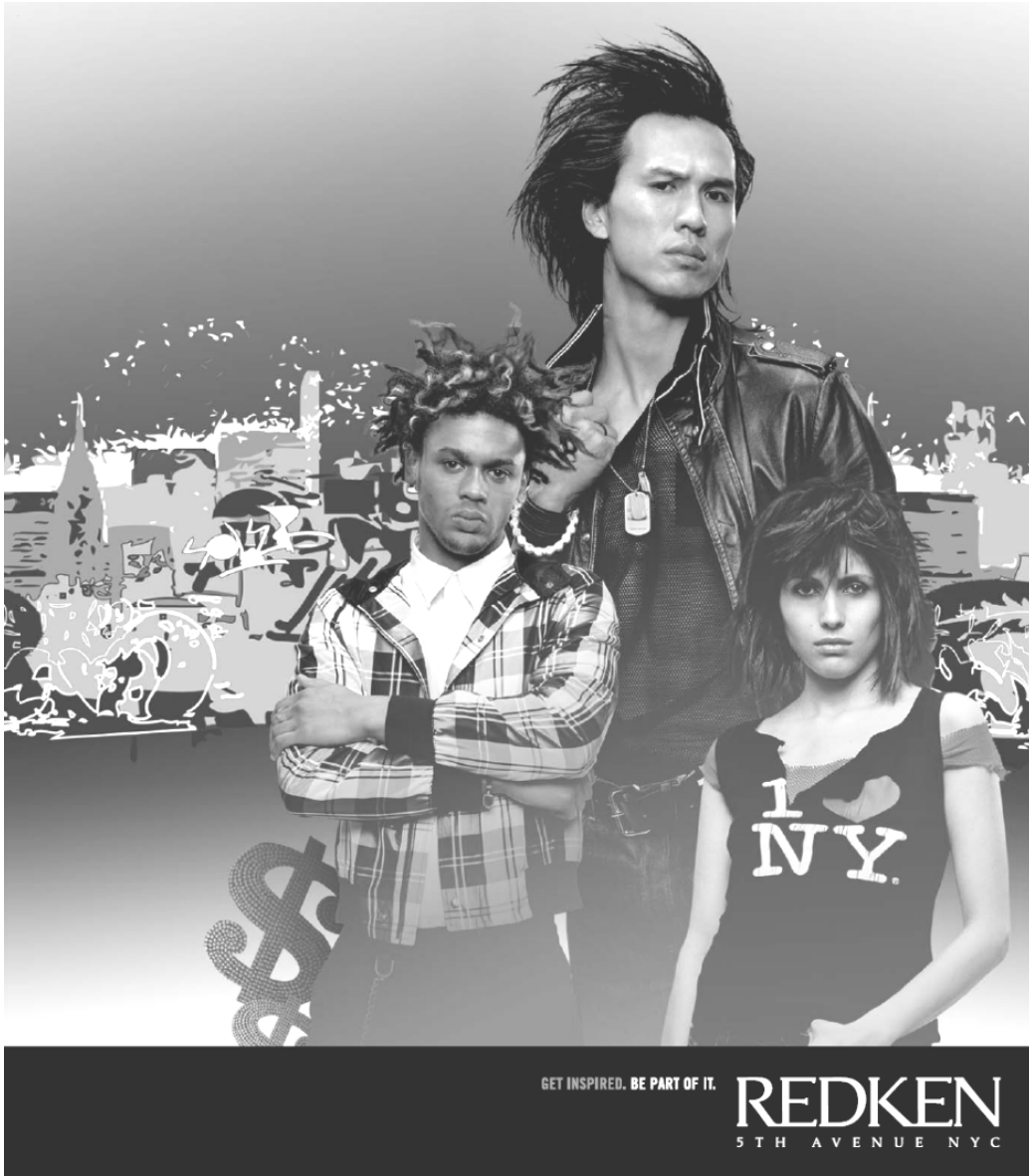


ACADEMY

for Salon Professionals



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Every effort is made to ensure that course information, applicable policies, and other materials contained in this catalog are accurate and current at the time of publication. The Academy for Salon Professionals reserves the right to make changes at any time without prior notice. Date of Publication: January 2010

A PROFESSIONAL-GRADE EDUCATION

The Academy for Salon Professionals is the first Redken-affiliated School in California. Its programs, state-of-the-art facility, and faculty are leaving other beauty schools, and the very definition of "beauty school", far behind.

