluation by midpoint in the course. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

6. PROBATION POLICY

Students who do not meet the minimum 67% requirement for attendance or 70% academic progress are placed on probation and considered to be making satisfactory progress during the probationary period and until the next scheduled evaluation period. The student will be advised in writing of his/her status and what actions are required to attain SATISFACTORY ACADEMIC PROGRESS by the next scheduled evaluation period. Students remain eligible for financial aid during the probation period. If at the end of the probationary period, the student fails to correct the areas of deficiencies, he/she will be determined as NOT making satisfactory academic progress and, if applicable, student will be deemed ineligible to receive Title IV funds.

7. MAKE-UP TIME POLICY

Students are expected to make up missed days and exams. Students may utilize the various school schedules and classes to complete make up time and exams. All attendance make-up time will be done during normal school hours but in the Student's non-scheduled class time.

8. TRANSFER & RE ENROLLMENT POLICY

Upon approval from the school administrator, Paris may accept transfer students into our school with the following minimum required hours remaining of your program. Cosmetology students - 600 hours. Manicuring students - 300 hours, Estheticians students - 400 hours, and Massage Therapy students – 400 remaining hours. We do not accept Instructor training transfer of hours. Students who have voluntarily withdrawn from PBC may return and have complete transfer of all hours from prior Paris attendance. Re enrollment is subject to a \$100.00 re enrollment fee and space eligibility. Students re-entering in less than 6 months from the date of interruption, will enter in the same progress status as when they left their program.

9. SUSPENSION AND TERMINATION POLICY

Suspension or termination from Paris Beauty College may happen if the Student participates in any of the following:

- a. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
- b. Theft from Students, or of School property, or supplies.
- c. Willful destruction of School property.
- d. Insubordination
- e. Loud, boisterous behavior, or fowl language.
- f. Direct violation of instructors directions, i.e. refusing a client, reassigning client to another Student or tampering with appointment books.
- g. Clocking in or out for another student. Being clocked in when not in building. Taking timecard out of building. Cheating on timecard.

10. RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & REINSTATEMENT OF FINANCIAL ELIGIBILITY

Students who have lost eligibility for financial aid may re-establish by meeting their minimum academic and attendance average, by the end of the probation period. If after this period, Student is still in unsatisfactory progress, they may be dropped from the course of study at the discretion of the Director.

In case of extenuating circumstances, special arrangements may be made with school officials. These will be handled on an individual basis. The probation period and reinstatement period applies to all Students, whether or not they are on Financial Aid. Those Students dropped for unsatisfactory progress will have to wait 60 days before being allowed to reapply for enrollment. If accepted after the 60 days, they will be on probation until their first scheduled evaluation period.

11. ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

- a. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge and include any supporting documentation of the reasons why the determination should be reversed.
- b. The Director, in consultation with an instructor, will review the appeal documents and consider all requests, and a determination is made to either retain the decision intact or change it. The student will be notified within 30 calendar days of the decision. The appeal and determination documents will be retained in the student’s file.
- c. If the student prevails upon appeal to reestablish satisfactory academic progress, the satisfactory academic progress determination will be reversed and federal aid will be reinstated, if applicable.
- d. Should further review be requested by the Student, a disinterested third party with competence in the program will be asked to review the Student’s records and findings, and make a recommendation to the Director for final action.
- e. Parental access to records is not permitted unless the Student is a dependent (See FERPA policy), in which case all items in numbers 3 and 4 shall apply to parents.

12. NON CREDIT REMEDIAL COURSES

Non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school’s satisfactory progress standards.

13. DIPLOMAS AND CERTIFICATES OF COMPLETION

Upon satisfactory completion of the required course hours and course requirements, a diploma will be given to the student. Also a certificate of completion will be issued. This certificate will then become part of the application for examination for your State of California License. The institution may withhold official academic transcripts and diplomas if the student has not met all financial obligations.

14. PLACEMENT ASSISTANCE

Graduate’s names and phone numbers are kept on file for future references upon completion of the course. Each October we hold a Job Fair which is open for all alumni to attend. When salons call to let us know they need a practitioner we immediately post it on our face book page and we may call available graduate students and they may contact the reference for further information. However, as prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the School does not guarantee graduates placement.

D. TUITION AND FINANCIAL SERVICES

1.

	Cosmetology	Esthetician	Manicuring	Instructor Training	Certified Massage Therapist *
Tuition	\$10400.00	\$4800.00	\$2000.00	\$1524.00	\$6500.00
Registration fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Kit Cost	\$1125.00	\$1125.00	\$825.00	\$250.00	\$350.00
Total Cost	\$11625.00	\$6025.00	\$2925.00	\$1874.00	\$6950.00

***CERTIFIED MASSAGE THERAPIST (CMT) – 650 HOURS (Not yet licensed or accredited)**

2. EXTRA INSTRUCTIONAL CHARGES POLICY

Each course has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course. If a student does not graduate within the contract period, additional training will be billed at the rate of \$800 per month, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable monthly payments are made.

3. METHOD OF CASH PAYING (PRIVATE)

Cosmetology students must pay a nonrefundable \$100.00 enrollment fee and the kit fee in full on the day of registration. The remainder of the tuition may be paid in (10) ten equal monthly installments.

Esthetician students must pay a nonrefundable \$100.00 enrollment fee & the kit fee in full on the day of registration. The remainder of the tuition may be paid in (4) four equal monthly installments.

Manicuring students must pay a nonrefundable \$100.00 enrollment fee & the kit fee in full on the day of registration. The remainder of the tuition may be paid in (3) three equal monthly installments.

