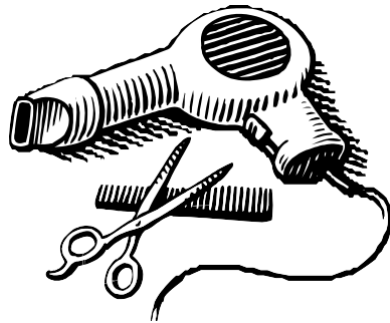


# Sierra College Of Beauty

**Address: 1347 W. Main  
Merced, CA 95340**

**Satellite Location: 1340 W. 18th  
Merced, CA 95340  
[Sierrabeautycollege.net](http://Sierrabeautycollege.net)**



**ALL COURSES TAUGHT IN  
ENGLISH ONLY**

**Publication Date: 10/15/17-02/19/18**

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## **Prior to Signing:**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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.

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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

### **Location of Classes:**

Cosmetology and barbering class sessions are held at the 1340 W 18th St address. Esthetician and manicuring class sessions are held at 1347 W Main St, which is across the alley.

### **Statement of Bankruptcy:**

Sierra College of Beauty has not had a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code (11

U.S.C. Sec. 1101 et seq.).

## INDEX/PRIOR TO SIGNING ENROLLMENT AGREEMENT

|   | Page Number |
|---|-------------|
| <b>A. GENERAL INFORMATION</b>                           |             |
| 1. Approval Disclosure Statement                        | 5           |
| 2. Unresolved Complaints                                | 5           |
| 3. Mission Statements                                   | 6           |
| 4. Accreditation  | 6           |
| 5. History and Administration                           | 6           |
| 6. Description of Space, Facilities and Equipment       | 7           |
| 7. Sierra College of Beauty Orientation and Start Dates | 7           |
| <b>B. LEGAL NOTICES AND CERTIFICATION</b>               |             |
| 1. Admissions Policy                                    | 8           |
| 2. Notice of Student Rights                             | 8           |
| 3. Non-Discrimination Policy                            | 9           |
| 4. Student Records/Right of Privacy                     | 9           |
| 5. Retention of Records                                 | 9           |
| 6. Student Tuition Recovery Fund Statement              | 9           |
| 7. Students Right to Cancel                             | 10          |
| 8. Withdrawal and Refunds                               | 11          |
| 9. Student Code of Conduct Policy                       | 12          |
| 10. Grievance Policy/Procedure                          | 12          |
| 11. Drug Abuse Policy                                   | 13          |
| 12. Housing   | 13          |
| 13. Visa  | 13          |
| 14. Notice Concerning Transferability of Credits        | 13          |
| 15. Suspension and Termination Policy                   | 13          |
| <b>C. TUITION AND FINANCIAL SERVICES</b>                |             |
| 1. Tuition  | 14          |
| 2. Method of Payment (Private Cash Paying)              | 15          |
| 3. Student Loans Statement                              | 15          |
| 4. Financial Aid  | 15          |
| 5. Financial Aid Policies and Procedures                | 15          |
| 6. Reinstatement of Financial Aid                       | 16          |
| <b>D. ACADEMIC</b>                                      |             |
| 1. Academic Review Procedures and Appeal Process        | 17          |
| 2. Diplomas and Certificates                            | 17          |
| 3. Placement Assistance                                 | 17          |
| 4. Progress Policies                                    | 17          |
| 5. Attendance Policy                                    | 18          |
| 6. Leave of Absence Policy                              | 19          |
| 7. Counseling and Student Personnel Services            | 20          |
| 8. Copy of Catalog                                      | 20          |
| 9. School Rules and Regulations                         | 20          |
| 10. Library   | 21          |
| 11. Satisfactory Academic Progress Policy               | 22          |

**E. CURRICULUM/SCHEDULES**

|   |    |
|---|----|
| 1. Cosmetology  | 25 |
| 2. Barbering  | 26 |
| 3. Manicurist and Pedicurist                          | 27 |
| 4. Esthetician  | 28 |
| 5. Career Opportunities/Health and Safety Information | 30 |
| 6. Kit Lists  | 31 |
| 7. Performance Fact Sheets                            | 33 |

# A. GENERAL INFORMATION

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## 1. APPROVAL DISCLOSURE STATEMENT

Sierra College of Beauty, Merced, CA, 95340, is a private institute. Sierra College of Beauty was granted institutional approval for the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94316.3(1). "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 |
| Barbering-----   | 1500 hours |
| Manicuring-----  | 400 Hours  |
| Esthetics-----   | 600 Hours  |

Instruction is in residence with facility occupancy level accommodating 85 students at any one time.

California statue requires that a student, who has successfully completed 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. This school currently does not have available sponsored programs, government or otherwise to provide grants or to pay for portions of tuition and fees.

FEDERAL STUDENT AID PROGRAMS (PELL AND SEOG) STATE REHABILITATION, 3335 M ST, MERCED, CA

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to: Burna Burnthorne/Owner.

## 2. UNRESOLVED COMPLAINTS

"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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

All information in the content of this school catalog is current and correct as so certified by Burna Burnthorne/Owner.

Signature: \_\_\_\_\_

### 3. MISSION STATEMENT

Our prime objective at Sierra College of Beauty is to prepare students to become successful in the cosmetology, barbering, esthetics and manicuring profession and successfully pass the State Board Examination. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology, barbering, esthetics and manicuring, we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession 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.

### 4. ACCREDITATION

Sierra College of Beauty is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314. The College is also approved by the Bureau for Private Postsecondary Education - Physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833. Mailing Address: P.O. Box 980818, West Sacramento, CA, 95798-0818. Phone number: (916)431-6959, Toll Free: (888)370-7589. Fax Number: (916)263-1897.