Designed by New York City's Peter Millard (the Redken Gallerie store on Fifth Avenue, Ralph Lauren, Giorgio Armani, and Yves St. Laurent), the Academy is a professional-grade facility that boasts of elegance, glamour, and achievement.

The Academy for Salon Professionals mission is to "Empower, Educate and Inspire" future graduates for the cosmetology and esthetic industries. We are constantly updating our education programs to keep our education at a high quality.

WHAT REDKEN ARTISTS ARE SAYING



"In the past, our industry changed by the decade or by the year. Today, in our information craving society, it evolves daily. Consequently, understanding today's skills in technical and business is crucial. That's why the choice of the school is paramount. The difference is in the training. They will learn the what, why, and how behind all their skill sets. I am excited for the students attending the Academy. Why? Because the quality of, both fundamental and advanced, training that they will receive is the best."

Chris Baran
Artistic Director, Redken 5th Avenue NYC



"Being a part of Redken has definitely changed my life. I got into the business with the thought of being involved in fashion, beautiful women, and less school. Well I am pleased to share that I got very involved in education and am proud to be part of a company that cares about its clients. For anybody new to hairdressing, I offer you this piece of wisdom: You only have one shot at life so make sure you develop a passionate love affair with hairdressing so that passion is easily read by anyone that may cross paths with you in your journey."

Hugo Urias
Redken Exchange Facilitator, Education Director Salon Sessions

FACILITY

The Academy for Salon Professional is a modern, state of the art academy located in at 8372 Topanga Canyon Blvd, Canoga Park CA 91304. The Academy has 9100 square feet of modern space, which includes separate classrooms, with lockers for student's personal items. Each classroom has desks and chairs for each student. The salon area has 50 modern station and chairs for students to use while working on live clients. The academy also as part of the salon area has a color bar, manicuring tables. a separate pedicure room and spa room with four facial beds for students to use while working on live clients. The academy is fully ADA compliant for both their students and cliental.



JOB DEMAND SURVEY 2007 – RESULTS FOR CALIFORNIA

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey.

The 2007 Job Demand Survey results indicate that salons in California plan to hire 45,967 new employees in the next twelve months. The average annual salary for a salon professional in California is \$44,134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Most importantly, 69 percent of California salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals.

As of January 2007, there were 325,021 professionals employed at California's 48,131 salons. 40 percent of salons in the state are employer-owned, and 29 percent are booth-rental salons. The other 31 percent are a combination of the two.

49 percent of California salons are classified by their owners as full-service salons; 20 percent are listed as haircutting salons. Barbershops make up 13 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that California has a higher percentage of specialized establishments.

CAREER OPPORTUNITIES

There are many opportunities open to licensed cosmetologists and estheticians. Academy for Salon Professionals prepares all graduates for the licensing exam and entry-level positions in hair salons, spa/salons and destination spas. Additional industry experience could lead to employment as a manufacturer/sales education person, a distributor sales consultant, and in teaching, admissions, and financial aid in cosmetology schools.

CAREER PLANNING SESSIONS

The Academy for Salon Professionals maintains contacts in the cosmetology profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. There will be regular career events where prospective employers will be invited to the Academy to meet and speak with students. Students are prepared in the latter part of training to seek positions. Job opportunities are announced and posted on the student board, located within the facility. The Academy website has a link for industry professionals looking to hire graduates. The Academy for Salon Professionals cannot guarantee every student will be placed. However, we do follow-up on graduates to help us prepare new students for future job placement.

COURSE CALENDER

HOLIDAYS

The following holidays are observed: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Being absent the day before and/or after a designated holiday or break will result in suspension. Holiday breaks for Thanksgiving and Christmas will be announced in advance.

COSMETOLOGY, 2010

Full-time:

January 26, 2010	February 23, 2010	March 23, 2010	April 20, 2010
May 18, 2010	June 15, 2010	July 27, 2010	August 17, 2010
September 21, 2010	October 19, 2010	November 16, 2010	

Part-time: T.B.A.

ESTHETICS, 2010

Full-time:

January 26, 2010	February 23, 2010	March 23, 2010	April 20, 2010
May 18, 2010	June 15, 2010	July 27, 2010	August 17, 2010
September 21, 2010	October 19, 2010	November 16, 2010	

Part-time: T.B.A.