Instructor Training students must pay a nonrefundable \$100.00 enrollment fee & the kit fee in full on the day of registration. The remainder of the tuition may be paid in (4) four equal monthly installments.

Certified Massage Therapist students must pay a nonrefundable \$100.00 enrollment fee and the kit fee in full on the day of registration. The remainder of the tuition may be paid in (8) eight equal monthly installments.

NOTE: All nonrefundable kit charges are due at the time of enrollment.

Brush up courses or specialized training are charged on a per lesson or per hour rate or special course basis. Contact the school administrator for details. These courses and lessons are considered to be AVOCATION Programs. Tuition for Specialized Courses is calculated at the time of enrollment.

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WHEN DEEMED NECESSARY. CHANGE WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS.

Books, Kits, and Accessories: Except for Regional Occupational Program Students, all books and school kit supplies are included as part of the Student's tuition and supplies fee. All students are required to purchase a kit from Paris prior to enrollment.

4. FINANCIAL AID

Those who qualify may be eligible for the Federal Pell grant and other supplemental grants. Prequalification is required by filling out an application for student aid. These may be picked up at the school. Other private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For complete information on these programs and eligibility requirements contact the school's financial aid director during regular business hours.

Financial Aid Policies and Procedures

The College has developed the following procedures and policies for students applying for financial aid:

- 1a. Application for financial aid must be completed prior to starting classes. This can be completed on line at www.fafsa.gov or you may pick up a paper copy from the school admissions office.
- 2a. Verification of information supplied in the application will be required only of students selected by the U.S. Dept. of Education. All students will be notified on a timely basis if they have been selected for verification, and the supporting documentation required. At that time the Student will be informed of the time parameters and the consequences of not completing the verification cycle. The college will notify the Student of the result of the verification and any other documentation needed. The College will assist the Student in correcting any information that is inaccurate.
- 3a. No Pell or supplementary funds will be disbursed prior to verification. If the documentation required for verification is not received within 60 days, the financial aid that might have been due may be forfeited and the Student is held liable for immediate payment of tuition and other charges.
- 4a. If a Student supplies inaccurate information or false documentation, and fails to correct it after being counseled by a Financial Aid official, the School must refer the case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed and the Student will be liable for immediate payment of all tuition and other charges.
- 5a. **FEDERAL SEOG GRANTS** are first issued to the neediest students who must first meet all general eligibility requirements. Those students who have received a Federal PELL grant award for the current award year will have primary consideration. Other considerations are those students showing financial need, those who have the lowest EFC, and cost of attendance. For Federal SEOG Grants, Paris Beauty College will award an institutional match of a minimum 25% of the Federal SEOG grant awarded.
- 6a. **SCHOLARSHIPS**
Paris Beauty College offers an Honor Roll Scholarship to all students who maintain a 90% theory class grade, each month, throughout their course duration. Theory grades are derived from the average attendance and chapter test scores each month. The maximum Scholarship award is \$350. This is not a cash award, and can only be applied as credit toward any remaining tuition costs due to the institution. Award will be determined and Student will be notified on his/her final day of attendance if he/she has been awarded the scholarship. The amount of the award received may not exceed \$350. In the event the student's tuition charges are less than the maximum award allowed, the scholarship will be reduced to the amount of the tuition charges remaining on students account on their final day of class.

Other Financial Resources:

Regional Occupational Programs - Veterans Administration – Calif. State Rehabilitation Programs – Industry Scholarship applications can be downloaded at www.beautyschool.org

5. REFUND POLICY

Set forth according to the State of California Private Postsecondary Education Act of 2009 Article 13 section 94919:

Step 1. Identify all amounts paid for instruction less cost of equipment.

Step 2. Subtract nonrefundable deposit or Enrollment Fee of \$100.00.

Step 3. Apply Pro Rata refund for withdraws up to 60% of the scheduled payment period. For withdraws after the 60% scheduled payment period of enrollment, student owes 100% of course tuition.

