

# Catalog

**2024**

**1655 Willow Pass Road  
Concord, CA 94520 (925) 685-7600**

**[www.parisbeautycollege.com](http://www.parisbeautycollege.com)**

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*January 1, 2024 – December 31, 2024*

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**GENERAL INFORMATION**

**APPROVAL DISCLOSURE STATEMENT**

**Paris Beauty College, 1655 Willow Pass Rd, Concord, Ca 94520**, a private institution, was granted institutional approval from the Bureau for Private Postsecondary Education, as per California Education code section (94909(a) (2)); “Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.”

Approved courses:

<b>COSMETOLOGY.....1000 HOURS</b>	<b>ESTHETICIAN.....600 HOURS</b>
<b>MANICURING.....400 HOURS</b>	

Classes are held at: 1655 Willow Pass Rd., Concord, CA 94520. Instruction is in residence with facility occupancy level accommodating 200 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 Beauty College has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. Paris Beauty College does not offer ESL classes. Students must be able to read, write and understand English at a 10<sup>th</sup> grade level to be able to pass all the required tests at 75% or higher. All instruction is offered in English. Paris Beauty College will administer an English test to students who have completed school in a non-English speaking country. Passing this test with a score of 70% or higher will help to determine a 10<sup>th</sup> grade understanding of the English language. Paris Beauty College has not entered into an articulation or transfer agreement with any other college. Paris Beauty College is not accredited by any federal agency.

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

**CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY  
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**OBJECTIVE (Mission Statement)**

Our prime objective at Paris Beauty College is to prepare our students to become successful members of the Cosmetology profession and to successfully receive a state board license. To fulfill our objectives, we not only teach the techniques and artistry of cosmetology; 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 techniques, 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.

## **HISTORY AND ADMINISTRATION**

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

**Larry Baines** – Owner/President, Chief Executive Officer (CEO), Chief Financial Officer (CFO) – Has owned and operated Paris Beauty College since 1982.

**Doreen Birney** – Director, Financial Aid Director, Admissions Rep., Human Resources, Accounting. Graduate of Paris Beauty College. Licensed Cosmetologist. Member of the Cosmetology Educators Association. Has been with Paris Beauty College since 1990. **Contact email: [parisbtycollege@aol.com](mailto:parisbtycollege@aol.com)**

**Lyn Ferreira** – Executive Administrator/Registrar, Student Records Coordinator. Has been with Paris Beauty College since 2008. **Contact email: [Lyn.ParisBeautyCollege@gmail.com](mailto:Lyn.ParisBeautyCollege@gmail.com)**

**Sherris Copley** – Office Administrator - State Board Application Services. Graduate of Paris Beauty College. Has worked behind the chair since 2012. Specializes in color, highlights, and keratin treatments. Has been with Paris Beauty College since 2019. **Contact email: [parisbtycollege@gmail.com](mailto:parisbtycollege@gmail.com)**

**Mindy Alcutt** – Office Administrator - Graduate of Paris Beauty College. Licensed Nail Technician. Has been with Paris Beauty College since 2023.

**Brandi Bowens** – California Licensed Cosmetologist. Senior Cosmetology instructor, Cosmetology Theory & Clinic floor instructor, Director of Education. Specialist in ethnic hair services, barbering, and haircoloring. Has been with Paris since 2018. Has been teaching in the Cosmetology industry since 2006.

**Elaine de Santana** - Licensed Cosmetologist since 2007. Cosmetology Instructor since 2011. Specializing in haircuts, color, skincare, and nails. Has been with Paris since 2023.

**Karen Derita** – California Licensed Esthetician. Has been an Esthetician instructor since 2008. Graduate of Paris Beauty College. Esthetician Freshman Class/Theory/ Clinic Floor Instructor. Has been with Paris since 2017.

**Deborah Fink** – California Licensed Esthetician and Manicurist. Certified Oncology Skin Care Educator. Certified Massage Therapist. Graduate of Paris Beauty College. Has been an Esthetician instructor since 2008. Esthetician Freshman Class/Theory/ Clinic Floor Instructor. Debbi was the first ever 2016 recipient of the Skin Games “Game Changer Industry Leader” Award. Has been with Paris since 2011.

**Ramona Gomez** – Licensed Cosmetologist since 2003 and has been an instructor since 2014. Specializes in men's haircutting.

**Jeannie Jones** – Licensed Cosmetologist since 1990. Jeannie specializes in hair coloring and extensions and came to Paris as an instructor in 2003.

