

Marin Beauty Academy

854 FOURTH ST., SAN RAFAEL, CA. 94901

www.marinbeautyacademy.com

C A T A L O G

January 1, 2020 / January 1, 2021

ENROLLMENT INFORMATION:

(415) 755-4389

GOVERNING AND REGULATORY AGENCIES:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225 Sacramento, CA 95834

Ph. (888) 370-7589 (916) 574-8900 FAX (916) 236-1897

<http://www.bppe.ca.gov>

Board of Barbering and Cosmetology

P.O. BOX 944226 Sacramento, CA 94244-2260

Ph. (800) 952-5210 FAX (916) 263-1897

<http://www.barbercosmo.ca.gov>

WELCOME TO: Marin Beauty Academy

Congratulations on taking steps along the path towards a new career in the Beauty Industry. At the Academy, our prime objective is to offer students the training to assist you to acquire the knowledge and necessary skills to pass the California State Board of Barbering and Cosmetology examinations required for State License. We will be guiding our students to their career goals while caring for their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment.

This Catalog contains important information about the programs we offer. Additional information can be found on our website at www.marinbeautyacademy.com As a prospective student, you are encouraged to review this catalog and the School Performance Fact Sheet, which must to be provided to you prior to signing an enrollment agreement.

Marin Beauty Academy’s catalog is updated annually. We provide our catalog to prospective students and anybody interested.

Marin Beauty Academy is a private institution. We are approved to operate by the Bureau for Private Postsecondary Education. The approval to operate means compliance with state standards. We are not an institution who has a pending petition in bankruptcy. We do not offer distance learning and education.

Marin Beauty Academy’s class sessions are held at 854 Fourth Street, San Rafael, CA, 94901.

Marin Beauty Academy provides the school catalog to a prospective student and any interest person via email. Our school catalog is also provided on our website at www.marinbeautyacademy.com

SCHOOL LOCATION Where classes will be held:

854 Fourth Street, San Rafael, CA 94901

PHONE (415)755-4389

EMAIL: marinbeautyacademy2019@gmail.com

Website: www.marinbeautyacademy.com

APPROVAL DISCLOSURE STATEMENT:

The Academy is approved to operate in California by the **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)** www.bppe.ca.gov, meaning that the Academy is in compliance with the California Private Postsecondary Education Act of 2009; **THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY (BBC)** Sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations. **Marin Beauty Academy is a private Institution that is not accredited by an accrediting agency recognize by the United States Department of Education.**

The Academy has been granted institutional approval to teach the following programs of study in California:

- COSMETOLOGY1600 CLOCK HOURS**
- BARBERING1500 CLOCK HOURS**
- ESTHETICIAN..... 600 CLOCK HOURS**

All students who successfully complete a program of study will be awarded an appropriate

Diploma for that program of study. Although effort has been made to assure the accuracy of the information in this catalog, students who use this catalog should note that laws, rules, and policies change from time to time and these changes may alter the information contained in this publication.

“As a prospective student, you are encourage 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 pro rata refund shall be no less than the total amount owed by the student for the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of hours or days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.”

WITHDRAWAL AND ATTENDANCE:

If a student wishes to withdraw from the institution or a course of instruction, the student must provide an explanation about why they are withdrawing. The withdrawal must be **delivered** to the Marin Beauty Academy, Administration Office, **854 FOURTH ST., SAN RAFAEL, CA. 94901**. You have the right to withdraw from a course of instruction at any time with a written notice of withdrawal made to the address of the school shown on the first page of this Agreement. Be advised that a constructive withdrawal of a student may also be made by the school.

Students must maintain successful attendance.