Step 4. Adjust for equipment, if applicable

- a) If the Seller rejects a Buyer for training, Buyer will receive 100% refund of all monies.
- b) Students may cancel their Enrollment Agreement and request a refund in writing or in person at any time. If notice of cancellation is made through attendance at the first class session, or by the seventh day after signing the enrollment agreement, (whichever is later) the Buyer will be entitled to 100% refund, less a \$100.00 registration fee and less kit/uniform/equipment charges if student doesn't return books, uniforms, and equipment unmarked and unused within 30 days. Refunds owed to students will be made within 30 days. In the event the Buyer wishes to withdraw or is terminated after the above mentioned time frame, Buyer is not entitled to a refund on books, supplies, materials, and registration fees. If a school is permanently closed and is no longer offering instruction after the Buyer has enrolled, the Buyer shall be entitled to a pro-rata refund on tuition as stated above.
- c) Any sums paid to the Seller (**Paris Beauty College**) herein shall be subject to the following refund policy:
- d) If Buyer is of minor age, notice of termination must be made to Guarantor.
- e) If a Title IV financial aid recipient withdraws prior to course completion, an R2T4 calculation is completed first, any refund due will be paid back to the Federal Program. A Pro rata refund of moneys paid for institutional charges will be made for students who have completed 60 percent or less of the students scheduled attendance. For withdrawals after the 60% point of the students scheduled attendance, school may retain 100% of money owed. Refunds are calculated according to the last documented date of attendance and issued within 45 days of the withdrawal notification date or the date **Paris Beauty College** determines the student is no longer enrolled, whichever is earlier. If the student has received personal disbursements of Title IV aid, he/she may be required to refund the aid to the applicable program. It is unreasonable for a student to assume that just because he/she may be entitled to title IV funding that he/she may not owe any money to an institution upon withdrawal.
- f) Enrollment time is defined as the time elapsed between the start date and the Buyer's last day of physical attendance in the School. The cancellation notices must be in writing and may be submitted by mail, hand delivered, or via fax with the effective date to be the day the school receives the notice. If submitted by U.S. mail, the cancellation is effective on the date postmarked. In cases of leave of absences, regardless of duration, the termination date is the last date of physical attendance. If a student fails to return from a scheduled leave of absence, (a leave of absence may never exceed 180 in any 12 month period) then the student will be dropped and any refunds owed will be made within 45 days from the date student should have returned. If Buyer fails to notify the School of withdrawal, the School must terminate the student after 14 days of consecutive absences and refund the buyer within 45 days of termination. Within 30 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.
- g) Students who withdraw or terminate prior to course completion are charged a cancellation (withdrawal fee) of \$50.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at institution (EG: extra kit materials, extra books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- h) Student must pay all moneys owed for tuition, kit, supplies, and books and any outstanding misc. charges owed to institution prior to receiving school transcripts. A Proof of Training Document/Transcript forms will be issued and all required paperwork completed within 30 days. The Proof of Training/Transcript form is a document showing the number of clock hours completed. The Transcript form will show the number of theory hours and practical operations completed.
- i) If a course is canceled subsequent to a Buyer's enrollment, the School shall provide a refund of all moneys paid. The following Refund Chart is for example only. The Refund Chart below is based on the Buyer having paid the entire cost of the course on the first day of class.

Refund due per Course according to percentage of Course completed:

	10%	25%	50%	60%
Cosmetology	\$9360.00	\$7800.00	\$5200.00	\$0
Esthetician	\$4320.00	\$3600.00	\$2400.00	\$0
Instructor Training	\$1371.60	\$1143.00	\$762.00	\$0
Manicuring	\$1800.00	\$1500.00	\$1000.00	\$0
Certified Massage Therapy	\$5850.00	\$4875.00	\$3250.00	\$0

E. ACADEMIC POLICIES

1. STUDENT CODE OF CONDUCT POLICY

Paris Beauty College expects mature and responsible behavior from Students and strives to create and maintain an environment of social, moral and intellectual excellence giving the proper respect and courtesy to his/her classmates, clients, and staff of the School. Students are required to follow defined rules of conduct and to meet certain employability standards. You are paying to learn a trade and so are the other students, therefore, we take your investment seriously and so should you.

Disruptions of class will not be tolerated at any time. *Paris Beauty College* reserves the right to terminate any student who abuses either staff or fellow classmates or interferes with normal classroom activity or clinic operations or whose work or conduct is deemed unsatisfactory.

A Student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action. A Student dismissed for misconduct may be permitted to re-enroll and resume training provided at the discretion of the School.

2. DRUG ABUSE POLICY

The School fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance use and abuse. The program uses pamphlets, books, and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our Students informative materials on State, Federal, and local legal sanctions against drug use. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

3. ATTENDANCE POLICY

Students are expected to attend 20 to 40 hours per week, 4 to 8 hours per day, Tuesday through Saturday. Students are expected to be regular in attendance and maintain a minimum 67% cumulative attendance average grade. Absence from classes can seriously affect the Student's progress. The instructor may excuse an absence and the student can receive full credit upon completion of the prescribed work. Excessive absenteeism will be reviewed by the administration and can result in the dismissal or suspension of the Student until such time as that Student can continue in School without such absences. Student's individual schedules will be discussed during initial interviews and registration periods. The following are possible schedules & are examples only:

Part Time / 20-24 hrs. Per Week

8:30-12:30 Tues.- Fri. & Saturday 8:30-5:00

5:30-9:30 Tues. - Thurs. & Saturday 8:30- 5:00

Full Time / 40 hr. Per Week

8:30 – 5:00 Tues. – Sat.

1:00- 9:30 Tues. – Thurs. & 8:30 -5:00 Fri. and Sat.

All lesson assignments, which were missed during any period of absence, must be made up. Make-up work will not be permitted during regular class hours. A record of make-up work is maintained for each Student who is required to perform this type of work.

Students are not allowed into theory class late if class has already begun. However students can be clocked in and studying from their course textbook on the main floor and receive theory credit. Unexcused absences including absences due to tardiness may result in suspension or dismissal from school. See the Satisfactory Progress Policy statement of 67% attendance requirement. Student is required to make up any and all prescribed work or exams.

A leave of absence is granted for legitimate emergencies. Request must be in writing. Leave of absences cannot exceed more than 180 days in a 12 month period. Students who fail to return from a scheduled leave of absence will be dropped and any refunds due will be paid within 45 days.

Any Student who finds it necessary to withdraw must notify the Admissions Office promptly, in writing, of his/her intention to discontinue classes, stating his/her reasons in full.

An instructor cannot dismiss students. Such dismissals are to be sanctioned only by the school administrator or director or by state or federal counselors. Students must abide by all college rules and regulations concerning unexcused absences, habitual tardiness, and use of abusive language, failure to make up work, failure to make tuition payments.

4. COUNSELING AND STUDENT PERSONAL SERVICES

A private office is available for Student counseling, placement, and other personal services for the benefit of Students. Students are free at any time to discuss personal problems that might affect their schooling or their future employment.