**Joann Marzotto** – Licensed Cosmetologist. Graduate of Paris. Has been with Paris since 2002. Cosmetology/Esthetician Theory and Clinic Floor Instructor.

**Elaina Uresti** – California Licensed Cosmetologist since 2000. Freshman Cosmetology Instructor & Clinic Floor Instructor. Has been with Paris since 2019.

**Kayla Weikum** – Front Desk Manager.

### **Substitute Instructors**

**Vickie Cruz** – California Licensed Cosmetologist & Credentialed Instructor. Has over 40 years in the beauty industry. Esthetician Freshman/Theory/Clinic Floor Instructor. Has been teaching at Paris since 1994.

**Candice Gentry** – California Licensed Cosmetologist. Paris Graduate. Senior Cosmetology instructor, Cosmetology Clinic floor instructor.

*All faculty, including substitutes, have at least three years of experience, education, and training in current practices of the subject area they are teaching.*

## **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 7,882 square feet which is divided into retail and reception areas, offices, dispensary, theory & practical classrooms, clinic floor, student break area, 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, DVD players & overhead projectors. Students are given their book set including textbook, workbook, exam review book, and an online book program that includes videos, definitions, and online exams. We provide industry magazines and books that are in the various classrooms throughout the building which students have access to at all times. These items are accessible to any student while in the building. Our school provides internet access to all students. We have a projector, large screen tv and lap top computer, so all are able to get resources via the internet when required. 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.

Paris Beauty College does not have on-campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, approximate rental fees for one-bedroom and two-bedroom apartments can be found between \$1200 and \$1700 per month.

## **LEGAL NOTICES, POLICIES, DISCLOSURES AND CERTIFICATIONS**

Additional disclosures including Campus Security Policy and Campus Crime Statistics Act (Clery Act), are posted on our website at [ParisBeautyCollege.com/Consumer\\_Disclosures](http://ParisBeautyCollege.com/Consumer_Disclosures). A paper copy will be made available upon request.

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

### **NOTICE OF STUDENTS RIGHTS/CANCELLATION**

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

You may cancel this contract for the 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. If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your signed, dated, written cancellation notice.

To cancel the contract for training with the School, mail or deliver a written, signed and dated copy of your cancellation notice to the school office, ATTENTION: Administration Office or email to [Parisbtycollege@aol.com](mailto:Parisbtycollege@aol.com). After the end of the cancellation period, you also have the right to withdraw from the school, 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 and in the Institutional Refund/Withdraw Policy section of this catalog. If you have lost your contract, ask the school for a description of the refund policy.

### **GRIEVANCE POLICY**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Students are advised to go through the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, PO Box 980818 West Sacramento, CA 95798-0818. Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

## **NON-DISCRIMINATION POLICY**

The **Paris Beauty College** does not discriminate in its employment, admission, instruction, counseling, or graduation policies on the basis of sex, color, age, race, national or ethnic origin, creed, religion, or handicaps that would not preclude employment within their selected program area nor do we recruit students already attending or admitted to another school offering similar programs of study.

## **STUDENTS RECORDS POLICY**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies and accrediting agencies, are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing a date specific release form.

The school shall maintain for a period of 5 years, the pertinent student records from the student's date of completion or withdrawal. Transcripts are maintained indefinitely. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. The full version of the Family Educational Rights and Privacy Act is listed on our website at [www.parisbeautycollege.com](http://www.parisbeautycollege.com) under useful links.

## **STUDENT TUITION RECOVER FUND STATEMENT**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to: The Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, PO Box 980818 West Sacramento, CA 95798-0818. Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect a non-refundable assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of \$1,000 or less, the assessment is zero dollars(\$0).

### ADMISSION POLICYS

*A student enrolling in Paris Beauty College must be or have one of the following:*

- a. High school diploma, a GED certificate, an official transcript of secondary school completion, a state certification of home-school completion or a translated document showing completion of high school education in a country outside of the United States. Translation and verification must be conducted by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. High School diploma.
- b. A 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 a school administered test at 70% or higher.
- c. California law requirements for admission:  
Applicants must be at least 16 years of age.