### 5. HISTORY AND ADMINISTRATION

Sierra College of Beauty is a private institution and was established and has been in successful operation since 1967.

Burna Burnthorne/Owner  
High School Graduate  
1600 Hours Cosmetology Training  
Instructor Training  
Workshop  
WASFA Financial Aid Workshop  
Education  
CISS Continuing Education

Tami Whiteley/Director/Instructor  
High School Graduate  
1600 Hours Cosmetology Training 600 Hours  
600 Hours Instructor Training NACCAS  
NACCAS workshop  
2 years Community College CCA Continuing  
Merced Adult School

Clarita Doss/Supervising Instructor  
1600 Hours Cosmetology Training

Kelly Catlin/Barber Instructor  
1600 Hours Cosmetology Training

Esther Garrison/Esthetician Instructor  
1600 Hours Cosmetology Training

Candace Docherty/Office Administrator  
High School Graduate  
NACCAS workshop

Laura Valencia/Freshman Instructor  
1600 Hours Cosmetology Training

Joy Widmark/Senior Instructor  
1600 Hours Cosmetology Training

## 6. DESCRIPTION OF SPACE, FACILITIES AND EQUIPMENT

Sierra College of Beauty occupies a floor space of approximately 5000 square feet which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, and restrooms for male and female students.

Dressers, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment is furnished for the benefit of students.

Educational classroom equipment consists of VCR equipment, visual aids, and tape records, which are for the use of students. A kit, consisting of all equipment necessary to

complete the course, is to be purchased by the students. The cost of the kit is covered under tuition.

Facilities for the handicapped can be discussed with the college before enrollment. Sierra College of Beauty does not teach English as a second language.

School Location: Take "R" St off ramp, traveling North on highway 99. Keep left on 18<sup>th</sup> St traveling west three blocks to 1340 W 18<sup>th</sup> St. School is located in middle of the block on left side of street. Parking lot is adjacent to building on right side. Count of Merced Marts bus makes regular stops in front of the Employment Development at 1205 18<sup>th</sup> St in the morning and in the afternoon.

## 7. SIERRA COLLEGE OF BEAUTY ORIENTATION AND START DATES

| EVENT                              | DATE  |
|------------------------------------|---|
| Closed for New Year                | January 1 <sup>st</sup> and 2 <sup>nd</sup> , 2018    |
| January Orientation                | January 3 <sup>rd</sup> , 2018                        |
| January Class Starts               | January 9 <sup>th</sup> , 2018                        |
| February Orientation               | February 28 <sup>th</sup> , 2018                      |
| Class Starts                       | March 6 <sup>th</sup> , 2018                          |
| Orientation                        | May 2 <sup>nd</sup> , 2018                            |
| Class Starts                       | May 8 <sup>th</sup> , 2018                            |
| Closed for Memorial Day            | May 29 <sup>th</sup> , 2018                           |
| Closed for 4 <sup>th</sup> of July | July 4 <sup>th</sup> , 2018                           |
| Orientation                        | July 11 <sup>th</sup> , 2018                          |
| Class Starts                       | July 17 <sup>th</sup> , 2018                          |
| Closed for Labor Day               | September 4 <sup>th</sup> , 2018                      |
| Orientation                        | September 5 <sup>th</sup> , 2018                      |
| Class Starts                       | September 11 <sup>th</sup> , 2018                     |
| Orientation                        | November 7 <sup>th</sup> , 2018                       |
| Class Starts                       | November 13 <sup>th</sup> , 2018                      |
| Closed for Thanksgiving            | November 22 <sup>nd</sup> and 23 <sup>rd</sup> , 2018 |
| Closed for Christmas               | December 25 <sup>th</sup> and 26 <sup>th</sup> , 2018 |

## B. LEGAL NOTICES AND CERTIFICATION

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### 1. ADMISSIONS POLICY

- You must possess documentation of age.
- You must possess a Federal approved high school diploma or equivalent.
- You must be at least 17 years of age.
- You must be able to pass a basic entrance exam.
- Transfer hours from another institute must have a Proof of Training document.

Note: Sierra College of Beauty has not entered into an articulation or transfer agreement with other university or institution.

#### TO TRANSFER OR RE-ENTER INTO SIERRA COLLEGE OF BEAUTY

- Appropriate credit will be granted for prior training or experience, upon review and verification by college official and the State Board of Cosmetology of California. The first 80 hours at Sierra will be in the freshman department to determine the progress of the students. Upon completion of 80 hours, both a practical and a written test will be given. Satisfactory grades must be made before the student will be assigned to the clinic floor.
- Students who had previously attended Sierra College of Beauty may re-enter after being withdrawn and may resume from where their hours left off.

State of California Licensure Requirements: The cosmetology, barbering, manicuring and esthetic programs are all designed to lead the student to said careers in the state of California. The requirements for eligibility for licensure in California is: 1600 hours for cosmetologists, for manicurists is 400 hours, barbering for 1500 hours, and for esthetics is 600 hours; after completion student must take a written and practical exam at the State Board of Cosmetology and Barbering at either Glendale, CA or Fairfield, CA. Must be at least 17 years of age. All applicants must present a current valid government issued photographic identification for admittance to the examination. Acceptable forms of identification are as follows: photographic driver's license (any state), state identification card. U.S. military identification, valid passport, U.S. immigration and naturalization issued identification, certificate of U.S. citizenship must be current and valid.

### 2. NOTICE OF STUDENT RIGHTS

As a student of Sierra College of Beauty, you have certain legal rights. You have the right:

- A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- 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.
- After the end of the cancellation period, you also have the right to withdrawal from the 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.