Any Student has the right to gain access to their files with a 24-hour notice to the office administrator. Paris Beauty College observes the "FERPA Act" and will not release any information pertaining to any Student without the Student's written consent. However, if a student is a minor, then the parents or legal guardian may have access without consent of the student.

Government and/or accrediting agencies do not need expressed permission from any student to view student records. One set of the student's transcripts will be provided free. Thereafter, there will be a \$35.00 charge for each additional set.

5. COPY OF CATALOG FURNISHED TO STUDENT

Upon enrollment or request, a copy of this publication will be furnished to the Student, parent, counselor, high school or any other institution or government department.

6. SCHOOL RULES AND REGULATIONS

- a. Students are required to be in class promptly at the start of their required class time. No student may contract for more than eight (8) hours per day. No make-up time over 8 hours will be permitted without permission from the office.
- b. Any student missing more than 5 theory classes per month either from unexcused absences or tardiness may be subject to suspension or dismissal from school. Student may not be interrupted during Theory Class to serve a patron.
- c. Rigid adherence to all State Board, Federal, ROP and Paris school Rules and Regulations and to rules governing sanitation and sterilization pertaining to State Rules & Regulations. Personal hygiene and appropriate uniforms shall be required at all times.
- d. Students shall not be permitted to leave the building during School hours without permission of instructor in charge and shall be clocked out when taking a break of more than 10 minutes at a time.
- e. Students must be in uniform when in school, which includes clean black scrubs for Cosmetologists & Manicurists or clean blue scrubs for Estheticians & black or white tennis shoes. Long sleeve plain colored t-shirts may be worn under the scrub top. Sweatshirts or jackets must be plain black or white. The School officials have full discretion to determine if the Student is properly attired. Should the Student fail to dress in accordance with the required uniform, he/she will be requested to clock out and change. No Hats.
- f. No visiting will be permitted on the College premises by Students not clocked in, or friends or family members who are not clients.
- g. Immediate family members i.e.; "father, mother, brother, sister, child, husband, wife, & grandparents, may receive a 20% discount on services while you are a student in good standing. Discount must be taken at time of check in and is not retroactive.
- h. All literature read in School must pertain to the beauty culture.
- i. No food, drinks, smoking, or chewing gum will be permitted at any time in the working areas or theory rooms. No smoking in front of the building. State Law states you smoke 50 ft. from any business.
- j. Only emergency calls will be accepted at the main desk. (Please acquaint friends and family with these rules.)
- k. Profane language will not be permitted at any time. Disrespect towards any staff member, client, or student can get you expelled.
- l. No cell phone or other electrical musical equipment use allowed in the building at any time. You must go outside of the building to use them. Phones must be on vibrate or quiet.
- m. Students are required to get permission from desk manager and check appointment schedule before going to lunch or for coffee. Lunch breaks are 30 minutes only and must be scheduled and clocked. No student can refuse a client.
- n. Work kits must be kept sanitary and complete. Kit will be ready at all times for state board inspection. During a State Board inspection, any student responsible for Paris Beauty College receiving a fine because student's personal kit was not in order shall reimburse Paris Beauty College for said fine. Students shall not borrow equipment without special permission from instructor. Students must bring all kit supplies to school each day.
- o. Students are required to return all equipment to its proper place before taking the next patron. Any school equipment damaged by a student because of unsafe, unsanitary or irresponsible usage or because of not following manufacturer's directions is liable for the cost to replace the equipment.
- p. Stations shall be kept clean at all times. Students will be personally responsible for their immediate work area. Each station must be left clean and all equipment put away before leaving school. All students must participate in a daily clean up duty. Duties vary each day and will be assigned by a staff member. Credits for these assignments are taken under additional training. Stations are assigned by the school only.
- q. Hair must be placed in waste receptacles and never left on the floor. Floors must be kept free from debris and trash.
- r. Shampoo bowls must be wiped cleaned after each use. All hair and debris must be removed.
- s. To receive credit for hours earned, the student must check in and out of school by using the time clock. "Write in's" may not be accepted.
- t. All staff, fellow students and patrons must be treated with courtesy and consideration.

- u. Students may not argue about an appointment, nor discuss personal matters before the patrons. Students may not decline to serve a client.
- v. Students have the right of discussing with the School Management personal problems pertaining to attendance in school or any other matter that might affect the student’s success or failure of course work. Please follow the chain of command by taking your problem first to your instructor, then the school manager, and if necessary, the school owner.
- w. Students may receive personal beauty services Tuesdays & Wednesdays by earning a service ticket only. Students must pay half the cost of full priced services. Students on academic probation are not allowed personal services.
- x. Students must follow directions of all instructors and staff. Our school has daily procedures and rules that are given orally and are not necessarily written down. All oral directions are in compliance with school, state and federal rules, regulations, and procedures. Three written warnings for not adhering to any school rule/regulation could result in suspension and possible expulsion.
- y. When student reaches 50% completion of course, student must take a baby (mini) board exam, and pass, according to teachers’ recommendations, before receiving a school diploma. All students wishing to pre-apply for their state exam must follow Paris’ pre-app requirements.
- z. The school manager and owner shall have the right to suspend or expel students for any of the following causes at any time:
 - 1) Use of intoxicating liquors or drugs during school hours.
 - 2) Gossiping or causing discord.
 - 3) Cheating, dishonesty, theft or falsification of records.
 - 4) Immoral or unprofessional conduct.
 - 5) Failure to maintain the minimum number of course hours required pursuant to the Student Attendance Contract.
 - 6) Refusing to comply with school rules and regulations.