### RE ENROLLMENT POLICY & TRANSFERABILITY OF CREDITS

Upon approval from the school administrator, Paris Beauty College 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, and Esthetician students - 400 hours. Per the California Board of Barbering and Cosmetology an Official Proof of training document and transcripts from prior school is used to determine prior experiential learning credit. Students who have voluntarily withdrawn from Paris Beauty College may return and have complete transfer of all hours from prior Paris Beauty College attendance. Re enrollment is subject to a \$200.00 application fee and space eligibility. Paris Beauty College does not charge a fee for assessing or transferring credits. Students will enter in the same progress status as when they left their program. Paris Beauty College does not offer a brush up course. Paris Beauty College does not provide credit for experiential learning.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Paris Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate that you earn in Cosmetology, Esthetician, or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make sure 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 Paris Beauty College to determine if your hours/credits will transfer.

### GRADUATION REQUIREMENTS / LICENSING REQUIREMENTS

Graduation eligibility and receiving a diploma requires successful completion of the required hours and curriculum as prescribed by the Board of Barbering & Cosmetology and the completion and passing of the school's mock state board exam. For a complete description of course requirements refer to the Curriculum in this catalog. Students must pass all required tests with 75% or higher. Paris Beauty College graduates may continue to attend a state board prep class after graduation to support you passing your state board exam successfully. Upon a student's graduation from his or her course of instruction, the student may apply to take the State licensing exam. Students must show valid current government ID showing that they are at least 17 years old. 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. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to your conviction be included with your Examination Application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following: the length of time since the conviction, the nature of the conviction, Evidence of rehabilitation since the conviction, whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee. If you have any further questions, please call the Enforcement Unit at (916) 574-7574.

### DISTANCE LEARNING

Paris Beauty College offers distance learning for Cosmetology, Esthetician, and Manicuring programs. These online programs provide only technical based (theory) class instruction. Technical subjects may include studies in the areas of anatomy, physiology, chemistry, bacteriology, electricity, hair, nail and skin care, diseases & disorders, disinfection control, laws and business etc. Lectures and assignments are provided through virtual classrooms using ZOOM and our school's internet-based distance learning education program, Pivot Point Fundamentals LAB. Through LAB lessons, learners will access his/her course E-Books and have access to Course Goals, Videos, Slides, Smart Notes virtual workbook, Talking Points, Show you Know activities, Lesson Challenges, and Join the Conversation student forum. Student's tests are taken through the Pivot Point Lab program and test results are available immediately in the student portal. In addition to the minimum 4 hours per week of online attendance and coursework, students must also complete practical training of learned skills which takes place on the school campus. Students will graduate by completing all practical operations and technical requirements as set forth by the California Board of Barbering and Cosmetology. Successful program graduates will receive a certificate of completion. Students must take and pass the California state Board of Barbering and Cosmetology licensing exams to obtain their license to be eligible to work in California.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The Higher Education Act mandates that institutions of higher education establish minimum of “Satisfactory Academic Progress” for Students. 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.

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 actual hours)**

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

**Cosmetology Course at mid-point and at end of academic year, and end of course, (450, 900, and 1000 actual hours) (An academic year is a minimum of 30 weeks and 900 clock actual hours)**

**Transfer Students at midpoint of the contracted hours or the established evaluation periods, whichever comes first.**

The Registrar will notify students when evaluation report is completed. The report will be reviewed with students and copies will be made available.

## 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 75 % 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. When a student hits an evaluation point, he/she will be notified. The results of the evaluation will be reviewed with the student.

## 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). A leave of absence extends the student’s contract period and the maximum time frame by the same number of days taken in the leave of absence. Other interruptions of attendance will have to be considered by Director to determine extenuating circumstances. All decisions by Director are final. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

**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.	
<b>MANICURING</b>	@ 40 hrs/week	FULL TIME	10 WEEKS	15 WEEKS	600
400 hours total	@ 20 hrs/week	PART TIME	20 WEEKS	30 WEEKS	600
<b>COSMETOLOGY</b>	@ 40 hrs/week	FULL TIME	25 WEEKS	38 WEEKS	1500
1000 hours total	@ 20 hrs/week	PART TIME	50 WEEKS	75 WEEKS	1500
<b>ESTHETICIAN</b>	@ 40 hrs. week	FULL TIME	15 WEEKS	23 WEEKS	900
600 hours total	@ 20 hrs/week	PART TIME	30 WEEKS	45 WEEKS	900

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the schedule hours. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted at the institution.

