

# Amy Beauty School

290 Corporate Terrace Circle, Suite 104

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CATALOG

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## **MISSION**

Amy Beauty School offers a postsecondary program in cosmetology to train students to become competent as cosmetologists, manicurists, esthetician in the cosmetology and beauty industries.

## **OBJECTIVES**

To provide the highest quality of cosmetic education to students who strive to better themselves by pursuing these trainings for licensure exams (applies to students pursuing programs in cosmetology, manicuring, and/or skin care). The cosmetology, skin care, and manicuring programs are offered to any student who meets the qualifications for admission.

Graduates from Amy Beauty School will obtain fundamental skills and understanding of the cosmetology and beauty industries. They will be better prepared to take licensure exams. After obtaining licenses in their respective programs, these students will be able to explore career opportunities in the cosmetology and beauty industries as cosmetologists, manicurist and cosmetician.

## **COURSES DESCRIPTION**

Amy Beauty School offers courses of study in cosmetology, skin care, and manicuring. All courses will be held at 290 Corporate Terrace Circle, Suite 104, Corona, CA 92879. Each program has number of clock-hour requirement for students to complete and to be qualified to take licensure examinations administered by the California Board of Barbering and Cosmetology or to apply for local permit to operate. Students in the cosmetology, skin care and/or manicurist program must complete the required clock hours in each respective program and must pass the Board examinations in order to obtain licenses that will lead to employment. Below is an outline of each respective course assigned by the number of required hours to complete the program:

Cosmetology Course	1600 clock hours
Skin Care Course	600 clock hours
Manicurist Course	400 clock hours

## **COSMETOLOGY COURSE – 1600 clock hours**

The curriculum for Cosmetology Course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction covers instruction by demonstration, lecture, classroom participation, or examination and practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Furthermore, students who completed the program hours must satisfactorily pass the mock board examinations prior to their scheduled board exams. The mock exams are designed to familiarize students the type of questions on their written examinations.

Such technical instruction and practical operations shall include:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
(2) Cosmetology Chemistry (Shall include the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	
(3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
(4) Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
(5) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	10
(6) Bacteriology, anatomy and physiology.	15	

(7) Wet Hair Styling (Shall include hair analysis, shampooing, fingerwaving, pin curling and comb-outs.)	25	200
(8) Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons, and blower styling.)		
(A) Thermal styling	20	40
(B) Press and curl	20	
(9) Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
(10) Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	20	25
(11) Haircutting (Shall include hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
(12) Haircoloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)		
(A) Haircoloring	40	50
(B) Bleaching	20	
(13) Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	20
(14) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5	10
(B) Electrical (Shall include the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10	15

(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	10	15
(15) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	10	20
(16) Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	15	10
(17) Manicuring and Pedicuring		
(A) Water and oil manicure, including nail analysis, and hand and arm massage.	5	15
(B) Complete pedicure, including nail analysis, and foot and ankle massage.	5	10
(C) Artificial nails		
1. Acrylic: Liquid and powder brush-ons	10	50 Nails
2. Artificial nail tips	10	50 Nails
3. Nail wraps and repairs	5	20 Nails
(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.		
(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.		

## SKIN CARE COURSE – 600 clock hours

The curriculum for students enrolled in a skin care course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician, pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person. Furthermore, students who completed the program hours must satisfactorily pass the mock board examinations prior to their scheduled board exams. The mock exams are designed to familiarize students the type of questions on their written examinations.

Such technical instruction and practical operations shall include:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	10	
(3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
(4) Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10	
(5) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10



(6) Bacteriology, anatomy, physiology, skin analysis and conditions.	15	
(7) Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs and masks.)	20	40
(B) Electrical (Shall include the use of electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	30	60
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	20	40
(8) Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, manual or electrical, and depilatories for the removal of superfluous hair.)		
(A) Tweezers	5	10
(B) Wax and depilatories	20	40
(9) Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40
(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.		
(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.		