F. CURRICULUM

1. COSMETOLOGY – 1600 HOURS – CIP #12.0401 – SOC 39-5012

The educational objective of this course is to train Students in all phases of Cosmetology per the curriculum below. Prepare the Student for the State Board Exam and for employment in the field of Cosmetology. To teach good work, study, health, and safety habits. To promote goal setting, positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, after graduation, in advanced and related courses, including business courses. To disseminate all information regarding the starting and operating of their own business.

Training Levels and Goals:

Beginning or Freshman Level – A minimum of 160 hours is devoted to the basics and fundamentals of cosmetology and hairstyling. Classes for theory and application are conducted daily. Students then practice the newly learned skills on mannequins and models. During this level students will be taught all stateboard practical procedures and clinic salon services deemed necessary to progress to the student salon A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Intermediate Levels – Students continue to attend daily theory and practical classes to further develop their skills and ability. Students are assigned “patrons” on a learning/needs basis, when not engaged in classroom activities. Students will continue to learn more advance techniques in haircutting and coloring. When Students can demonstrate the ability to perform all applications satisfactorily, under close supervision, the student will progress to the senior level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements. A baby board exam will be required prior to graduation from the student’s course and will consist of a written test and practical application. This exam is designed to simulate the California state board exam.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student’s completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student’s second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79%	=	C Satisfactory
80% - 89% =	B Very Good	60% - 69%	=	D Below Standards – Unsatisfactory
		0% - 59%	=	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Cosmetology meets the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology Regulations section 950.2. The 1600 hours may be completed in approximately 10 months.

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substance	20	
Theory of Electricity in Cosmetology	5	
Bacteriology, Anatomy & Physiology	15	
Hair Analysis, Sanitation, & Safety	30	
Disinfection & Sanitation	20	10
Wet Hair Styling	25	200
Thermal Hairstyling/Press & Curl	20	40/20
Permanent Waving	20	80
Chemical Straightening	20	25
Haircutting	20	80
Hair Coloring & Bleaching	60	50/20
Scalp & Hair Treatments	5	20
Facials Manual & Electrical	5/10	10/15
Chemical Skin Peels/Masks, Etc.	10	15
Eyebrow Arching & Hair Removal	10	20
Make Up	15	10
Manicures Oil/Water	5	15
Pedicure	5	10
Acrylic Nails/Tips/Wraps & Repairs	25	50/50/20
Additional Training *	100 (Max)	

*This category may include but is not limited to professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 16 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the sixteen hundred (1600)-hour course. A record of completion shall be issued pursuant to section 919.7.

2. MANICURING 400 HOURS CIP # 12.0410 SOC 39-5092

The educational objective of this course is to train Students in all phases of manicuring per the curriculum below. Prepare the Students for the State Board exam and for employment in the field of manicuring. To teach good work, study, health, and safety habits. To promote goal setting, positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced related courses, including business courses. To disseminate all information regarding starting and operating their own business.

Beginning or Freshman Level – A minimum of 50 hours is devoted to the basics and fundamentals of Manicuring, Pedicuring, and Artificial Nails. Classes for theory and application are conducted daily. Students then practice the newly learned skills on artificial fingers/hand and models. During this level students will be taught all stateboard practical procedures and clinic salon services deemed necessary to progress to student salon. A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student’s completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student’s second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79%	=	C Satisfactory
80% - 89% =	B Very Good	60% - 69%	=	D Below Standards – Unsatisfactory
		0% - 59%	=	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Manicuring is the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology. The 400 hours may be completed in approximately 10 weeks. The instruction will consist of 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 model. Such technical instruction and practical operations shall include:

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety/Hazardous Substance	15	
Bacteriology, Anatomy & Physiology	10	
Disinfection & Sanitation	10	10
Manicures-Water/Oil	15	40
Pedicure	10	20
Artificial Nails- Acrylic/Tips/Repairs	15/10/5	80/60/40
Additional Training *	25 (Max)	

*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 4 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the four hundred (400) hour course. A record of completion shall be issued pursuant to section 919.7.

3. INSTRUCTOR TRAINING - 600 HOURS CIP # 12.0413

The educational objective of this course is to prepare the trainee to teach effectively all phases of cosmetology and manicuring and esthetician. This course will help the student develop the ability to teach related information, manipulative operations, and techniques. Students will learn how to use various teaching aids such as instruction sheets, visual aids, and tests. To teach leadership, Student motivation, Student grading and counseling, class preparation, objective and lesson plan writing, and goal setting. Students will develop an appreciation of the necessity for constant effort towards achievement of professional competency as a teacher and personal characteristics that contribute to success in teaching. Skills to be developed: Occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students; Develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn in even the most difficult student; Development of a course content reflecting a comprehensive, correlated unit of study; Development of instructional materials that will facilitate set-up and preparation of class; Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation. To prepare the student for employment in their fields. Teaching the Students good work, study, health and safety habits. To teach ethical, business, and legal aspects of their profession. To assist Students in job placement. To teach how to work with related agencies in our field. This course does not require a state license to be employed. All Students shall have completed the specified minimum required hours and operations upon completion of the six hundred (600) hour course. A record of completion shall be issued pursuant to section 919.7.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79% =	C Satisfactory
80% - 89% =	B Very Good	60% - 69% =	D Below Standards – Unsatisfactory
		0% - 59% =	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Instructor Training is the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology. The 600 hours may be completed in approximately 15 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination.