**Qualitative Evaluation (ACADEMIC):** Students are expected to maintain a 75% cumulative grade point average (CGPA) of their combined practical and written grades 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. 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 some time between the student’s halfway 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 and passed at least once for the student to receive his/her diploma. Practical skills are evaluated according to the procedures set forth by the Board 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 Board of Barbering and Cosmetology and Paris Beauty College. Students must make up 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.

### **DETERMINATION OF PROGRESS**

Students meeting the minimum 75% requirement for academics and 75% attendance at the scheduled evaluation point are considered to be making SATISFACTORY ACADEMIC PROGRESS until the next scheduled evaluation. For a student to be making satisfactory academic progress as of course midpoint, the student must meet 75% in both attendance and 75% academic requirements on at least one evaluation by midpoint in the course. When calculating attendance, a leave of absence will extend a student’s contract end period and maximum time frame by the same number of days taken in the leave of absence. 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. The Registrar will notify students when an evaluation report is complete. The report will be reviewed with student and copies will be available upon request.

### **WARNING POLICY**

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 by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

### **PROBATION POLICY**

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 while 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and may be dropped from their program.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC 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 apply to all Students. 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, the student will re-enter under the same satisfactory academic progress status as in place at the time student left.

### **ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student may submit a written or verbal appeal to the school 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 Satisfactory Academic Progress by the next evaluation point. 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.

### **NON-CREDIT REMEDIAL COURSES**

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

## 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.

## 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, fighting, or foul 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. Cheating on procedure sheet.

## 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 known as the Proof of Training (POT) will then become part of the application for examination for your State of California License.

## PLACEMENT ASSISTANCE

Graduate's names and phone numbers are kept on file for future references upon completion of the course. 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.

## TUITION AND FINANCIAL SERVICES

### TUITION

The total charges for the period of attendance and the estimated schedule of total charges for the entire educational program are the same charges.

	<b>Cosmetology</b> <b>\$12.25/hour</b> <b>1000</b>	<b>Esthetician</b> <b>\$14.75/hour</b> <b>600 hours</b>	<b>Manicuring</b> <b>\$12.27/hour</b> <b>400 hours</b>
Tuition	\$12,250.00	\$8,850.00	\$4,908.00
Application Fee **	\$200.00	\$200.00	\$200.00
Kit **	\$2,204.00	\$1,604.00	\$1,355.00
Textbooks **	\$411.00	\$411.00	\$380.00
Uniforms **	\$135.00	\$135.00	\$135.00
STRF Fee ** (1)	\$37.50	\$27.50	\$17.50
Total Charges for the Entire Educational Program	\$15,237.50	\$11,227.50	\$6,996.00

\*\*Non Refundable

(1) Student Tuition Recovery Fund

## 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.

## **METHOD OF CASH PAYING (PRIVATE)**

Cash, money order, cashier's check, credit card payments are accepted.

**Cosmetology** students must pay a nonrefundable \$200.00 application fee, STRF fee, and the kit fee in full by the first day of registration. The remainder of the tuition may be paid in (10) ten equal monthly installments.

**Esthetician** students must pay a nonrefundable \$200.00 application fee, STRF fee, & the kit fee in full by the first day of registration. The remainder of the tuition may be paid in (4) four equal monthly installments.

**Manicuring** students must pay a nonrefundable \$200.00 application fee, STRF fee, & the kit fee in full by the first day of registration. The remainder of the tuition may be paid in (3) three equal monthly installments.

**NOTE: All nonrefundable equipment charges are due 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: 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 Beauty College prior to enrollment.

## **FINANCIAL ASSISTANCE**

Private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For information on these programs and eligibility requirements contact the school's Director of Admissions during regular business hours. Some Industry Scholarships that may help a student to attend school have applications can be downloaded at: [www.beautyschool.org](http://www.beautyschool.org).

Paris Beauty College does not participate in Federal or State Student Aid Programs or any other loan programs.

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. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## **INSTITUTIONAL REFUND/ WITHDRAW POLICY**

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

**STUDENT'S RIGHT TO CANCEL:** Students may cancel their Enrollment Agreement or withdraw from the school and request a refund in writing addressed to the Administration office or emailed to [ParisBTYcollege@aol.com](mailto:ParisBTYcollege@aol.com). 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 Student will be entitled to 100% refund, less a \$200.00 application fee. Refunds owed to students will be made within 30 days. In the event the Student wishes to withdraw or is terminated after the above-mentioned time frame, Student is not entitled to a refund on STRF, books, supplies, materials, and application fees. If a school is permanently closed and is no longer offering instruction after the Student has enrolled, the Student shall be entitled to a pro-rata refund on tuition. If the Institution rejects a Student for training, Student will receive 100% refund of all monies. If Student is of minor age, notice of termination must be made to Guarantor.