### **3. NON-DISCRIMINATION POLICY**

“Sierra College of Beauty does not discriminate on the basis of sex, age, race, color, national origin, creed, religion, ethnic origin, or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement, Employment or any other activities.”

### **4. STUDENT RECORDS/RIGHT OF PRIVACY**

The Federal Student Right of Privacy Act of 1964 enables all students, parents or guardian(s) of a dependent minor to review their academic records, including grades, attendance, and counseling reports. The school follows policy that:

- Guarantee each student (or parent or guardian if the student is a dependent minor) access to that student’s records;
- Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- Before publishing directory information such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;
- Provide and permanent access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

### **5. RETENTION OF RECORDS**

Student records are kept in a fireproof locked cabinet in an office that is kept locked when not occupied. The records are kept for a minimum period of five years. Transcripts are kept permanently.

### **6. STUDENT TUITION RECOVERY FUND STATEMENT**

A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

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

- i. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or person loans, and
- ii. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third

party.”

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: “The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- i. The School closed before the course of instruction was completed.
- ii. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- iii. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure to excess of tuition and other costs.
- iv. There was a material failure to comply with the Act or this Division within 30 days before the school closed, or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- v. In inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.” Note: Authority cited – Section 94803, 94877 and 94923, Education Code. Reference: Section 94923 Education Code.

**7. STUDENTS RIGHT TO CANCEL**

- i. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. Cancellation of this agreement can occur up to: \_\_\_\_\_ Date

Once purchased, equipment (course kit) becomes the property of the student; unless returned unopened, due to health and safety issues, some equipment may not be returnable. If not returnable, the school may retain the documented cost of the listed equipment.

- ii. Cancellation may occur when the student provides a written notice of cancellation at the following address: **Sierra College of Beauty, 1340 W 18<sup>th</sup> St, Merced, CA, 95340**. This can be done by mail or by hand delivery.
- iii. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

iv. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

v. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00 which may be paid with cash, credit card, money order, or check, and

less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

## **8. WITHDRAWALS AND REFUNDS**

In compliance with the California Code of Regulations Division 7.5 Code 71750.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed

\$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

This applies to all terminations for any reasons, by either party, including student decision, course or program cancellation, or school closure.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

## **9. STUDENT CODE OF CONDUCT POLICY**

Sierra College of Beauty 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. Sierra College of Beauty 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.

## **10. COMPLAINT AND GRIEVANCE POLICY / PROCEDURE**

Students wishing to express a concern should adhere to the following procedures:

The school director is the staff member designated as the one responsible for investigation and resolution of complaints. If a student has a complaint that he/she wishes to bring to the attention of the school's administration, it must be presented in writing directly to the school director or it may be presented to any other member of the staff who will promptly forward it to the school director. Complaint/Grievance forms can be obtained from the school director. The school director is available in the office.

All records relating to grievances filed and their resolution, as applicable, will be retained according to the school's record keeping policy for review by the school's accrediting commission.

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 at:

Bureau for Private Postsecondary Education  
 2535 Capitol Oaks Drive, Ste. 400  
 Sacramento, CA 95833  
 P.O. Box 980818  
 West Sacramento, CA 95798-0818  
 P [\(916\) 431-6959](tel:(916)431-6959)  
 F [\(916\) 263-1897](tel:(916)263-1897)  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

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).

## **11. 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 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 abuse. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

### ***12. HOUSING***

Sierra College of Beauty does not have dormitory facilities under its control. There are apartments in the general area of the institution, some within walking distance. The average cost of rent from approximately \$300 to \$500 a month. Sierra College of Beauty has no responsibility to find or assist a student in finding housing.

### ***13. VISA***

Sierra College of Beauty does not admit students from other countries who do not know the English language. We do not offer English language services. Visa services are not offered.

Students must be proficient in both reading and writing English. Sierra College of Beauty does not offer instruction in any language other than English.

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

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

### ***15. SUSPENSION AND TERMINATION POLICY***

Suspension or termination from the 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 or boisterous behavior.
- f. Direct violation of instructor's directions; i.e., refusing a client, reassigning a client to another student or tampering with the appointment book.
- g. Clocking in or out for another student.

## C. TUITION AND FINANCIAL SERVICES

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### 1. TUITION

Sierra College of Beauty charges \$5.69 an hour for tuition. Pay schedule is as follows:

#### Cosmetology:

|                     |              |
|---------------------|--------------|
| Tuition (5.69x1600) | \$9,400      |
| Registration Fee    | \$100        |
| STRF                | \$22.50      |
| <u>Equipment</u>    | <u>\$800</u> |
| Total:              | \$10,322.50  |

#### Barbering:

|                     |               |
|---------------------|---------------|
| Tuition (5.69x1600) | \$7,500       |
| Registration Fee    | \$100         |
| STRF                | \$22.50       |
| <u>Equipment</u>    | <u>\$1000</u> |
| Total:              | \$8,622.50    |

#### Esthetics:

|                    |              |
|--------------------|--------------|
| Tuition (5.69x600) | \$3,500      |
| Registration Fee   | \$100        |
| STRF               | \$22.50      |
| <u>Equipment</u>   | <u>\$500</u> |
| Total:             | \$4,122.50   |

#### Manicuring:

|                    |              |
|--------------------|--------------|
| Tuition (5.75x400) | \$2,300      |
| Registration Fee   | \$100        |
| STRF               | \$7.50       |
| <u>Equipment</u>   | <u>\$600</u> |
| Total:             | \$3,007.50   |

#### Payment Method:

Method of payment include full payment at the time of signing the Enrollment Agreement, registration fee paid at the time of signing agreement with the balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through a federal agency program (Title IV).