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	10	
Preparatory Instruction	140	50
Conducting Classroom & Technical Instruction & Demos		100
Supervising and Training of Students		300

4. ESTHETICIAN – 600 HOURS CIP # 12.0409 SOC 39-5094

The educational objective of this course is to train Students in all phases of skin care & make up. To prepare the Students for the State Board exam and for employment in the field of skin care. To teach good work, study, health, and safety habits. To promote goal setting, positive approach to career planning, self-motivation, and ethics. To encourage Students to continue their education, in advanced and related courses, including business courses. To disseminate all information regarding starting and operating their own business.

Beginning or Freshman Level – A minimum of 100 hours is devoted to the basics and fundamentals of Skin Care and related services. Classes for theory and application are conducted daily. Students then practice the newly learned skills on each other and models. During this level students will be taught all stateboard practical procedures and clinic salon services deemed necessary to progress to student salon. A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student’s completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student’s second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79% =	C Satisfactory
80% - 89% =	B Very Good	60% - 69% =	D Below Standards – Unsatisfactory
		0% - 59% =	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the course of Esthetician is the minimum required hours, classes and criteria as prescribed by the California State Board of Barbering & Cosmetology. The 600 hours may be completed in approximately 15 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination: practical operation means the actual performance by the Student of a complete service on another person or on a model. Such technical instruction and practical operations shall include:

	<u>Minimum Hrs. Theory</u>	<u>Minimum Operations</u>
Cosmetology Act Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety/Hazardous Substance	20	
Electricity & Safety	10	
Bacteriology, Anatomy & Physiology	15	
Disinfection & Sanitation	10	10
Facials Manual & Electrical	20/30	40/60
Chemical Skin Peels/Masks/Scrubs	20	40
Eyebrow Arching & Tweezing	5	10
Depilatories	20	40
Make Up	20	40
Corrective Make Up/False Eyelashes/Skin Analysis	20	40
Additional Training *	30 (Max)	

*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 6 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the six hundred (600) hour course. A record of completion shall be issued pursuant to section 919.7.

5. CERTIFIED MESSAGE THERAPY (CMT) – 650 HOURS (Not yet licensed or accredited)

The educational objective of this course is to train the Student to be a **Certified Massage Therapist**. This course will train the student in four main massage modalities which include Swedish Massage, Deep Tissue & Sports Massage, Asian Systems/Acupressure & Shiatsu Massage, and Holistic Massage. This course will prepare the Student to receive their State of California Certification from the California Massage Therapy Council and for employment in the field of massage. Students will also learn how to own and operate their own massage business.

Beginning or Freshman Level – A minimum of 100 hours is devoted to the basics and fundamentals of Massage Therapy and related services. Classes for theory and application are conducted daily. Students then practice the newly learned skills on each other and models. During this level students will be taught all practical procedures and clinic salon services deemed necessary to progress to clinic work. A Student must demonstrate a thorough understanding of the subject matter by passing a final exam consisting of a written test and practical application meeting satisfactory progress to continue to the next level.

Advance or Senior Level – Students will continue to attend a minimum of 4 hours per week of theory classes in addition to special advanced classes and demonstrations. Advanced Level Students are expected to be able to perform all applications with a minimum of supervision and pass all written and practical tests meeting the minimum satisfactory progress requirements.

Instructional Methods: Lecture, discussion, demonstration, and practical application.

Grading; At least two comprehensive practical and written skills exams will be conducted during the course of study. The first written and practical skills exam will be taken at the student's completion of the freshman level. All students must pass this level before continuing on. If a student fails the freshman final exam he/she will be allowed to repeat the class. The student's second comprehensive written and practical exam is the mandatory baby board exam (also known as a mock state board exam). These exams must be taken sometime between the students half way point and the completion of their course. Numerical and Letter grades are considered according to the following scale.

90% - 100% =	A Excellent	70% - 79% =	C Satisfactory
80% - 89% =	B Very Good	60% - 69% =	D Below Standards – Unsatisfactory
		0% - 59% =	F Below Standards – Unsatisfactory

The curriculum for Students enrolled in the Certified Massage Therapy course exceeds the California Massage Therapy Council's minimum required hours of 500 clock hours. Paris Beauty College's curriculum and course requirements require 650 clock hours and includes classes in Anatomy, Physiology, Contraindications, Health & Hygiene, Business & Ethics, and much more. California Law (California Business and Professions Code Section 4600 et seq) establishes statewide standards for voluntary massage therapist certification. The California Massage Therapy Council was created to provide voluntary statewide certification to eligible massage professionals using the California Business and Professions Code Section 4600 et seq as minimum standards. Paris Beauty College follows these minimum standards.