Students will be expected to arrive no less than ten minutes prior to the start of a class. If a student is late, it will be the prerogative of the instructor as to whether the student may participate in the class. Students will be expected to register their time by clocking in and out using a time clock at the beginning of a class, for a 30 minute lunch break, and at the end of the class. Students clocking in after their scheduled start time or taking longer than a 30 minute lunch break will have 15 minutes deducted from their hours for every minute missed after each quarter hour. Students must call the school a minimum of 15 minutes prior to a scheduled start time, and must notify the school for each day of absence. Failure to abide by this requirement will result in a no-show or absence for the day. Students who have three or more unexcused absences in one month will receive a written notice of warning, and may be withdrawn depending on prior absences and their percentage of attendance. Three or more written warnings will qualify a student for expulsion. Students who have three or more no-shows or absences, or miss two or more Saturdays during their training, without a doctor's note, will be dismissed. During basic training (12 weeks for Cosmetology/Barber; 5 weeks for Esthetician; 4 weeks for Manicurist/Pedicurist), three absences of any kind may result in expulsion. **(No permissions allowed for this period of time for freshman)**

PROBATION AND DISMISSAL

Marin Beauty Academy reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive to instruction. Students will be expected to fully observe policies and rules of conduct of the Marin Success Beauty Academy, and all requirements of the Board of Barbering and Cosmetology. Such conduct includes: excessive absences or tardiness; failure to maintain satisfactory progress; inappropriate behavior toward another student or staff member; failure to abide by school rules and regulations; failure to meet financial obligations; any other conduct deemed sufficiently disruptive of instruction so that, in the estimation of the instructor, Associate Director, and Director, continued instruction is not reasonable or constructive proposition.

Students who have been suspended or terminated may request reinstatement in writing to the Director after a period of at least thirty days. Decisions on reinstatement will be at the sole discretion of Marin Beauty Academy.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Marin Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn from Barbering, Cosmetology, or Esthetics in Marin Beauty Academy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Marin Beauty Academy to determine if your certificate will transfer.”

Marin Beauty Academy does not have entered into an articulation or transfer agreement with any other school/college or university.

The Academy reserves the right to change its curriculum, schedules, tuition, fees, student's rules, regulations and requirements at any time without notice.

NON-DISCRIMINATION DISCLOSURE STATEMENTS:

In compliance with Federal, State, and local Government requirements, the Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, School administered programs and publications, or employment practices. The Academy follows the requirements established by The Americans with Disabilities Act. The Academy does not discriminate against individuals with disabilities.

THE ACADEMY MISSION AND EDUCATIONAL OBJETIVES:

At the Academy, our mission and objective is to offer to our students the training to assist them to pass the California State Board of Barbering and Cosmetology examinations required for State License. Our prime vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the industry of Cosmetology. Our successful students should be able to function effectively at an entry level in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Skin Care Specialist, Make-Up Artist or as a Beauty Salon Owner, Instructor, School Supervisor/Director, or School Owner.

FACULTY:

Faculty members are hired for their expertise and ability as teachers of Cosmetology and Barbering. The Academy Faculty is required to have at least three years of combined education and industry experience in order to be employed as an Instructor. Our Faculty understands the importance of both Theory and Practical training that are necessary for students to be successful in their program of study. Faculty members are chosen to their ability as teachers of Cosmetology and Barbering and dedication to the teaching profession. Our faculty is licensed according to the rules and regulations set forth by the Board of Barbering and cosmetology.

CURRENT FACULTY MEMBERS

Julius Lavares: Barbering Instructor, Licensed since 2002. Julius is a very successful barber who started his barbering training in the US Navy in the early 90's. His tremendous work ethics and desire to be a successful barber allowed him to own and operate multiple Barber/Beauty shops in the Bay Area. He is also passionate about mentoring future beauty professionals to also be successful.

Claudia Risley: Cosmetology Instructor, Claudia is a talented cosmetologist who has over 25 years of experience in the beauty industry. She's been passing down her beauty industry knowledge down to her students for almost 10 years now.

Allane Calma: Barbering Instructor, Allane has been in the beauty industry since 2014. He is very passionate about his craft and a hard-worker. He has a very long list of clientele to show that he is very good and effective barber. He manages Headliners Barbershop for over 5 years and he brings that expertise to teach our students.

Irving Ibarra: Barbering Instructor, Irving has been in the industry since 2017. His success story

as a barber is worth sharing to our students. He persevered as a barber student and worked hard as a barber and later became a part-owner of the MBA. Irving can also share his expertise in running a business since he owns a janitorial business for over 10 years. He can teach students that hard-work really pays off.