**MANICURIST COURSE – 400 clock hours**

The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Furthermore, students who completed the program hours must satisfactorily pass the mock board examinations prior to their scheduled board exams. The mock exams are designed to familiarize students the type of questions on their written examinations.

Such technical instruction and practical operations shall include:

<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
(3) Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
(4) Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
(5) Bacteriology, anatomy and physiology.	10	
(6) Water and oil manicures, including hand and arm massage.	15	40
(7) Complete pedicure, including foot and ankle massage.	10	20
(8) Application of Artificial Nails		

(A) Acrylic: Liquid and powder brush-ons	15	80 Nails
(B) Nail tips	10	60 Nails
(C) Nail wraps and repairs	5	40 Nails

(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

## **CAREER OPPORTUNITIES**

Amy Beauty School offers these courses specifically to train the student the necessary skills along with solid fundamentals of theoretical and practical applications to prepare them for rewarding career opportunities in cosmetology and beauty industries.

After completing the course of study and passing the required California Board licensure examination for the respective curriculum, the student is qualified to seek employment as outlined below for their respective program:

COSMETOLOGY COURSE	The occupations that the course of study is represented to lead are careers as hairdressers, hairstylists, or cosmetologists.
SKIN CARE COURSE	The occupations that the course of study is represented to lead careers as skin care specialists.
MANICURIST COURSE	The occupations that the course of study is represented to lead are careers as nail care specialists.

The Standard Occupational Classification (SOC) System has the following 6-digit codes below:

- 39-5000 Personal Appearance Workers
- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
- 39-5011 Barbers
- 39-5012 Hairdressers, Hairstylists, and Cosmetologists
- 39-5090 Miscellaneous Personal Appearance Workers
- 39-5091 Makeup Artists, Theatrical and Performance
- 39-5092 Manicurists and Pedicurists
- 39-5093 Shampooers
- 39-5094 Skincare Specialists

## **INSTRUCTORS AND QUALIFICATIONS**

- Ms. Cathy Huynh** Licensed cosmetologist and licensed esthetician from Board of Barbering and Cosmetology. Ms. C Huynh had earned a bachelor of business administration from California State University Long Beach, CA. Ms. Huynh has over six years of experience.
- Ms. Maria Sonia Lemus** Ms. Lemus is a licensed cosmetologist with the California Board of Barbering and Cosmetology. She also obtained an instructor training from Riverside Community College. Ms. Lemus has had over 15 years of experience in managing salon business and teaching and training cosmetology students.
- Ms. Clarita Montalban** Licensed esthetician from the Board of Barbering and Cosmetology. Ms. Montalban has over five years of experience in results oriented skin care and up-to-date research-based products knowledge. She has wide experience in the varied aspects of the esthetics industry, including curriculum development, student supervision, salon management, and operations and customer care.
- Ms. Catalina Arguilla** Licensed cosmetologist from Board of Barbering and Cosmetology. Ms. Arguilla has had over 25 years of salon experience. She also obtained a Certified Vocational Cosmetology Instructor and has been teaching for over 11 years. She has wide experience in the beauty industry and is specializing in Corrective Hair Color and Hair-cutting.

## **FACILITIES AND EQUIPMENT**

Amy Beauty School is located at 290 Corporate Terrace Circle, Suite 104, Corona, CA 92879. This facility is an office suite of approximately 4,640 square feet. All classes for three programs will be held at this location.

Classrooms are dedicated for cosmetology and skin care students and the designated Manicure Area will be used to teach manicuring students. The computer area is where students can utilize the computer to conduct employment search and to practice for the written exams before the actual test date. All equipments relating to cosmetology and skin care programs are placed in their respective classroom and/or immediately outside of the respective classroom. All manicuring related equipments will be designated at the Manicure Area.

Amy Beauty School will own all equipments and furniture used to teach students in the three programs. All equipments will meet the standards prescribed by the Code and will be sufficient to enable students to achieve the educational objectives of each educational program.