ADMISSIONS

ELIGIBILITY

The Academy for Salon Professionals requires a high school diploma or G.E.D. and above the age of compulsory high attendance for admission into all programs.

APPLICATION PROCEDURES

Prior to or at the time of your first enrollment, you should submit an Application for Admission and pay the required \$75.00 non-refundable application fee. The application will not be processed if the packet is incomplete. Additional guidelines may be found in the current Catalog of Courses.

For your application to be complete, you should do the following:

- Step 1: Contact the Office of Admissions to learn about programs, schedule a career planning session, and take a school tour.
- Step 2: Complete the Application for Admission and pay the \$75.00 application fee (non-refundable).
- Step 3: Hand in or mail in **ALL** required documents and –
 1. A copy of your Social Security card.
 2. A copy of your driver's license or other proof of age.
 3. Official high school or college transcript or copy of high School diploma or GED.
 4. If not already paid, \$75.00 application fee.
- Step 4: Hand in or mail your application to the Office of Admissions at the number/below:

Attn: Office of Admissions
Academy for Salon Professionals
8372 Topanga Canyon Blvd
Canoga Park CA 91304

- Step 5: With your letter of acceptance, you are ready to enroll and will receive a Program of Study indicating your course requirements. Please note that during the time of enrollment and signing of the Enrollment Agreement, down payment and deposit of kit and books.

TRANSFER OF CREDIT

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer's program must be evaluated on an individual basis. No more than 20% of the program can be credited from another institution. Transfer students pay full tuition. Transfer students must begin at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

NON-DISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, ethnic origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

NON-RECRUITING STATEMENT

The Academy for Salon Professionals does not recruit students already attending or admitted to another school offering a similar program of study.

FACULTY AND STAFF

The faculty and staff of the Academy possess years of experience and expertise. They are the reason for the success of their students. Below is a listing of our current team:

Jill Murphy	Managing partner of LLC Owner/Administer/ Instructor
Angela Cheung	Facilities' / Financial Manger
Jeanna Draper	Admission Career Development
Debbie Mathews	Director of Esthetics
Margaret Camacho	Cosmetology Facilitator

COSMETOLOGY PROGRAM

PROGRAM DESCRIPTION

Course hours: 1600

Occupational outcome: Cosmetologist

Our curriculum is designed to inspire students to think “beyond the chair” and to pursue opportunities in salon management, runway, print advertising, television, stage, film, marketing, sales, and product development. Learn the industry from some of the most knowledgeable people in the industry and graduate with the knowledge to not only pass the State Board exam but to be a skilled part of today’s thriving hair and beauty industry.

Students move from classroom instruction to clinic (hands-on) instruction, where practical knowledge is applied to a large client base.

Graduates from this program receive a diploma and/or any certifications earned during the course of the program.

ACADEMY CURRICULUM

Principle based color and cutting technique from Redken 5th Avenue NYC
Building a portfolio, photo shoot, and competition work
Sessions by Redken guest artists
Reception Skills
Salon business systems, development, and professional ethics
Client consultation, sales, and communication
Goal Setting and Career Building
Building and maintaining a clientele
Resume writing and interview skills
Mock State Board exam
Salon Ownership and Management

CALIFORNIA STATE BOARD MINIMUMS

	Theory	Operations
Barbering and Cosmetology Act and the Board's Rules & Regulations	20	
Cosmetology Chemistry	20	
Health and Safety/Hazardous Substances (Shall include training in	45	
Theory of Electricity in Cosmetology (Shall include the nature of	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy and Physiology	15	
Hairstyling	65	240
Permanent Waving and Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Haircutting	20	80
Scalp and Hair Treatments	5	20
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification and Make-up	25	30
Manicure and Pedicure	10	25
Artificial Nail and Wraps	25	120 nails

FULL-TIME COURSE SCHEDULE

Program length: About 42 weeks * at 37.5 hours per week (*with perfect attendance)

Schedule: Tuesday - Saturday (9:00 a.m. – 5:00 p.m.)

PART-TIME COURSE SCHEDULE

Program length: About 82 weeks * at 19.5 hours per week (* with perfect attendance)

Schedule: Tuesday, Wednesday, and Thursday (5:30 p.m. – 9:30 p.m.)
Saturday (9:00 a.m. – 5:00 p.m.)