Amber Paez: Esthetician Instructor, Amber is an experienced and dynamic esthetician whose career consists of 4 years of Lead Esthetician and 2 years of #1 in product sales. Her desire to make a difference in people's lives makes her an outstanding educator.

OUR CLASS SCHEDULE

We are offering regular day and evening classes. Your schedule will be determined based on the specific program you choose. Cosmetology Program start every two weeks. Esthetician and Manicuring every 4 weeks. Please check with the Admission Office ask for the actual course start dates.

HOLIDAYS:

The Academy observes the following holidays: Christmas Eve, Christmas day, New year's day, Memorial Day, Independence Day, Labor Day, and Thanksgiving. A special holiday may be declared for special reasons. Holidays of all religious beliefs are respected and allowed.

ADMISSIONS

ADMISSION PROCEDURES:

As a prospective student, you will be required to have a tour of our School, the purpose of the visit is to discuss your personal education and career plans with our staff prior to enrolling or signing and enrollment agreement, this way you can assure yourself in advance that our programs, and our education are the right fit for you before you make your final decision. Also as a prospective student, we encourage you to review this catalog and the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Currently Marin Beauty Academy is in good financial standing with no Bankruptcy pending or filed. **Marin Beauty Academy Do Not participate in Federal and state of California Financial Aid programs.**

ADMISSION REQUIREMENTS:

We want to make sure the Academy policy to enroll only students who have the aptitude and ability to learn, benefit from and find employment in their prospective program of study. Enrollment at the Academy is in two steps process.

Students must meet specific requirements prior to signing an Enrollment Agreement and must meet additional requirements prior to actually starting school.

PRIOR TO SIGNING AN ENROLLMENT AGREEMENT ALL PROSPECTIVE STUDENTS MUST:

- * Visit and Tour our School,
- * Complete a personal interview with the Admissions Advisor,
- * Complete the Application for admissions form in full.

PRIOR TO CLOCKING IN AND STARTING CLASSES. ALL NEW STUDENTS MUST MEET THE FOLLOWING REQUIREMENTS:

If you are least 17 and a high school graduate, to enroll you will need:

* Provide valid U.S. High School Diploma, a GED, passing score from the California State, proficiency exam, or high school transcripts, verifying your graduation date.

* A valid Social Security Card

* A valid government issued photo identification card or driver's license.

If you are at least 18, an Immigrant to the United States and have completed high school or its equivalent in your country of origin, to enroll you will need:

* Provide a copy of your secondary school education credential as well as an English translated copy which clearly identifies the date of completion of secondary education.

The certified and notarized translation must be completed by a qualified translator fluent both in the language in which the documents is written and in English or a bona fide, third party document evaluation service.

* A valid Social Security Card.

* A valid government issued photo identification card or driver's license.

STUDENTS LACKING THE HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT TO ENROLL YOU WILL NEED:

* Must have completed the 10th grade education level or its equivalent as required by the California State Board of Barbering and Cosmetology. Students are encouraged to obtain a GED Certificate equivalent to high school level of education by contacting their local school district.

* To demonstrate your "Ability to Benefit" from the training by passing an Ability-to-Benefit test utilized by the Academy. These tests are administered by an independent test administrator. The Ability to Benefit test accepted are(1) The Wonderlic VS-I/QS-1

Test (passing score for the VS-1 section of 200 or higher and for the QS-1 section of 210 or higher).

* A valid Social Security Card

* A valid Government issued photo identification card or Driver's License.

Marin Beauty Academy does not enter onto an articulation or transfer agreement with any other school/college or university.

Marin Beauty Academy Does not accept transfers from other Countries and Do Not provide Visa Services. can Only Accept students from other Countries if they meet above qualifications.

Marin Beauty Academy will vouch for student status.

APPLICANTS FOR INSTRUCTOR TRAINING PROGRAM MUST HAVE:

*A valid (current) California Board of Barbering and Cosmetology License in Cosmetology or Esthetics.

* A minimum of 3 years of technical experience in the cosmetology/Barbering or esthetics industry.

CREDIT EVALUATION/TRANSFER POLICY

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Marin Beauty Academy We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the CEO, Julius Lavares, at 854 Fourth St., San Rafael, CA 94901.

Experiential learning – Credit is not awarded for prior experiential learning.