## **LIBRARY AND OTHER LEARNING RESOURCES**

Amy Beauty School will designate an area The COMPUTER AREA that is equipped with two computers dedicated for students preparing for Board examination only, not to do any other unrelated work that is not relevant to preparation for Board exam. Students may use the internet on the computer to conduct employment search and to prepare for interviews, etc.

Students may borrow reference materials from the office only to be used only in school or in classroom. Student ID must be held while the student is borrowing the reference materials during school hours. Students may make copies of reference materials. Students are not permitted to remove reference materials from school without an explicit approval from the school staff.

Amy Beauty School does not have a library dedicated for students. Cosmetology reference materials and computers are sufficient to support students' educational needs.

## **SERVICES**

Amy Beauty School will have available a copy machine for students to use at no charge to make copies of educational and/or employment postings only. Other services will be the usage of computers for exam preparations and/or employment searches.

## **PLACEMENT SERVICES**

Amy Beauty School does not offer job placement services. The institution does not guarantee job placement to its students upon enrollment. The school's policy is to post available job listing on the board at a common area daily for all students to see.

## **HOUSING**

Amy Beauty School does not have dormitory facilities. The institution does not provide that service to students; students are responsible for their own housing arrangement. Students can find housing located within 10 miles from the institution. The cost of the housing ranges from \$850 - \$899 for a studio, \$950 - \$999 for 1-bedroom apartment, and \$1,310 - \$1,750 for 2-bedroom apartment. These prices are subject to fluctuations of market rates.

## **VISA**

Amy Beauty School does not admit students from other countries who are not currently residing in California. The institution does not provide visa services nor will it vouch for student status.

## **EXPERIENTIAL CREDIT**

Amy Beauty School does not award credit for prior experiential learning.

## **ATTENDANCE POLICY**

Amy Beauty School will carefully record attendance of students in order track their clock hours for State Board license exams. All students must meet clock hours requirement of their respective course of study in order to complete their course requirement and to qualify for licensure exams of the respective program. Students are required to record their clock hours at the beginning and end of each class attended using an industry standard time-punched clock, which to be remained at Amy Beauty School all time.

The time cards are the property of the Amy Beauty School and must remain at the premises at all times. The student is only allowed to punch time card for himself or herself and not permitted to punch time card for another student.

## **TARDINESS AND DROPOUT POLICY**

Any student who attends class later than 30 minutes after the beginning of theoretical class may not clock in his or her hours for that session. Students who are habitually tardy (five times or more) will be notified by the director. If the forewarned student does not make genuine effort to rectify his or her attendance and continue to classes without reason(s) or proper explanation(s), he/she will be suspended from the program. Reinstatement to the program only if the director determines that the student has rededicate himself or herself and will make genuine effort to complete the course of study after meeting with the director.

Any student who misses three consecutive classes without adequate reason(s) or proper explanation(s) will receive written notification from the president. If the if the student continues to miss class for a period of more twenty one days without notifying the office manager, then the student considered “dropout” from the program.

### **LEAVE OF ABSENCE POLICY**

Occasionally, the student may experience extended personal, medical or other issues, which are difficult for the student to attend classes. Amy Beauty School may allow the student under such circumstances to take a leave-of-absence (LOA) from the program for up to two (2) ninety-day (90) periods. The total days of LOA may not exceed 180 days and each LOA must be a minimum of 21 days. The student must complete and submit Leave-of-Absence Request form to the office manager and may take LOA only after receiving approval from the office manager. On the LOA Request form, the student must state the reasons for LOA.

Under no circumstances can the school grant more than two (2) LOA’s within a 12-month period unless approved by the president. The student taking LOA will not incur any tuition charges during period of LOA. The student will retain all credit for clock hours and work projects completed prior to LOA. Furthermore, student who returns from a LOA is allowed to the course of study as a continuation of the period prior to a LOA.

Any student who fails to return from a LOA will be considered “dropout” as of the last class day of attendance prior to the date of LOA and refunds will be issued to the student or appropriate within 30 days.