The 650 hours may be completed in approximately 33 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination: practical operation means the actual performance by the Student of a complete service on another person or on a model. Such technical instruction and practical operations shall include at a minimum:

SWEDISH MASSAGE- 250 HOURS TOTAL

Minimum Theory Hours Below

40 hours Sciences of Anatomy & Physiology

- a. Cells, Tissues, Organs, Systems,
- b. Skeletal system
- c. Muscular system
- d. Circulatory system
- e. Respiratory system
- f. Digestive/Excretory System
- g. Nervous system
- h. Endocrine system
- i. Pathology

20 hours History of Massage Techniques

- a. Physiological effects of massage
- b. Emotional and mental effects of massage
- c. Contraindications
- d. Environment, sanitation, health & hygiene

Minimum Clinic Hours 50

100 hours Massage Theory, Techniques, & Application

- a. Basic principles of massage
- b. Procedures for complete body massage
- c. Chair massage
- d. Pregnancy massage
- e. Body mechanics and stress management

40 hours Professionalism and Business

- a. Ethics
- b. Consultation, charting, and client preparation
- c. Insurance/regulations, city, state, national
- d. Job Opportunities in the massage industry
- e. Promoting yourself/resume/business cards
- f. Creating your own massage business

DEEP TISSUE/SPORTS MASSAGE - 150 HOURS TOTAL**Minimum Clinic Hours 40****Minimum Theory Hours Below**40 hours Anatomy, Physiology, & Pathology

- a. Musculo-skeletal
- b. Kinesiology
- c. Signs & symptoms of disease

6 hours CPR80 hours Massage Theory, Techniques, & Application

- a. Massage theory & history of different deep tissue massage
Of the different deep tissue massage movement
- b. Procedures for pre and post sports event massage

40 hours Professionalism and Business

- a. Ethics, insurance
- b. Contraindications

ASIAN SYSTEMS/ACUPRESSURE, SHIATSU 150 HOURS TOTAL**Minimum Clinic Hours 30****Minimum Theory Hours Below**16 hours Sciences of Anatomy & Physiology

- a. Anatomy in relation to meridians
- b. Principle of the five elements

24 hours Potent Points

- a. Origins, uses and guidelines to acupressure
- b. Acupressure points & techniques for specific ailments

80 hours Massage Theory, Techniques, & Application

- a. Massage theory & history
- b. Identify the meridians and pressure points
- c. Procedure & techniques for acupressure massage
- d. Procedure & techniques for Shiatsu massage
- e. Understanding Yin and Yang

HOLISTIC MASSAGE- 100 HOURS TOTAL**Minimum Clinic Hours 20****Minimum Theory Hours Below**16 hours Hot Stone Massage

- a. Equipment protocol for hot stones
- b. Theory, precautions & contraindications
- c. Procedure for setting up equipment
- d. Procedure for hot stone massage

16 hours Reflexology

- a. History of Reflexology
- b. Precautions & contraindications
- c. Benefits of reflexology
- d. Procedure for reflexology

8 hours Essential Oils and Rain Drop Technique

- a. History & Science of essential oils
- b. Knowing your oils
- c. Procedure for raindrop technique

4 hours Meditation, Grounding & Chakra Work

- a. Locating and identifying Chakras
- b. History & benefits of meditation & grounding
- c. Meditation and grounding techniques

8 hours Recognizing Health & Illness

- a. Assessing health conditions
- b. Indications & Contraindications
- c. Making referrals to other health professionals
- d. Evaluating therapeutic outcomes

4 hours Professionalism/Business

- a. Incorporating holistic modalities into
your massage business

16 hours Spa Body Therapies hours Professionalism and Business

- a. History of spa body therapies
- b. Contraindications
- c. Body wrap protocol
- d. Procedure for Salt Glow
- e. Procedure for Body Bronzing
- f. Procedure for Body Hydrating Wrap
- g. Procedure for Hot Poultrice body treatment
- h. Marketing Spa Body Therapies

8 hours Reiki First and Second Degree

- a. History of Reiki/Reiki defined
- b. The Reiki symbols
- c. Attunements
- d. Hand Positions
- e. Giving a Reiki Treatment

*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of Student daily records, modeling, desk & reception. It may also include not more than 6 hours of outside education. All Students shall have completed the specified minimum required hours and operations upon completion of the six hundred fifty (650) hour course. A record of completion shall be issued pursuant to section 919.7.

6. SCHOOL CALENDAR

Classes begin approximately every 10 weeks. The first day of any new class is always on a Tuesday.

Paris Beauty College observes the following holidays:

New Years Day	Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Christmas Day		

7. CLASS SCHEDULE (example only)

This is an outline of the general manner in which the Student spends his/her time in school. This is just a sample schedule. Varying class times may be available and could be rotated by the school or instructor as needed.

TUESDAY	8:30 – 9:30	All students classroom theory
	9:30 – 9:40	Break
	9:40 - 12:30	Orientation for new students, Advanced level students- clinic floor, Beginning Level Students - classroom procedure and demonstration
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Demonstration/Practice Stateboard Wet Set
	3:30 – 3:40	Break
	3:40 – 4:30	Subject theory
	4:30 – 5:00	Time sheet documentation and Sanitation Duties
WEDNESDAY	8:30 – 10:00	All students classroom theory, quest speaker, Salon Management and professional ethics
	10:00 – 10:10	Break
	10:10 – 12:30	Artificial Nails Demonstration and Practice
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Demonstration in practical subjects
	3:30 – 3:40	Break
	3:40 – 4:30	Subject theory
	4:30 – 5:00	Time sheet documentation and Sanitation Duties
THURSDAY	8:30 – 9:30	All students classroom theory
	9:30 – 9:40	Break
	9:40 - 12:30	Haircoloring Procedures
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:30	Haircoloring Theory
	3:30 – 3:40	Break
	3:40 – 4:30	Haircoloring demonstration
	4:30 – 5:00	Time sheet documentation and Sanitation Duties
FRIDAY	8:30 – 9:30	All students classroom theory
	9:30 – 9:40	Break
	9:40- 12:30	Dermalight Facial procedure
	12:30 – 1:00	Lunch/Beginning Level Students and instructors
	1:00 – 3:00	Demonstration and practical
	3:00 – 3:10	Break
	3:10 – 5:00	Student Services, weekly timesheet balance, sanitation Duties
	SATURDAY	8:30 – 12:30
12:30 – 1:00		Lunch (times may vary for all students on Sat.)
1:00 – 4:30		Beginning Level students practical training, seniors clinic floor
4:30 – 5:00		Time sheet documentation and Sanitation Duties