If, due to unexcused absences, the full-time student does not complete the cosmetology course in 15 months, a fee of \$5.75 per hour will be charges for the necessary additional training. A fee of 5.75 per hour will be charges to barbering students for any hours not completed in 14 months. A fee of 5.75 per hour will be charges to manicuring students for any hours not completed in 15 weeks. A fee of \$5.75 per hours will be charges to esthetician students for hours not completed in 18 weeks.

Sierra College of Beauty does not participate in any *state* financial aid programs, however we do participate in Title IV PELL Grant.

Schedule of charges for period of attendance are the same as schedule of total charges for the entire education program are the same.

## ***2. METHOD OF PAYMENT (PRIVATE CASH PAYING)***

Cosmetology, barbering and esthetician students who do not qualify for financial aid are required to make their first payment upon registration. Payments are calculated by taking the total fees and dividing by the month scheduled to attend.

Manicuring students are required to make their first payment upon registration. Payments are calculated by taking the total fees and dividing by the month scheduled to attend.

Specialized training and brush-ups are charged on a per lesson or special course basis. Contact the Admissions Department for details. These courses and lessons are considered to be AVOCATION Programs. Tuition or Specialized Courses subjects is calculated at the time of enrollment.

## ***3. STUDENT LOANS STATEMENT***

Sierra College of Beauty does not offer student loans.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

Books, kits and accessories: All books and school materials are included as part of the student's tuition and supplies fee.

## ***4. FINANCIAL AID***

Students requiring financial assistance may be eligible for Federal and State Grants such as PELL and Supplemental Grants. 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 the financial assistance programs, grants available, and eligibility requirements, contact the Director of Financial Aid during regular business hours.

## ***5. FINANCIAL AID POLICIES AND PROCEDURES***

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

- a. Application for financial aid must be completed prior to starting classes.
- b. Documentation of information supplied in the application will be required only of students selected by the U.S. Department 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 results of the verification and any other documentation needed. The College will assist the student in correcting any information that is inaccurate.

#### ***6. A REINSTATEMENT OF FINANCIAL ELIGIBILITY***

Students who have lost eligibility for financial aid can be reinstated by improving their academic average, attendance average, or both, to the designated standards of the Satisfactory Progress Definition within 30 days of end of probation period. If after this period, student is still in unsatisfactory progress, they may be dropped from the course of study at discretion of directors.

In case of extenuating circumstances, special arrangement may be made with school official. 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 allowed to reapply for enrollment. If accepted after the 60 days, they will be on probation for 30 days.

Documentation of information supplied in the application will be required only of students selected by the U.S. Department 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 results of the verification and any other documentation needed. The College will assist the student in correcting any information that is inaccurate.



# ACADEMIC

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

- a. Challenging the record for purposes of changing any of its contents must be requested in writing, stating full the reason for change.
- b. All requests will be reviewed by the director, in consultation with the instructor, and a determination made to either retain the records intact or change them.
- c. The student may meet with the director and anyone else he/she may designate to review the conclusion.
- 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, in which case all items shall apply to parents.
- f. A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination, any may appeal the determination through the school director whose judgment in this matter shall be final, conclusive, and binding.

## ***2. DIPLOMAS AND CERTIFICATES***

I understand that I will be awarded a Degree or Certificate when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.

## ***3. PLACEMENT ASSISTANCE***

Graduate names and phone numbers are kept on file for future reference upon completion of the course. However, if salons call saying they need an operator, we call available graduate students. If they are interested they call the salon for interviews. However, as prescribed and by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, graduates are not guaranteed placement by the school.

## ***4. PROGRESS POLICIES***

The school's grading system for each class is: Students are examined regularly in theory and practical work. A 70% or greater is considered passing. All students must complete all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

|   |        |   |                   |
|---|--------|---|-------------------|
| A | 90-100 | = | Excellent         |
| B | 80-89  | = | Good              |
| C | 70-79  | = | Average           |
| D | 60-69  | = | Needs Improvement |
| F | 0-59   | = | Fail              |

The sequence of testing is designated to give the student a clear evaluation at all stages of the areas

that are needed for further education and practice.

These areas for the State Board testing are given heavy emphasis to give the student confidence and a strong fundamental background in the basic areas of cosmetology, barbering, esthetics and manicuring.

Grade average required for certifying completion of a course is a passing grade of 70. Upon successful completion, a diploma or certificate will be awarded.

***Conditions for interruption for unsatisfactory progress:***

When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.

***Condition for reenrollment:***

Reenrollment or reentrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

***5. ATTENDANCE POLICY***

Students are expected to be regular in attendance. Absence from classes can seriously affect the student's progress. An absence can be excused by the instructor, but the student is required to complete 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.

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.

A student is allowed seven minutes leeway for clocking in for the mornings. However, this practice is discouraged because it is disruptive to the student's learning process. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In the case of tardiness, a student is required to make up any and all prescribed work.

A leave of absence is granted for legitimate emergencies. Request must be in writing. Within a reasonable amount of time a student may reenter and a class and resume training.

Any student who finds it necessary to withdraw must notify the admissions office promptly, in person, of his/her intention to discontinue classes, stating his/her reasons in full.

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

## 6. LEAVE OF ABSENCE POLICY

The school may allow a student under certain circumstances to take a leave of absence (LOA) from the program. Valid reasons for taking a LOA include: pregnancy, hospitalization of the student, temporary disability, immediate family or someone whom the student is designated as the primary care giver, military duty, or serious medical emergency.