Any sums paid to the Institution (**Paris Beauty College**) herein shall be subject to the following refund policy:

- a) If a student cancels the enrollment agreement or withdraws prior to course completion, they may submit in writing to the Administration Office or email a request to [ParisBTYcollege@aol.com](mailto:ParisBTYcollege@aol.com). A Pro rata refund of moneys paid for institutional charges, will be made for students who have completed 60 percent or less of the student's scheduled attendance. For withdrawals after the 60% point of the student's scheduled attendance, school may retain 100% of money owed. Withdrawal notice is effective on the date received. 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. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs.
- b) If the student has received a loan guaranteed by the federal government and the student defaults on the loan, both of the following may occur: (*Paris Beauty College does not participate in any Federal or State Student Loan program.*)
  - 1) The federal or state government or a loan guarantee agency may take action against the student, including applying 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.
- c) Enrollment time is defined as the time elapsed between the start date and the student'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 the student should have returned. If Student fails to notify the School of withdrawal, the School must terminate the student after 14 days of consecutive absences and refund the Student 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.
- d) Students who withdraw or terminate prior to course completion are subject to the guidelines of the school's refund policy. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the 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.
- e) A Proof of Training Document and 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.
- f) If a course is canceled after a Student's enrollment, the School shall provide a refund of all moneys paid. The actual calculation is based on the exact percentage of hours completed.

## ACADEMIC POLICIES

### 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 and withdraw from school 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 and a withdrawal calculation will be completed. See Institutional Refund/Withdraw Policy. A Student dismissed for misconduct may be permitted to re-enroll and resume training provided at the discretion of the School.

### 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.

### 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 75% 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 75% attendance requirement. Students are required to make up all prescribed work or exams.

## **LEAVE OF ABSENCE POLICY, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

A **leave of absence** is granted for legitimate emergencies and the school will assess that there is reasonable expectation that the student will return. Request must be in advance, in writing, including the reason for the request. If unforeseen circumstances prevent the student from applying in advance, the school may grant a LOA by documenting the reason for their decision and collect a written request at a later date. A leave of absences cannot exceed more than 90 days in a 12-month period. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. 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. The institution may not assess the student any additional institutional charges as a result of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

## **STUDENT SERVICES**

A private office is available for Student counseling and placement, for the benefit of Students. 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 the 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.

## **COPY OF CATALOG FURNISHED TO STUDENT**

Prior to 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.

## **SCHOOL RULES AND REGULATIONS**

- a. **ATTENDANCE:** Students are obligated to adhere to their signed contracts and weekly attendance schedules. Saturday attendance is mandatory. Students who do not show up and do not call in any day, are subject to suspension immediately. Students are required to be in class promptly at the start of their required in person or distance learning class time. If a student is more than 7 minutes late, they will be charged a tardy fee of \$10.00 per tardy. 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. 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. **FINGER SCAN:** To receive credit for hours earned, the student must check in and out of school by using the finger scan. "Write in's" may not be accepted. Forgetting to scan in or out may result in a \$10 charge to students account for each time missed.
- c. Students must always get permission from their instructor to leave the building during school hours. Students must clock out for any breaks of more than 10 minutes. Students who leave the building, & do not clock out, are subject to suspension and or dismissal from school.
- d. **UNIFORMS:** A name tag will be issued by Paris and is mandatory to be worn at all times. Students must be in uniform when in school, which includes a clean black Paris logo shirt and/or apron. Solid black pants are to be worn with the shirt and/or apron. Flat, rubber soled, closed toed shoes that completely cover the foot must be worn for safety. Any color is fine. No slippers or Ugg's allowed. Long sleeve or short sleeve solid black colored t-shirts may be worn under the apron. No sweatpants, tank tops or spaghetti strap tops are allowed. No Hats or Hoodies allowed. Sweatshirts or jackets must be plain black. 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.
- e. Rigid adherence to all State Board, Federal, and Paris Beauty College 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.
- 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. **FAMILY & FRIENDS DISCOUNTS:** VIP Memberships can be issued to family or friends of the students choosing once the student has completed their freshman level of instruction. VIP Members received 50% off regular priced individual services and 30 % off regular price

retail items. Only Tues., Wed., & Thurs., may the VIP discount be applied. See VIP selection guide. Immediate family only discounts of 20% off regular priced services can be applied any day once the student starts school and during student's enrollment. Discount must be taken at time of check in and is not retroactive.