ORIENTATION: At the Academy classes are held on the first day of class, or prearranged date before the first day of class. During orientation you will be introduced to your Academy staff and learn more about our policies and expectations, regulations and student services.

ENGLISH AS A SECOND LANGUAGE (ESL)

The Academy does NOT offer English as a Second Language Programs. At the Academy Curriculums are taught in English.

ENGLISH PROFICIENCY: The academy admits students with a high school diploma or its equivalent who, as such are deemed to have the level of English proficiency necessary to have the ability to benefit from the program taught in English. Test of English as a Foreign Language with a passing grade will be accepted for ability-to-benefit students.

GRIEVANCE PROCEDURE: In the event students has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make his/her grievance known to the institution's Director, it is strongly recommended that all grievances be presented in writing. The school will provide a corresponding oral and written response to all grievances within five (5) business days. At any time any student or member of the public may file a complaint with Bureau For Private Postsecondary Education by calling toll free (888)370-7589 or online at:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION(BPPE)

Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, ca 95834

Phone #s. (916) 574-8900 www.bppe.ca.gov

DISCLOSURE AND RETENTION OF STUDENT RECORDS:

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the Institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. The Academy will keep this records for five (5) years from the last day of attendance however, transcripts are kept on file permanently. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of governmental agencies so authorized by law

FACILITIES:

The Academy is in spacious, facility for our staff and students. Our School simulates salon conditions to help students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the students equipment and product knowledge. There is a break area that can be

used for eating or resting. The facility can accommodate 135 students who perform services with the latest in equipment and constantly updated techniques. The equipment and facilities met all the standards set by the California Barbering and Cosmetology Program. **Equipment includes stylist chairs, facial beds, towel warmers, dryers, electrical and thermal curling and flat irons, color and chemical products as well as shampoo, conditioners, shave and facial products.**

LIBRARY AND OTHER LEARNING RESOURCES:

The Academy has a library which includes videos, books, and magazines. All of these items are available to the student. The student needs to request from any floor instructor, any of these items which are available for their use during school hours.

HANDICAPPED (WHEELCHAIR ACCESS):

The Academy is fully handicap accessible.

HEALTH AND PHYSICAL CONSIDERATIONS:

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if the student (their parents or physician) believe they can fulfill the training demands.

TRAINING EQUIPMENT:

Our entire training system, particularly in regard to the equipment available for student use is designed to prepare our students to meet any challenge they might face in the work place. Before the first day of class each student is provided a kit with all new materials needed for the course. The school guarantees the quality of our education is reflected in the quality of the materials used. Marin Beauty Academy provide our students with real life training environmental, our equipment include: Classrooms, practical training areas, library and Cd/DVD on topics related to the beauty industry, students also have access to the media center and online test preparation for their state board exam through Milady Publish Company, MBA used: Cosmo, barber stations, hand sinks, shampoo bowls, mannequins, kit for daily use: blow dryer, flat/curl iron, shears, trimmers, rods, rolls, combs, etc.

CAREER COUNSELING:

The academy counsels advise the students individually and as often as necessary. Counseling takes place in our school SAP monitoring of the students' progress takes place as scheduled for the period of enrollment of the course of study. Salon owners and Stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administration.

DRUG ABUSE PREVENTION PROGRAM:

The Academy makes the following information available to its students, staff and Instructors. Any individual associated with who is seeking information, counseling or assistance concerning Drug abuse Prevention may call the following agency for help and/or information: BAY AREA COMMUNITY RESOURCES calling at (415) 444-5580

PLACEMENT:

The Academy does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to the Academy for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listing of Salons seeking employees, their job requirements, salary and other pertinent register. The Academy may show prospective students this register upon request.

ATTENDANCE, TARDY AND MAKE-UP POLICIES:

Attendance must be maintained at a minimum of 70% of the schedule attendance; the students are expected to complete the course of study within the period of time stated in the enrollment agreement, and no more than 150% of that period. An absence may be excused by calling the same day prior to the beginning of class. Students are required to make up for the lesson, and/or exam missed due to absenteeism. However, the made-up work by the student will not provide credit for hours or operations if not physical performed within the school premises. If the student is absent three (3) consecutive weeks, the school will withdraw him/her. The Instructor in charge will review excessive tardiness or unexcused absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest quarter hour. Once theory classes have begun (by 9:15 am) students will not be allowed to enter the classroom.