- a) The LOA must be requested in writing in advance, and must be signed by the student, unless unforeseen circumstances prevent the student from doing so (See number 2 below. The LOA must be pre-approved by the Institute's Administrator or Director.
- b) The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance. In this example, ***the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.***
- c) The written request must include the reason for the LOA as well as the starting and ending dates of the LOA. There must be a reasonable expectation that the student will return to the school by the end of the LOA. An LOA may be granted for a minimum of fourteen (14) days and a maximum of sixty (60) days.
- d) Should a student need to extend the initial LOA, the extension must be submitted three (3) business days prior to the end date on the original LOA form. The student will be notified by Administration if the extension is approved. The LOA, together with any additional leaves of absences, must not exceed a total of 180 days in a 12-month period.
- e) Leaves of absences are not official until all required documentation is filed and approved.
- f) Students will not be assessed additional tuition charges while on their LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A Leave of Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties;

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from an LOA must coordinate their return with the school Administrator. Students who fail to return from the LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of the LOA. Upon early return to school, the LOA will be considered completed.

## **7. COUNSELING AND STUDENT PERSONNEL SERVICES**

A private office is available for student counseling, placement, and other personal service for the benefit of the 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 manager. Sierra College of Beauty observes the “Right to Privacy Act” and will not release any information to any student without the student’s written consent.

Contact information for Merced’s Mental Health department:

**Ph: (209) 381-6800**

**Ph: (888) 334-0163**

**TDD/TYY: (888) 293-1818**

**Call 24 hours a day, 7 days a week**

## **8. COPY OF CATALOG**

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.

## **9. SCHOOL RULES AND REGULATIONS**

- a. Students are required to be in class promptly at 8:30am. No student may remain in school for more than eight(8) hours per day. One half hours extra is allowed if working on a paying customer.
- b. A student may not be interrupted during theory class to serve a patron.
- c. Rigid adherence to school rules and regulations, and to rules governing sanitation, sterilization, and personal hygiene 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.
- e. Students must always wear a clean uniform that includes clean black or white leather, rubbed soled shoes (closed-toed only), black or white pants or skirt and a white or black uniform lab coat. NO shorts, miniskirts, tank tops, midriff blouses, or spandex pants are permitted. The college has full discretion to determine if the student is properly attired. Should the student fail to dress in accordance with the code, he or she shall be requested to clock out and change.
- f. Students not clocked in, nor friends of students who are not clients, will not be permitted visiting on the college premises.
- g. The student has the right to practice on one friend, free of charge, BEFORE he or she completes 50 hours for manicuring, 200 clock hours for cosmetology and barbering, 100 hours for esthetics. Thereafter, the friend shall be charged the normal rate for services rendered by the student.
- h. All literature read in school must pertain to Beauty Culture.
- i. No food, smoking, or chewing gum will be permitted at any time in the working area or theory room.
- j. Only emergency calls for students 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.
- l. Students are requested to check the appointment schedule before going to lunch or for coffee.
- m. Work kits must be kept sanitary and complete. Students shall not borrow equipment without

special permission of instructor.

- n. Students are required to return all equipment to its proper place before taking the next patron.
- o. Stations shall be kept clean at all times. Each student shall be personally responsible for their immediate work area. Each station must be left clean and all equipment put away before leaving school.
- p. Hair must be placed in hair receptacles and never left on the floor.
- q. Shampoo bowls must be cleaned after each use.

## **10. LIBRARY**

Video or DVD *Aquage Haircutting Cutting Edge*

*Clipper Cuts Baby Bangs The Midian Cut Finishing Techniques*

*Art of Men's Hairstyling Dimensions of Hair Design Texture Razor*

*The Fringe Finishing*

*Pivot Point International*

Hair Color

*Matrix*

*The Glamour Edge The Modern Blonde Maji Blonde*

*Basic Cellophane*

*Creative Concepts in Haircoloring*

Milady's Standard *Haircoloring Double Process The Rusk Edition*

*Styling Dimensions Tropical Breeze*

Makeup

*Milady's Step by Step Theory and Application Eyes, Eyebrows, Cheeks and Lips*

*Anatomy Hair Loss*

*Cleansing Conditions*

*Wound Healing Tricho Analysis*

Business

*Salon Retailing Classroom DVD's Lymaplatic Massage*

*European Facial Technique Product Facial Technique*

*Ultimate Face, Scalp, Neck and Should Massage Chemical Exfoliation and Peeling Agents*

*Skin Care by Skin Type*

*Fitzpatrick Skin Typing and Lighting Analysis*

Books, Magazines, Catalogs

*Joico Wholesale Day Spa Supplies (Catalog)*

*Visual Changes Product Profiles and Procedures Manual CE Approval Equipment Manufacturer (Catalog) American Spa (Catalog/Magazine)*

*Student Access to Library*

Students may access the library by obtaining a pass from an instructor. The library is located in the conference room which is behind the offices.

**11. SIERRA COLLEGE OF BEAUTY “SATISFACTORY ACADEMIC PROGRESS POLICY”**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students are provided with a copy of their progress report during the first week of every month.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the following points in time as follows:

|             |  |
|-------------|--|
| Cosmetology | 450, 900, 1350 actual clock hours attended |
| Barbering   | 450, 900, 1350 actual clock hours attended |
| Esthetics   | 300, 600 actual clock hours attended       |
| Manicuring  | 200, 400 actual clock hours attended       |

\*Students will receive a copy of their SAP progress report at the time of each Satisfactory Academic Progress determination point.