- h. Only emergency calls will be accepted at the main desk. (Please acquaint friends and family with these rules.)
- i. **ELECTRICAL DEVICES:** Students may bring in electrical devices for use in class instruction. No cell phone or other electrical or musical equipment may be used in any classroom or clinic area unless it is for class purposes only. Ear buds are not allowed for any reason. You must go outside of the building for personal use of cell phones or electrical devices. Phones must be on vibrate or off while in the building. All books, & media observed in School must pertain to the beauty culture or to the student's academic or attendance reporting.
- j. **BREAKS & LUNCHES:** Students are required to get permission from the desk manager and check the appointment schedule before going to lunch or for coffee breaks. Lunch breaks are 30 minutes only and must be scheduled prior to going. You must scan in and out for all breaks more than 10 minutes long including lunch breaks.
- k. **CLIENT SERVICES:** Students are required to take customers for practicing skills. Students may not decline to serve a client. If you have concerns regarding servicing a patron you must communicate, privately, with the instructor. NEVER at the reception desk. Students may not argue about an appointment, nor discuss personal matters before the patrons. Actions deemed inappropriate, rude, & disrespectful in any manner, in front of patrons, may get you expelled.
- l. **STUDENT CONDUCT:** All staff, fellow students and patrons must be treated with courtesy and consideration. Profane language will not be permitted at any time. Disrespect towards any staff member, client, or student can get you expelled.
- m. Students must follow the 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.
- n. **STUDENT KITS:** Students must bring all kit supplies to school each day or you will be sent home. Work kits must be kept sanitary and complete. The kit will be ready at all times for state board inspection. Students shall not borrow equipment without special permission from the instructor.
- 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 always be kept clean. 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.
- q. Hair must be placed in waste receptacles and never left on the floor. Floors must be kept free from debris and trash. Shampoo bowls must be wiped cleaned after each use. All hair and debris must be removed.
- r. 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. Water is OK in classrooms but never in client service areas.
- s. **STUDENT SERVICES:** Students have the right to discuss 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. Appointments recommended with any office personnel meetings.
- t. **STUDENT DISCOUNTS:** Students are entitled to a 30% discount on all regular priced retail items at any time. Students may earn personal service tickets by passing a theory exam with a score of 80% or higher. Tickets give students a 50% discount off the regular full priced service. Free of charge services, with ticket, include shampoo, haircut, hair styles, hair extensions, (students buys all supplies), plain manicure, & plain pedicure. All other services require a student portion to be paid for at time of check in. Tickets are issued by the office staff only & are only issued the month after the test was taken. Students may receive personal beauty services on Tuesdays & Wednesdays only. A personal service ticket must be presented to the receptionist at time of check in. Students on academic probation are not allowed personal services.
- u. **STUDENT EXTERNSHIP:** When student reaches 60% course completion you may apply to participate in the student extern program. This program allows a student to go to one of our partner salons and participate as a student extern for a maximum of 8 hours per week. These hours will be applied to your course. See Student Externship Participation Guidelines.
- v. **STATEBOARD PREP:** Once student reaches 60% completion of course, student will take a state board prep class and a baby (mini) board exam. Students may take this as many times as they want but it is mandatory for a student to take and pass with a 75% or higher score on all exams, including the baby board written and practical exam, before receiving a school diploma or certificate of completion and be allowed to apply for the state board exam.
- w. 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, fighting, 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.

## CURRICULUM (All courses are taught in English)

### COSMETOLOGY –

**1000 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/need basis, when not engaged in classroom activities. Students will continue to learn more advanced 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, practical application, and distance education.