Flex Schedule Schedule subject to change depending on enrollment. This is something we can work on based on low enrollment of part-time program in the evenings we can offer Flex Schedule during the day.

ESTHETICS / SKIN CARE PROGRAM

PROGRAM DESCRIPTION

Course hours: 600

Occupational outcome: Esthetician

The Esthetics program provides instruction in all aspects of esthetics work, including skin care, make up, spa treatments. The program prepares students for testing and licensing by the State Board of Cosmetology.

Academy courses prepare students for a sophisticated real-world salon environment. Students learn what is required by the State Board but also what is demanded in a real-world salon.

Graduates from this program receive a diploma and/or any certifications earned during the course of the program.

ACADEMY CURRICULUM

Skin science
Intro to medical Esthetics
Professional Communication
Goal Setting and Career Building
Professional Ethics
Sales and Retail Skills
Reception Skills
Client Relations/Consultation
Salon Ownership and Management
Mock State Board exam
Building and maintaining a clientele

CALIFORNIA STATE BOARD MINIMUMS

	Theory	Operations
Barbering and Cosmetology Act and the Board's Rules & Regulations	10	
Preparation	15	
Chemistry	10	
Health and Safety Considerations	40	
Disinfection and Sanitation	10	
Anatomy and Physiology	15	
Manual, Electrical, and Chemical Facials	70	140
Eyebrow Beautification	25	50
Make-up	20	40

FULL-TIME COURSE SCHEDULE

Program length: About 16 weeks * at 37.5 hours per week (*with perfect attendance)

Schedule: Tuesday - Saturday (9:00 a.m. – 5:00 p.m.)

PART-TIME COURSE SCHEDULE

Program length: About 39 weeks * at 15.75 hours per week (*with perfect attendance)

Schedule: Tuesday, Wednesday, and Thursday (5:30 p.m. – 9:30 p.m.)
Alternating Saturdays (9:00 a.m. – 5:00 p.m.)

Flex Schedule

Schedule subject to change depending on enrollment. This is something we can work on based on low enrollment of part-time program in the evenings we can offer Flex Schedule during the day.

GRADING METHOD

The grading system practiced is one applicable beginning the first day of class for all students. Theory assignments are scheduled for each unit of study as defined by the licensing agency. Theory and practical applications are sequentially introduced as a means of integrating them throughout the course of study. The sequences follow an ascending order to acquaint the student with subject material applicable to their level of study and to correspond accordingly with the number of cumulative hours the student has attended classes. Students receive grades for all required units of study during the course of study specific to the enrollment agreement.

GRADING

The Academy for Salon Professionals uses a 100-point grading scale: 80-100% is passing, 0-79% is not passing. Grades are given for classroom work, projects, and styling area performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

INCOMPLETES

Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

INADEQUATE GRADES

When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

TEACHING METHOD:

- 1). Students must attend classroom instructions in the arts and science of cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements and equipments which are application to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
- 2). Training and opportunity for the practice of all manipulative skills required in Cosmetology and Esthetics. For this purpose, practical operations are hands-on training by the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties in mastering of Cosmetology and

Esthetic skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.

3). A blending of interest, motivation, training, and knowledge in the scientific study and practice of cosmetology arts and sciences will help qualify students in their pursuit of a Cosmetology and Esthetic licenses. A total of 1,600 hours are required by the California for a cosmetology license and 600 are required for an Esthetics license.

4). Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of Cosmetology arts and sciences.

ATTENDANCE AND TARDINESS

TARDINESS

A student is required to clock in at the beginning of Cosmetology theory class on Tuesday and Wednesday by 9:00am and the Esthetics theory class on Wednesday at 9:00am. Attending Theory is a state requirement. Should a life circumstance cause you to be tardy, it is mandatory that you contact the Administrator. If a student is tardy more than two (2) times within a month, corrective action can be taken. Being tardy on a regular basis reflects a lack of commitment to the program.

ABSENTEEISM

An attendance rate of 80% must be maintained at all times by every student. Should a life circumstance cause you to be absent, it is mandatory that you contact Administration. If a student does not maintain 80% attendance, corrective action will be taken. Correction will be expected immediately and must be maintained.