### **GRADING POLICY**

Students must maintain a “C” (70%) average to maintain satisfactory academic status. An outline of the grading system is shown below.

Academic Grading			Grading System for Practical Workshops
90 – 100	A	Excellent	GPA 4.0 = A
80 – 89	B	Good	GPA 3.0 = B
70 – 79	C	Average	GPA 2.0 = C
60 - 69	D	Below Average	GPA 1.0 = D
< 60	F	Failure	GPA 0.0 = F

### **SCHOOL RULES AND REGULATIONS**

1. Day classes: Monday – Friday (9:00 a.m. – 5:30 p.m.)
2. Time cards must be clearly legible. The student must punch his or her timecard only and may not punch timecard for other student(s).
3. In case of illness or emergency on a particular day, the student must call Amy Beauty School to report his or her absence before 8:50 a.m. of the same day.

The student is required to be in class for roll call promptly at 9 a.m.



4. The student must use the time clock to punch "IN" when entering and "OUT" when leaving. The student receives clock hours credit for the number of hours indicated on the on the timecard only. All students are also be required to punch "IN" and "OUT" during break periods located at the back of their timecards.
5. No visitors are permitted in the classroom or student lounge area unless approved by the office manager.
6. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
7. All students must their keep work station, either in class or on the floor, clean and sanitary at all times.
8. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
9. Students must not gather round the receptionist desk, congregate in the office, or visit with other student(s) who is busy with a model.
10. Amy Beauty School will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drug use.
11. Students must keep a record of hours and services each day as required on the student daily record. Weekly timecards will be audited by the school office. Credit will be given for applied effort only.
12. All work must be checked and approved by an instructor for full credit. Records must be clear and legible.
13. Only product furnished by the Amy Beauty School may be used unless otherwise approved by the office manager and/or instructor.
14. Students must comply with all instructions, directions, orders, etc., given by staff regarding school related activities. Amy Beauty School will not tolerate insubordination, verbal abuse or sexual harassment of any kind.
15. Students must comply with Amy Beauty School's policies and rules and regulations of applicable state and local agencies.
16. These rules are designed to form excellent work habits and good attendance, and to facilitate the student's completion of the program so that he/she can qualify to sit for appropriate Board licensure examination.
17. Serious violations of school rules may result in suspension or termination.

### **REASONS FOR PROBATION, SUSPENSION AND DISMISSAL**

Following is the procedures consistent with due process; a student may be placed on probation, suspended or dismissed, or given a lesser sanction:

- Theft or non-accidental damage to school property.
- Forgery, alteration or misuse of records or documents.
- Cheating, plagiarism or other academic dishonesty.
- Physical or verbal abuse of others or any threat of force.
- The use, possession, distribution or being under the influence of alcohol, narcotics, or other

- controlled substances on campus at any time, or off campus at any school sponsored event
- Unauthorized entry into, unauthorized use of, misuse of college property.
- Disorderly, lewd, indecent, obscene or offensive conduct on or off school property, or at any school sponsored event.
- Possession or use of explosives or weapons.
- Failure to comply with directions of school staff while performing their duties.
- Obstruction or disruption of the educational process.
- Soliciting or assisting another do any act which would subject another to student discipline.

## **TUITION AND FEE SCHEDULES**

<b>Course</b>	<b>Tuition</b>	<b>Reg. Fee</b>	<b>Kits/Book</b>	<b>Total</b>
Cosmetology Course	\$ 6,500.00	\$ 100.00	\$ 400.00	\$ 7,000.00
Skin Care Course	\$ 4,000.00	\$ 100.00	\$ 400.00	\$ 4,500.00
Manicurist Course	\$ 1,800.00	\$ 100.00	\$ 100.00	\$ 2,000.00

The tuition and fee schedules above do not include assessment and transfer fees(if applicable). The total charges for the period of attendance is the summation of all of the charges above. The estimated schedule of total charges, including material/product costs, for the entire educational program for cosmetology, skin care, and manicuring will be \$ 7,500.00, \$ 5,000.00 and \$ 2,300.00, respectively. The estimated schedule of total charges exceed those of the total charges because students purchase materials/products during practical exercises; some may spend more or less than others depending on their skill levels. The kit that the school provide is the starter kit only.