TIME SHEET DOCUMENTATION

Student's records of attendance, theory hours, and applied effort are to be maintained on a time sheet established for the course the student is enrolled in. Credits are to be noted daily with required signatures from an instructor in charge and the student. The date and hours attended must be shown. It is the responsibility of the student to keep accurate records. It is illegal to take the time sheet outside of the building as is punching someone else's time sheet for them. Paris Beauty College will maintain student's records of attendance, academics, and financial reports for a period of five years after student's departure.

8. CAREER OPPORTUNITIES /HEALTH AND SAFETY INFORMATION

Ambitious capable women and men, after comparatively short experience, will find the door open for many interesting, well paid positions. Monetary compensation in the beauty industry may start as low as minimum wage for a person wanting to go into personal assisting programs. On the average newly licensed individuals may start out making \$12.00 to \$20.00 per hour. Remember tips will be a big part of your weekly take home pay also. How much you will make in your profession will vary on many things such as location of employment, hourly pay vs. commission pay, etc. Each employer will be different. Remember that this field is very individual and you are basically your own boss. It's up to you how much effort you want to put into your business and how much of a reward you want in return.

Before entering any new career you must prepare yourself for the possible physical and mental demands it may require. Some of these courses may require one to stand or to sit for long periods at a time. Sturdy shoes and good backs and posture are important in keeping you healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you may need to consider the fact that these courses may require you to do a lot of work which can affect these disabilities. If you have certain learning disabilities, you may find the studies more challenging. Persons with learning or physical limitations are encouraged to visit a school or salon and observe the demands that will be placed on you.

During your time as a student you will come into contact with all different kinds of people from all walks of life. Everyone is treated equally and fairly. Your job will ultimately be "to serve the public" therefore, keep in mind you may or may not come into contact with people with different lifestyles than your own and possible ones with illnesses or disease. You will be taught during theory classes how to recognize some types of illnesses and disease and how to treat the situation. It's to your benefit, and others, to become as knowledgeable as possible in health and safety issues.

The following list shows just some of the many positions available in the different fields:

COSMETOLOGY: Hairstylist, Hair Colorist, Manicurist, Make-Up Artist, Facialist, Wig & Hair piece specialist, Skin, Hair, and Scalp Specialist. Platform artist.

ESTHETICIAN: Facialist, Make-Up Technician for TV and Modeling, Make-Up Specialist, Chemical Peel Specialist, Hair Removal specialist, Esthetician for doctors of Dermatology or Plastic Surgery.

MANICURING: Manicurist, Pedicurist, Artificial Nail Specialist, Nail Art & Airbrush Artist, Spa specialties.

CERTIFIED MESSAGE THERAPIST: Massage Therapist, Medical Clinic Massage Therapist, Chiropractic Doctors office, Spa and Salon working as an independent contracted Massage Therapist, Traveling Massage Therapist, Teacher.

INSTRUCTOR TRAINING: Instructor, Tutor, State Board Evaluator, School Owner, Regulatory Advisor

Various other career opportunities that would apply to each of the fields listed above are:

Salon owner, Salon Manager, School Administrator, School Director/Owner, State Board Member, Board Examiner, Beauty Consultant, Traveling Platform Artist, Manufacturer Field Representative, Demonstration-Lecturer, Beauty Products Buyer, Beauty Products Research, Beauty Products Sales, and State and Federal Representative in various organizations of this industry.

Additional Fees: The following lists of fees are not applied into the calculation when determining refunds. However any miscellaneous charges, as per the following list, which the student may have incurred at the institution, will be calculated separately at the time of withdrawal or graduation. Student is responsible for paying all applicable charges owed to the school before transcripts or any requested copies will be released.

• Ability to Benefit Exam Fee	\$50.00	Duplicate Contract Copy	\$ 5.00
• Contract Addendum Fee	\$50.00	Duplicate Timecard Copy	\$ 5.00
• Cancellation/Withdrawal Fee	\$50.00	Late Timecard Fee	\$10.00
• Additional Transcript Fee	\$35.00	Duplicate Diploma Fee	\$10.00
▪ Non-sufficient Funds Fee	\$25.00	Student File Copy Fee	\$25.00
• Additional Uniform Scrub Pant	\$14.00	Additional Uniform Scrub Top	\$16.00
• Late Payment Fee	\$10.00		

Paris Beauty College

	Completion	Licensure	Placement
2008			
Cosmetology	73%	89%	70%
2008			
Esthetician	86%	95%	57%
2008			
Manicuring	83%	96%	75%
	Completion	Licensure	Placement
2009			
Cosmetology	76.8%	88.4%	68.6%
2009			
Esthetician	89.1%	90.4%	59.3%
2009			
Manicuring	72%	100%	41.6%
2009			
Instructor Training	100%	N/A	100%
2009			
School Average	82.55%	90.22%	63.01%
	Completion	Licensure	Placement
2010			
Cosmetology	60.1%	85.9%	54%
2010			
Esthetician	85.9%	93.3%	67.2%
2010			
Manicuring	92.9%	100%	66.7%
2010			
Instructor Training	100%	N/A	100%
2010			
School Average	71%	90.32%	61.21%