*** The Academy has no excused or unexcused absences.**

MAKE-UP WORK POLICY

Students may make-up any work missed during their absence at the discretion of the instructor.

This school uses software published by Smart software to track student participation and attendance. Specifically, the system will allow your instructor to record the hours you spend taking the course by tracking both your hours at the school, and your time performing various duties, your lab time, practice time, and will also track your specific skills development.

SUSPENSION

Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised of the problem and what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of Academy to inform the student and to tell the student how deficiencies can be corrected.

TUTORING SERVICE

Arrangements may be made for tutoring if a student requires or desires such assistance. The fee would be negotiated between the student and the tutor. The school limits its responsibilities in this regard to providing assistance in finding a tutor.

GRADUATION REQUIREMENTS

A grade average of 80% is required for graduation from any program at the Academy for Salon Professionals. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs:

1. Completion of state required number of hours
 2. Completion of all assignments and tests
 3. Completion of weekly project sheets and weekly grade sheets
 4. 80% attendance and an 80% grade average
 5. Payment of all tuition, fees, and over-contract charges
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DRESS CODE (COSMETOLOGY AND ESTHETICS)

Adherence to our professional dress requirements is an integral part of your education. We work in a fashion industry and must learn to advise clients regarding their personal image. During your program, you will receive training and advice regarding your personal image. If an instructor deems your appearance for the day unsatisfactory, you may be asked to leave the Academy and return with appropriate dress. You will be clocked out and will not receive hours until you return in compliance with the Academy standards.

1. The dress code for Cosmetology is all black. This includes black tops (shirt or blouse), black slacks/skirt, and black shoes
 2. All clothing must be in a professional state; clean and in good repair
 3. Shoes must be close-toed and be appropriate for a professional image. Comfort is also important
 4. Hair and make-up should be appropriate for someone working in a fashion and image career. Hair and make-up should be done before arriving to class
 5. Jewelry should not interfere with salon work
 6. You must have your school apron and name tag at all times
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STATE BOARD LICENSING

RECIPROCITY

Licensed cosmetologist, estheticians, and nail techs from California may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

LICENSING REQUIREMENTS

To become licensed in cosmetology in California, students must complete 1600 hours of approved training, graduate from an approved school, and pass the state board exams.

To become licensed in esthetics in California, students must complete 600 hours of approved training, graduate from an approved school, and pass the state board exams.

PHYSICAL DEMANDS

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Beauty Industry, should obtain a doctor's release before entering the Academy or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrolling.

SAFETY REQUIREMENTS

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. Safety instructions are an ongoing procedure throughout the entire course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in the preparation of nails eye protection should be worn. Hair may not be left on the floor following a hair-cut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

TUITION AND FEES

TUITION

Cosmetology Tuition	\$ 18,000.00	
Registration/enrollment fee	\$ 150.00	Non-refundable
Books	\$ 225.00	plus tax
Kit Fee	\$ 2,400.00	plus tax
Taxes	<u>\$ 255.94</u>	estimate
Total Cost	\$ 21,030.94	

Esthetic Tuition	\$ 7,175.00	
Registration/enrollment fee	\$ 150.00	Non-refundable
Books	\$ 225.00	plus tax
Kit Fee	\$ 1,200.00	plus tax
Taxes	<u>\$ 138.94</u>	estimate
Total Cost	\$ 8,888.94	

OVER CONTRACT CHARGES

If you need to make-up a missed day, or if your 1600/600 hours go beyond the time specified in your Enrollment Agreement, there will be a fee of \$20.00 per hour. This charge is payable in advance.

TRANSCRIPTS

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge upon completion. Subsequent copies are available upon payment of a fee of \$15.00.

Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid in full. Allow 15 days for processing.

TUITION & FINANCIAL PLANS

The Academy for Salon Professionals has student financial services available. We will find the right financial program for you upon your visit to our campus. Call to meet with our admission team to help reach your career goals, book your tour of our school today! Start living your dream.

ACADEMY FINANCING

You may choose to finance your education through Academy for Salon Professionals. We charge no interest as long as payments are made on time. For further details, please contact our Finance Department to schedule an appointment.

TFC TUITION FINANCING

TFC Credit Corporation is a private lender. With TFC you may spread your payments out over 12 – 48 months depending on your course. You must purchase your kit and books 30 days prior to class start date. Interest rates vary by amount financed, credit rating, and availability of a co-borrower. A \$150.00 processing fee. www.tfccredit.com For further details, please contact our Finance Department to schedule an appointment.