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.

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, 2535 Capitol Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within 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.

## **CANCELLATION AND REFUND POLICY**

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.

You must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class. The student can submit a Notice of Cancellation, which will be provided to you at enrollment, to the school Director at 290 Corporate Terrace Circle, Suite 104, Corona, CA 92879. Amy Beauty School has up to 45 days from the date that the student's withdrawal has been determined to credit the refund to the student. Amy Beauty School will refund 100 percent of the amount paid for instructional charges less a \$100 non-refundable registration fee to all students without penalty or obligation provided that a written notice of cancellation is made prior through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

Each student will receive a written statement containing Amy Beauty School's refund policy, together with examples of the application of the policy, before signing the enrollment contract. Amy Beauty School will make its policy known to currently enrolled students.

Amy Beauty School will refund the unused portion of tuition fees to the student who withdraws from the course of study prior to completion of the program. The refund policy for students who have completed up to but not more than 60 percent of the course of instruction will be pro-rated.

The methods of calculating refund are listed below:

1. Deduct a non-refundable registration fee of \$100 and costs of kits/books from the total tuition charge.
2. The balanced from Item (1) will be divided by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount to be refunded to the student for purposes of calculating a refund is derived by multiplying the total unattended hours by the hourly charge for instruction.

## **WITHDRAWAL FROM THE COURSE**

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is through attendance at the first class session or the seventh day after enrollment, whichever is later, the school will remit a refund less a registration fee and kit supplies, if applicable, within 45 days following his/her withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount that the student paid for instruction multiplied by a fraction, the numerator of which is the total number of hours of instruction which the student has not received but for which he/she has paid, and the denominator of which is the total number of hours of instruction for the course that he/she paid. 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 program funds.

Amy Beauty School does not participate in federal and state financial aid 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 has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both the following may occur: 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. 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.

## **REFUND EXAMPLE**

Let's say a student enrolls in a Cosmetology course that requires 1,600 clock hours to complete. The student pays \$7,000 for tuition, \$100 for registration fee, and \$400 for kits as specified in the enrollment agreement. Shortly after beginning the 1600 clock-hour course, the student withdrew from the course and demanded a refund for the balance of the hours not attended or not completed. Below are the calculations for the pro-rata refund. Registration fee is not refundable.

<b>Course</b>	<b>Tuition</b>	<b>Reg. Fee</b>	<b>Kits/book</b>	<b>TOTAL</b>
Cosmetology	\$7,000	\$100	\$400	\$7,500

As a policy, Amy Beauty School shall not provide refund to the student for used kits due to sanitary reason.

1. Tuition divides 1,600 clock hours = \$4.37/hr
2. The balance of unused hours multiply by the cost per clock hour  
(1,600 - 600) x \$4.37/hr = \$4,370.00

The student is entitled to a refund of \$4,370.00 for the 1,000 unattended hours of classes. Amy Beauty School shall pay or credit the refund due on a reasonable basis, not to exceed 45 days following the date upon which the student's withdrawal has been determined.

## **NOTICE OF STUDENT RIGHTS AND GRIEVANCES**

The student may cancel his or her contract for school, without any penalty or obligations provided that a written notice of cancellation is made prior to or on the first day of instruction or the seventh day after enrollment, whichever is later. Amy Beauty School will refund 100 percent of the amount paid for instructional charges less a \$100 non-refundable to all students without penalty or obligations. If the student received kit, the institution will not accept return of kit due to sanitary reason. The student must cancel in writing. The student does not have the right to cancel by just telephoning the school or by not coming to class. The student can submit a Notice of Cancellation, which will be provided to him/her at enrollment, to the school Director at 290 Corporate Terrace Circle, Suite 104, Corona, CA 92879. Amy Beauty School has up to 45 days from the date that student's withdrawal has been determined to credit the refund to the student. Read the Notice of Cancellation form for an explanation of the student's cancellation rights and responsibilities. The student may ask for another copy of the Notice of Cancellation form if he/she has lost or misplaced it.