\*Transfer Students will be evaluated for Satisfactory Academic Progress at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours of actual attendance by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course, thus ensuring that, given the same attendance rate, the student is on schedule to graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

| <b>COURSE</b>   | <b>MAXIMUM TIME ALLOWED (143%)</b> |                        |
|---|------------------------------------|------------------------|
|   | <b>WEEKS</b>                       | <b>SCHEDULED HOURS</b> |
| Cosmetology (Full time, 40 hrs/wk) - 1600 Hours         | 52 Weeks                           | 2288                   |
| Cosmetology (Three Quarter time, 30 hrs/wk)- 1600 Hours | 76 Weeks                           | 2288                   |
| Cosmetology (Part time, 20 hrs/wk) – 1600 Hours         | 114 Weeks                          | 2288                   |
| Barbering (Full time, 40 hrs/wk)- 1500Hours             | 54 Weeks                           | 2145                   |
| Barbering (Three Quarter time, 30 hrs/wk)-1500 Hours    | 72 Weeks                           | 2145                   |
| Barbering (Part time, 20 hrs/wk)- 1500 Hours            | 107 Weeks                          | 2145                   |
| Esthetics (Full time, 40 hrs/wk) – 600 Hours            | 21 Weeks                           | 858                    |
| Esthetics (Three Quarter time 30 hrs/wk)- 600Hours      | 29 Weeks                           | 858                    |
| Esthetics (Part time, 20 hrs/wk) – 600 Hours            | 43 Weeks                           | 858                    |
| Manicuring (Full time, 40 hrs/wk) 400 Hours             | 10 Weeks                           | 572                    |
| Manicuring (Three Quarter time, 30 hrs/wk) – 400 Hours  | 19 Weeks                           | 572                    |
| Manicuring (Part time, 20 hrs/wk) -400 Hours            | 29 Weeks                           | 572                    |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis or be terminated.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

|               |                |
|---------------|----------------|
| A= 90%-100%   | EXCELLENT      |
| B= 80%- 89%   | VERY GOOD      |
| C =70%- 79%   | SATISFACTORY   |
| 69% and BELOW | UNSATISFACTORY |

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students will receive written notice of the impact on their continued eligibility for federal financial aid whenever an SAP evaluation results in a finding of failure to maintain satisfactory progress.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress will be placed on warning for the duration of the next evaluation period and will be 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 terminated or placed on probation if the applicable terms for probation are met (see Probation below).

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation. Students on probation are not considered to be making satisfactory progress only if the student appeals the decision and prevails upon appeal (see Appeal Procedure below). Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student

will be advised in writing of the actions required to attain satisfactory academic progress 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, he/she will be determined as NOT making satisfactory academic progress and, if applicable, such students may continue as cash-paying students or will be terminated from the program.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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.

### **APPEAL PROCEDURE**

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 must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation (doctor's note, copy of obituary, counseling notes) 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.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.



## CURRICULUM/SCHEDULES

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### 1. *COSMETOLOGY*

The educational objective of this course is to train students in all phases of hair, skin and nails. The students are prepared to take the State Board Examination with confidence and successfully pass the examination. Students learn the skills to their proficiency level at each stage of their training: freshmen, sophomore, junior and senior. Students+ are required to achieve a 70% at each level in both theory and practical before they can pass to the next level. The students gain in confidence and ability to express themselves in a professional manner. Students learn first in the freshman and sophomore levels a standardized basic set of techniques in all practical operations. Once students have attained the basic levels of proficiency in the standard procedures, they are introduced to more advanced techniques. Students will graduate with a variety of techniques and methodologies in the practical operations of the skin, hair and nails.

| Subject                               | Minimum Operations (practical) | Minimum Hours (theory) |
|---------------------------------------|--------------------------------|------------------------|
| 1. Disinfection/Sanitation            | 10                             | 20                     |
| 2. Wet Hairstyling                    | 200                            | 25                     |
| 3. Thermal Hairstyling                | 40                             | 20                     |
| 4. Press and Curl                     | 20                             | 20                     |
| 5. Permanent Waving                   | 80                             | 20                     |
| 6. Chemical Straightening             | 25                             | 20                     |
| 7. Haircutting                        | 80                             | 20                     |
| 8. Haircoloring                       | 50                             | 40                     |
| 9. Bleaching                          | 20                             |                        |
| 10. Scalp/Hair Treatment              | 20                             | 5                      |
| 11. Facial – Manual                   | 10                             | 5                      |
| 12. Facial – Electrical               | 15                             | 10                     |
| 13. Facial – Chemical                 | 15                             | 10                     |
| 14. Brow Arch/Hair Removal            | 20                             | 10                     |
| 15. Makeup                            | 10                             | 15                     |
| 16. Water/Oil Manicure                | 15                             | 5                      |
| 17. Pedicure                          | 10                             | 5                      |
| 18. Liquid/Powder/Brush-on/Tips       | 100                            | 25                     |
| 19. Nail Wraps and Repairs            | 20                             |                        |
| 20. Cosmetology Rules and Regulations |                                | 20                     |
| 21. Chemistry                         |                                | 20                     |
| 22. Theory of Electricity             |                                | 5                      |
| 23. Bacteriology/Anatomy/Physiology   |                                | 15                     |
| 24. Health and Safety                 |                                | 20                     |

Theory hours required adds up to 355. The balance of hours to total 1600 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

|        |   |   |                   |
|--------|---|---|-------------------|
| 90-100 | = | A | Excellent         |
| 80-89  | = | B | Good              |
| 70-79  | = | C | Average           |
| 60-69  | = | D | Needs Improvement |
| 0-59   | = | F | Fail              |

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 1600 hours must be completed before graduating.*