**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. 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 some time between the students’ halfway 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 1000 hours may be completed in approximately 7 months.**

	<u>Total Hrs. Technical/Theory</u>	<u>Hours DE</u>	<u>Minimum Hours Student Salon</u>
Cosmetology Act Board Rules & Regulations	35	20	
Cosmetology Chemistry	20	8	
Health & Safety/Hazardous Substance	30	20	
Theory of Electricity in Cosmetology	5	5	
Bacteriology, Anatomy & Physiology	15	5	
Hair Analysis, Sanitation, & Safety	5	4	
Disinfection & Sanitation	20	4	100
Wet Hair Styling	10	4	50
Thermal Hairstyling/Press & Curl	10	0	50/5
Permanent Waving	20	5	40
Chemical Straightening	20	5	20
Haircutting	60	16	80
Hair Coloring & Bleaching	50	8	40/15
Facials Manual & Electrical	20/20	0	20/15
Chemical Skin Peels/Masks, Etc.	20	0	15
Hair Removal Lash & Brow Skills	25	0	25
Make Up	20	0	20
Manicures Oil/Water	5	0	15
Pedicure	5	0	5
Acrylics, Gels, Tips, Wraps, Repairs	<u>25</u>	0	<u>45</u>
<b>Total Hours</b>	440 F/T or P/T		560 F/T or P/T
<b>Total Course Hours</b>	1000		

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, practical application, and distance education.

**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. 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 some time between the student’s halfway 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	20	10
Manicures-Water/Oil/Hand & Arm Massage	15	40
Pedicure/foot & Ankle Massage	10	20
Artificial Nails- Acrylic/Tips/Repairs/Gels	15/10/5/5	80/60/40
Additional Training *	25 (Max)	
Additional Technical Training		15

\*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.



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, practical application, and distance education.

**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. 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 some time between the student's halfway 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
Preparation: Salon & Spa Skills	15	
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)	
Additional Technical Training		80

\*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.

## SCHOOL CALENDAR

Classes begin all the time. The first day of any new class is always on a Tuesday.

### 2024 Class Start Dates (Dates are subject to change)

Cosmetology Class	Esthetician Class	Manicuring Class
Jan. 9, 2024		Jan. 9, 2024
Jan. 23, 2024	Jan. 23, 2024	
		Feb. 13, 2024 (daytime only)
Mar. 12, 2024	Mar. 12, 2024	Mar. 12, 2024 (daytime only)
Mar. 26, 2024		
	April 30, 2024	April (TBD)
		May 14, 2024
June 11, 2024		June 11, 2024
Jun. 25, 2024	Jun. 25, 2024	
		July (TBD)
Aug. 13, 2024		Aug. 13, 2024
Aug. 27, 2024	Aug. 27, 2024	
		September (TBD)
Oct. 15, 2024	Oct. 15, 2024	Oct. 15, 2024
Oct. 29, 2024		
	Dec. 3, 2024	Dec. 3, 2024

Paris Beauty College observes the following holidays:

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

### CLASS SCHEDULE (example only)

This is an outline of the general way 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, guest 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	Beginning Level students- practical training, seniors - clinic floor
	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

### **APPLIED EFFORT/PROCEDURE SHEET DOCUMENTATION**

Student's records of applied effort are to be maintained on a procedure sheet established for the course the student is enrolled in. Credits are to be noted daily with required signatures from an instructor in charge. It is the responsibility of the student to keep accurate records. The procedure sheet is always to be kept in student's folder so that office staff can collect and record monthly. All required procedures must be completed to graduate from the course.

### **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 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 is 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. People 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 encounter 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 encounter 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 diseases and how to treat the situation. It is 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.

**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 Student, 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. The student is responsible for paying all applicable charges owed to the school before transcripts or any requested copies are released.

- |                             |          |                         |         |
|-----------------------------|----------|-------------------------|---------|
| • Late Payment Fee          | \$ 25.00 | Duplicate Contract Copy | \$ 5.00 |
| • Contract Addendum Fee     | \$ 50.00 | Uniform Rental Fee      | \$ 5.00 |
| • Late Procedure Card Fee   | \$10.00  | Student File Copy Fee   | \$25.00 |
| • Additional Transcript Fee | \$ 35.00 | Duplicate Diploma Fee   | \$10.00 |
| • Non-sufficient Funds Fee  | \$ 25.00 | Missed Time Scan Fee    | \$10.00 |
| • Tardy Fee                 | \$ 10.00 |                         |         |

*This School Catalog is also available at ParisBeautyCollege.com. The School Catalog is updated annually at minimum. All paperwork including this catalog and the enrollment agreement are written in English. All courses are taught in English only.*

*Paris Beauty College does not admit students from other countries without a valid visa, does not provide visa services and will not vouch for student status.*

*As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.*

*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 or by visiting [www.osar.bppe.ca.gov](http://www.osar.bppe.ca.gov).*

*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, PO Box 980818 West Sacramento, CA 95798-0818 web: [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897.*

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

*Paris Beauty College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against Paris Beauty College 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.)*