1. After the end of the cancellation period, the student also has the right to stop by the school at any time, and that student has the right to receive a refund for the part of the course not taken. His or her refund rights are described in the contract. If the student loses the contract, he or she may ask for another copy.
2. If the school closes before the students graduate, the students should first request a refund from the school for any unused funds.
3. Students can use an internal process first to file complaints but it is not required that they should do so. The students can contact the Bureau at any time. The student can file complaints to Amy Beauty School by following the steps below:
  - a. Fill out the complaints form and list all complaints.
  - b. Deliver the complaint form to the school director.
  - c. All complaints regardless of the nature will be submitted to the president for review.
  - d. The office manager will evaluate the nature of the complaint and set an appointment with the one who submitted the complain form within 5 business days from the receipt of the date the complaint form was received.

If the student has any complaints, questions, or problems that he/she cannot work out with the school, the student may write or call the Bureau for Private and Postsecondary Education at:

**2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
or  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
or  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone (888) 370 - 7589  
Fax (916) 263-1897**

## **ADMISSION REQUIREMENTS**

Applicants to Amy Beauty School are admitted once the following criteria have been met:

1. Applicant must provide a copy of his/her high school diploma, GED, California State Proficiency Test or its equivalent or pass an ability-to-benefit (ABT) test prior to signing at enrollment agreement. The California Education Code defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.
2. Any applicant who do not have a high school diploma or its equivalent, must be at least 17 years old, must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology. A prospective student who does not have a certificate must pass an Ability-to-Benefit exam (approved by the US Department of Education) administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to- Benefit criteria guidelines.

Amy Beauty School is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered exam approved by United States Department of Education (USDE) and BPPE Ability to Benefit test. Currently, the school is using CELSA, which is an approved USDE and BPPE Ability to Benefit test for students who have English as their second language. A student must take Combined English Language Skills Assessment (CELSA) Forms 1 and 2. Passing scores for Form 1 is 97 and Form 2 is 97.

3. Amy Beauty School policy is not to recruit students who are currently attending or admitted to schools that offer similar courses of study.

## **REQUIREMENTS FOR ELIBILITY FOR LICENSURE**

The cosmetology, skin care and manicuring programs are designed to lead to positions requiring licensure in California. Prior to submitting application to the Board of Barbering and Cosmetology for licensure in the respective program, a student must complete the required hours of training in theory and practical and must satisfactorily pass mock exams of his/her program. The licensure requirements for Board exam are presented to prospective students prior to signing enrollment agreement. In general, the requirements for Board licensure for applicants include:

- 1) Be at least 17 years of age;
- 2) Supplies proof of successful completion of the 10th grade in California or its equivalent and;
- 3) Has done any of the following:
  - a) Completed a course in cosmetology from a school approved by the board or;
  - b) Practiced cosmetology outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in a cosmetology, skin care, or manicuring from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification or;
  - c) Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
  - d) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board or;
  - e) Completed the apprenticeship program in cosmetology.

## **GROUND FOR DENIAL OF A LICENSE**

- 1) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
  - a) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
  - b) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- 2) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
- 3) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **STATE LICENSURE REQUIREMENTS**

These courses are designed to lead to a position in the cosmetology, esthetician and manicurist field, which require licensure by the state. The curricula for students enrolled in a cosmetology course (1600 clock hours), skin care (600 clock hours) and manicurist (400 clock hours) shall consist of technical instruction and practical operations covering all practices constituting the area of cosmetology, skin care, or manicuring. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical operations shall mean the time it takes to perform a practical operations.