## 2. **BARBERING**

The educational objective of this course is to train students in all phases of barbering per the curriculum below. Prepare the students for the State Board Examination and for employment in the field of barbering. To teach good work, health, study 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. The 1500 hours may be completed in approximately 10 1/2 months. The curriculum for students in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction means instruction by demonstration, lecture, classroom participation or examination; practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

| Subject                                     | Minimum Operations (practical) | Minimum Hours (theory) |
|---|--------------------------------|------------------------|
| Hairstyling                                 | 240                            | 65                     |
| Permanent Waving and Chemical Straightening | 105                            | 40                     |
| Haircoloring and Bleaching                  | 50                             | 60                     |
| Haircutting                                 | 80                             | 20                     |
| Shaving (Preparation and Performance)       | 40                             | 200                    |
| Health and Safety                           |                                | 200                    |
| Laws and Regulations                        |                                | 20                     |
| Health and Safety Considerations            |                                | 45                     |
| Disinfection and Sanitation                 |                                | 20                     |
| Shaving (Preparation and Performance)       |                                | 65                     |

1500 hours may be completed in approximately 10 1/2 months. Theory hours required adds up to 350. The balance of hours to total 1150 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

|        |   |   |                   |
|--------|---|---|-------------------|
| 90-100 | = | A | Excellent         |
| 80-89  | = | B | Good              |
| 70-79  | = | C | Average           |
| 60-69  | = | D | Needs Improvement |
| 0-59   | = | F | Fail              |

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 1500 hours must be completed before graduating.*

### **3. MANICURIST AND PEDICURIST**

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 Examination and for employment in the field of manicuring. To teach good work, health, study 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. The 400 hours may be completed in approximately 10 weeks. The curriculum for students in a manicurist course shall consist of four hundred (400) clock hours of technical instruction means instruction by demonstration, lecture, classroom participation or examination; practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

| Subject  | Minimum hours (theory) | Minimum Operations (practical) |
|--|------------------------|--------------------------------|
| 1. Cosmetology Act and Board Rules                             | 10                     |                                |
| 2. Cosmetology Chemistry                                       | 10                     |                                |
| 3. Health and Safety   | 15                     |                                |
| 4. Disinfection and Sanitation                                 | 10                     | 10                             |
| 5. Bacteriology, Anatomy and Physiology                        | 10                     |                                |
| 6. Water and Oil Manicures (including hand and arm massage)    | 15                     | 40                             |
| 7. Complete Pedicure   | 10                     | 20                             |
| Application of Artificial Nails<br>Liquid and Powder Brush-ons | 15                     | 80                             |

|                        |    |    |
|------------------------|----|----|
| Nail Tips              | 10 | 60 |
| Nail Wraps and Repairs | 5  | 40 |
| Employment Training    |    |    |

400 hours may be completed in approximately 10 weeks. Theory hours required adds up to 110. The balance of hours to total 400 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

|        |   |   |                   |
|--------|---|---|-------------------|
| 90-100 | = | A | Excellent         |
| 80-89  | = | B | Good              |
| 70-79  | = | C | Average           |
| 60-69  | = | D | Needs Improvement |
| 0-59   | = | F | Fail              |

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 400 hours must be completed before graduating.*

#### **4. ESTHETICIAN**

The educational objectives of this course is to train students in all phases of skin care and makeup. To prepare the students for the State Board Exam and for employment in the field of esthetics. 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.

The curriculum for students enrolled in the course of esthetics is the minimum required hours, classes, and criteria as prescribed by the California State Board of Barbering and 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 mannequin. Such technical instruction and practical operations shall include:

| Subject   | Minimum hours (theory) | Minimum Operations (practical) |
|---|------------------------|--------------------------------|
| 1. Cosmetology Act and Board Rules                  | 10                     |                                |
| 2. Cosmetology Chemistry                            | 10                     |                                |
| 3. Health and Safety                                | 20                     |                                |
| 4. Electricity and Safety                           | 10                     |                                |
| 5. Bacteriology, Anatomy and Physiology             | 15                     |                                |
| 6. Disinfection and Sanitation                      | 10                     | 10                             |
| 7. Facials (manual and electrical)                  | 20/30                  | 60                             |
| 8. Chemical Skin Peels/Masks/Scrubs                 | 20                     | 40                             |
| 9. Eyebrow Arching and Tweezing                     | 5                      | 10                             |
| 10. Depilatories                                    | 20                     | 40                             |
| 11. Makeup  | 20                     | 40                             |
| 12. Corrective Makeup/False Eyelashes/Skin Analysis | 20                     | 40                             |
| 13. Additional Training*                            | 30 (max)               |                                |

Theory hours required adds up to 240. The balance of hours to total 600 is devoted to performing the practical work.

\*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. It may also include no 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) hours course. A record of completion shall be issued pursuant to section 919.7.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

|        |   |   |                   |
|--------|---|---|-------------------|
| 90-100 | = | A | Excellent         |
| 80-89  | = | B | Good              |
| 70-79  | = | C | Average           |
| 60-69  | = | D | Needs Improvement |
| 0-59   | = | F | Fail              |

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 600 hours must be completed before graduating.*

## **5. CAREER OPPORTUNITIES/HEALTH AND SAFETY INFORMATION / PHYSICAL DEMANDS**

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 course 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. Physical demands include: standing for long periods of time which could cause varicose veins, repetitive motion of the nerves running from the fingers into the arm may cause cumulative trauma disorders, the most common being carpal tunnel syndrome and the use of chemical solutions can cause illness or injuries if not used properly and carefully.

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 possibly ones with illness 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'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, makeup artist, facialist, wig and hair piece specialist, skin, hair and scalp specialist, platform artist.

**BARBERING:** barber, hairstylist, hair colorist, facialist, wig and hair piece specialist, skin, hair and scalp specialist.

**ESTHETICIAN:** facialist, makeup technician for TV and modeling, makeup specialist, chemical peel specialist, hair removal specialist, esthetician for doctors of dermatology or plastic surgery.