METHODS OF PAYMENT

Upon enrollment, the tuition and fees are due and payable in full. However at the school's option, a payment plan has been devised requiring students to pay, books and supplies and \$200.00 of tuition cost as a down payment. The balance then can be paid in monthly installments until tuition is paid in full. Financing for The Academy of Salon Professional is coordinated through TFC.

REFUND POLICY

1. Students rejected by The Academy for Salon Professional will receive 100% refund of all fees paid. Except for the non-refundable application fee \$75.00.
 2. **STUDENT RIGHT TO CANCEL:** For students canceling before the 7 day after signing the enrollment contract or on the first day of attendance whichever comes later shall receive 100% refund of the amount paid for institutional charges, less a registration fee of \$150.00 and application fee of \$75.00
 3. If student is a minor, notice of termination must be made by Guarantor.
 4. **If a student withdraws or is terminated by the institution after the 7 day after signing the enrollment contract or on the first day of attendance, whichever comes later the following refund policy will be followed. The institution shall provide a pro-rata refund of the institutional charges through 60% or less of the period of attendance. The period of attendance is the length of the program the student is enrolled in. Any refund that is do the student will be made with 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have to make arrangements to pay it.**
 5. Refunds will be made within 45 days after the school has determined that the student has withdrawn from classes.
 6. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person. In case of a leave of absence, regardless of duration, the termination date is the date that student was scheduled to return to school but failed to be present. Refunds are due within 45 days of that date.
 7. For students who do not formally withdraw, the institution monitors students on a daily attendance basis. If student fails to attend fourteen consecutive scheduled days of attendance, and the institution is unable to contact the student, student' contract is cancelled on the fifteen (15) day. Refunds are due within 45 days of that date.
 8. If the school discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, students institutional charges may be refunded on a pro-rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable education program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student
 9. If you receive a loan to pay for the cost of your program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
 10. If you are eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
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DROP POLICY

If a student misses more than 25% of the scheduled class hours, the student will be administratively dropped and, in that event will be issued a refund per the refund policy (for instruction not received). However, to avoid a drop, students will be allowed to make up missed classes. A \$500.00 handling fee will apply in the event a student is drop from the program.

TERMINATION

A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies of Academy for Salon Professionals as outlined in the policies and this catalog. A \$500.00 handling fee will apply in the event a student is terminated from the program.

TERMS OF RE-ENTRY

A student who must withdraw temporarily may re-enter the school under the following conditions:

1. The student had satisfactory progress academically and in attendance when the temporary withdrawal began.
 2. The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or the student or the student's family member required medical attention that required the student to temporarily withdraw. Under any one or combination of these conditions the student will be re-admitted without prejudice.
-

COMPLAINT PROCEDURES

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint

A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant. If the complaint cannot be resolved it will be referred to the school's complaint committee.

The school's complaint committee three members are selected made from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest. The complaint will meet within 21 calendar days of the school receiving the complaint to review the allegations.

If the committee after reviewing the allegation needs more information a letter will be written outline the additional information needed. If the additional information is not received by the committee within 15 calendar days the committee can take any action include dismissing of the complaint.

If no further information is needed the complaint committee should act on the allegation and a letter be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The complainant may contact the following agencies if the complainant wishes to pursue the complaint any further;

Private Postsecondary and Vocational Education Information

P.O. Box 980818

West Sacramento, CA 95798-0818

Web site: www.bppve.ca.gov

E-mail: bppve@dca.ca.gov

Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento CA, 94244-2260

1 (800) 952-5210

www.barbercosmo.ca.gov

National accrediting Commission of Cosmetology Arts & Science

4401 Ford Ave

Suite 1300

Arlington , Va 22302

703 600-7600

www.naccas.org

STUDENT RECORDS

Student records for all students are kept for five years; they include both academic and financial information. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review and the Academy will make the information available within 15 days for the students review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected? In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

General information and Questions

Students shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

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."

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppve.ca.gov."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Box 980818 West Sacramento, CA 95798-0818

Phone () - Fax Number () -

Web site: www.bppve.ca.gov E-mail: bppve@dca.ca.gov