To become a licensed cosmetologist, esthetician, or manicurist, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must by the required fee, be at least 17 years of age, completed the 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the 1600 hour requirements as listed above in an approved California Cosmetology school. A social security number is required to take the cosmetology, esthetician, or manicuring test with the California Board of Barbering and Cosmetology. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical exams to receive a license. A candidate passing the written and practical examination and Board receipt of a Proof-of-Training document issued by the school entitles the examinee to issuance of a state license.

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

The transferability of credits you earn at Amy Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the cosmetology, skin care and/or manicurist program 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 Amy Beauty School to determine if your credits or diploma will transfer.

Applicants to Amy Beauty School who are interested in transferring hours studied from program of BPPE approved institution(s) should submit a complete transcript with official seal and signature of director/representative of the attended school as proof of training. Amy Beauty School will accept transfer credits for completion of hours from programs that students earned from other institutions only if (1) the institutions were approved by BPPE and (2) the completed hours of studies covered similar subjects/topics to the current curricular of our approved programs (Cosmetology, Skin Care, and Manicuring). Amy Beauty School will not accept certification or copy /fax of transcript from students as proof of training.

Students who are interested to transfer their completed hours from an approved BPPE institution should meet the requirements set in the above paragraph and should complete the Transfer Policies with initials and signature.

Amy Beauty School has not entered into an articulation or transfer agreement with any other schools, colleges or universities.

## **PROGRESS POLICY**

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

## **ENGLISH AS A SECOND LANGUAGE**

Amy Beauty School does not offer English as a second language course. Instruction is taught in English only. The student may be required to submit documentation of language proficiency, such as a score of 500 on the Test of English as a Foreign Language (TOEFL) exam. The student must have ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the high school proficiency exam.

## **RECORDS**

All student transcripts would be maintained indefinitely. Amy Beauty School will maintain the following records of each student:

1. the name, address, e-mail address, and telephone number of each student who is enrolled in each educational program;



2. copies of all documents signed by the student, including contracts, instruments of indebtedness;
3. copies of all tests given the student before admission, including ability to benefit tests;
4. records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
5. certificate and transcript awarded and the date that the certificate was granted, the course name, the course hours, and the grade earned in the program;
6. a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
7. a document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipments deemed in good condition by Amy Beauty School after receiving the equipment within 30 days following the date of the student's withdrawal, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
8. copies of any official advisory notices or warnings regarding the student's progress;
9. complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.

Amy Beauty School will take great care to secure these student records. Student records that could not be reproduced electronically are stored in locked cabinets located in the Director's office. The cabinets are always locked. The director's office door will be locked when she is not in the office. Only the president and the director has the keys to the director's office and to the cabinets.

Amy Beauty School will also maintain and secure for at least five years at the main office the complete and accurate records of all of the following information:

1. the courses offered by the institution and the curriculum for each course; and
2. the names and addresses of the instructors and their records of the educational qualifications.

## **DISCLOSURE STATEMENT**

Prospective students are encouraged to visit the school facilities during operating hours to discuss personal, educational and occupational plans with school staff prior to enrolling or signing enrollment agreements. A prospective student may request a copy of the catalog by contacting the school director and an administrative staff prior to visiting the school. He or she can also download a copy of the catalog on the school website under the Courses ([tammybeautyacademy.com](http://tammybeautyacademy.com)). 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 your prior to signing an enrollment agreement. Persons seeking to resolve problems or complaints should first contact Ms. Tawnie Tan, the school director of Amy Beauty School.

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

Amy Beauty School shall provide prospective students the Enrollment Agreement for review and shall answer any questions the prospective student may have prior to enrollment. Amy Beauty

School does not participate in federal and state financial aid programs. Any prospective student, if applicable, obtains a loan to pay for the course of instruction, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Amy Beauty School is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The institution or its offered programs are not accredited by any accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution is wholly owned by Amy Beauty School, a California corporation. Amy Beauty School has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

All of the materials are current for calendar year 2015 and are in compliance with the Bureau for Private Postsecondary Education and the California Board of Barbering and Cosmetology.

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  
or  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
or  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone (888) 370 - 7589  
Fax (916) 263-1897**