**MANICURIST:** manicurist, pedicurist, artificial nail specialist, nail art and airbrush artist, spa specialties.

Various other career opportunities that would apply to each of the fields list 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.

## Quick Facts: Barbers, Hairdressers, and Cosmetologists

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <a href="#">2010 Median Pay</a>      | \$22,500 per year<br>\$10.82 per hour |
| <a href="#">Number of Jobs, 2010</a> | \$712,200                             |
| <a href="#">Job Outlook, 2010-20</a> | 14% (About as fast as average)        |

Source: <http://www.bls.gov/ooh/Personal-Care-and-Service/Barbers-hairdressers-and-cosmetologists.htm>

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

## 6. *KIT LISTS*

| <i>Cosmetology Kit List</i> |                   |                  |                         |
|-----------------------------|-------------------|------------------|-------------------------|
| Case                        | Tint Bottle       | Teasing Comb     | Hair Net                |
| Mannequin head              | Tint Brush        | Vent Brush       | Spray Bottle            |
| Pro-Clamp                   | Frosting Cap      | Curling Iron     | Shaper (razor)          |
| Roller and Rack             | Tint Gloves       | Blow Dryer       | Shear                   |
| Blue Cold Wave Rods         | Cover-all         | Smock            | Thinning Shear          |
| Gray Cold Wave Rods         | 6 Rattail Combs   | Shampoo Cape     | All-purpose Bottles (4) |
| 1 Box Clippies              | 6 Styling Combs   | Comb-out Cape    | Tweezers                |
| 1 Box Duck Bill Clips       | 6 Styling Brushes | Butterfly Clips  | Manicure Bowl           |
| Manicure Stick              | Nippers           | Cuticle Scissors |                         |
| Emery Board                 | Pusher            | Manicure Brush   |                         |

| <i>Barbering Kit List</i> |                                 |                   |                 |
|---------------------------|---------------------------------|-------------------|-----------------|
| Clipper and Trimmer Set   | Large Hand Mirror               | Collar Clips      | Master Clippers |
| 6 Haircutting Combs       | 60 Minute Timer                 | Male Mannequin    | Barber Razor    |
| 7 ¼ Taper Barber<br>Comb  | 8 oz Spray Bottle               | Mannequin Stand   | Vent Brush      |
| Flat Tip Comb             | 8.4 oz Aluminum Spray<br>Bottle | Barber Cape       | Curling Iron    |
| Pro-Clamp                 | 1 Box Duck Bill Clips           | Cover-all         | Blow Dryer      |
| Roller and Rack           | Tint Bottle                     | 6 Rattail Combs   | Smock           |
| Blue Cold Wave Rods       | Tint Brush                      | 6 Styling Combs   | Shampoo Cape    |
| Gray Cold Wave Rods       | Frosting Cap                    | 6 Styling Brushes | Comb-out Cape   |
| 1 Box Clippies            | Tint Gloves                     | Teasing Comb      | Butterfly Clips |
| Hair Net                  | Spray Bottle                    | Shaper (razor)    | Shear           |
| Thinning Shear            | All-purpose Bottles (4)         |                   |                 |

| <i>Esthetician Kit List</i>        |                              |                                    |                         |
|------------------------------------|------------------------------|------------------------------------|-------------------------|
| 1 bag                              | Eyeshadow glue               | 1 package of Q- tips               | 1 packet green<br>mask  |
| 1 white terry<br>wrap              | 1 set of single<br>eyelashes | 1 tweezer                          | 1 packet vitamin c mask |
| 1 headband                         | 1 makeup brush<br>kit        | 1 package mascara<br>wands         | 1 packet enzyme<br>mask |
| 8 dermal towels                    | 1 eyelash curler             | 1 small pair of<br>scissors        | 1 fleece mask           |
| 2 packets of<br>make up<br>sponges | 1 makeup kit                 | spatulas                           | 4 ampules               |
| 1 set of strip<br>eyelashes        | 1 extractor                  | 1 blue mixing<br>bowl with spatula | Dr Juga kit             |
| 1 set of strip<br>eyelashes        | 1 pencil sharpener           | 1 packet blue<br>mask              | 1 packet green<br>mask  |



Completion Rate for Cosmetologists (Program Length: 12 months (or years))

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Graduates <sup>3</sup> | Completion Rate <sup>4</sup> |
|---------------|---|--|------------------------|------------------------------|
| 2015          | 49  | 49   | 27                     | 55%                          |
| 2016          | 27  | 27   | 18                     | 67%                          |

Completion Rate for Estheticians (Program Length: 4 months (or years))

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Graduates <sup>3</sup> | Completion Rate <sup>4</sup> |
|---------------|---|--|------------------------|------------------------------|
| 2015          | 18  | 18   | 13                     | 72%                          |
| 2016          | 13  | 13   | 10                     | 77%                          |

Completion Rate for Manicurists (Program Length: 2 ½ months (or years))

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Graduates <sup>3</sup> | Completion Rate <sup>4</sup> |
|---------------|---|--|------------------------|------------------------------|
| 2015          | 0   | 0  | 0                      | 0%                           |
| 2016          | 4   | 4  | 4                      | 100%                         |

Completion Rate for Barbers (Program Length: 10 ½ months (or years))

| Calendar Year | Number of Students Who Began Program <sup>1</sup> | Students Available for Graduation <sup>2</sup> | Graduates <sup>3</sup> | Completion Rate <sup>4</sup> |
|---------------|---|--|------------------------|------------------------------|
| 2015          | 21  | 21   | 15                     | 71%                          |
| 2016          | 28  | 28   | 18                     | 64%                          |