ATTENDANCE STATUS:

Full time is considered over 25 clock hours per week. Part time students are considered less than 25 clock hours per week. Pay close attention to your contracted schedule.

CLASSES AND PRACTICE HOURS - CREDIT PROCEDURE:

Students record their attendance by clocking IN at the start of the day, OUT for a lunch period, IN when returning from lunch and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to clock-in and receive credit for the full quarter (1/4) hour (i.e. 9:07 = 9:00 am. and 9:38 am. = 9:45 am).

Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded on a weekly time card. The student and the instructor must initial the weekly time card DAILY. At the end of the week, a new time card is prepared from the last weeks' time card. ALL time cards MUST be turned in at the end of the week, or you may lose those hours, operations and theory credits.

"Time cards must remain in the school at all times"

"Time cards are legal documents that belong to the school and the state."

"DO NOT TAKE YOUR TIME CARD HOME WITH YOU."

CREDIT EVALUATION:

Academy officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Board of Barbering and Cosmetology Rules and Regulations. Occasionally, a student acceptance by the Academy will depend entirely on the credit evaluation conducted by the California State Board of Barbering and Cosmetology. Before enrolling in this Academy, it is the student responsibility to obtain the State's

evaluation.

FRESHMAN CLASS (FULL TIME STATUS):

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass The Barbering and Cosmetology Board examination. From this initial introduction, the student will learn all the fundamental basics for his/her future career. The hours spent in the freshman class are 400, for the cosmetology course, 350 for the barbering 150 for the esthetician course and 100 for the manicuring course. The Academy considers the freshman classes to be the foundation of the students learning process.

GRADING AND EVALUATION SYSTEM:

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to Cosmetology students at 25%, 50%, 75%, 100%, 125% and 150% of the schedule completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the students does not complete the program by the expected 100% point. For the Esthetician and Manicurist students the Evaluations forms are issued at 50%, 100%, 125% and 150% of the schedule completion of the course. In accordance to the maximum period allowed evaluations at 125%, 150%, will apply on those cases when the students does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the students and a REPORTCARD will be issued also at this time. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

PRACTICAL GRADING SCALE:

100% - 93%	"A" Excellent	5 Excellent
92% - 86%	"B" Above average	4 Above Average
85% - 76%	"C" Average	3 Average
75% - 70%	"D" Unsatisfactory	2 Needs Improvement
68% or below	"F" Not Passing	1 Not Passing

GRADUATION DIPLOMA:

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of "C" (75%) or better within 150% of your course requirements, he/she receive a Diploma certifying his/her graduation of the appropriate California State Board of Barbering and Cosmetology Examination.

LEAVE OF ABSENCE:

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the starting and ending date of the leave of Absence. Leave of Absence may be granted for up to 60 days. Do Not request a Leave of Absence unless you absolutely need it. Under no circumstances can the school grant more than a single (1) LOA within each contracted period of enrollment (mitigating

circumstances may apply). Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from LOA will be considered withdrawn as of the last class day of attendance.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:

This Institution expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this Institution, the students must:

- 1) Maintain a cumulative academic average of "C" (75%) or better at the end of each of the evaluation period.
- 2) ROP students must maintain a cumulative average attendance level of 90% of the scheduled hours on a weekly basis in order to remain eligible for ROP and 70% cumulative average for all other students.
- 3) Complete the course within the time frame of the length of the course as contracted in the enrollment agreement. If the student needs to re-enroll to complete their course of training, the student will be subject to a new contract agreement.
- 4) Students meeting the minimum requirements for attendance and academic progress according to their enrollment contract agreement or at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS:

Students in compliance with the Satisfactory Academic Progress Policy, is divided into hourly evaluation periods and is assessed at 25% increments of the scheduled course completion for Cosmetology and at 50% percent increments of the schedule course completion for Estheticians and Manicurist.

The following table represents the percentage of scheduled course completion, the number of hours scheduled or offered by the Institution and the minimum number of hours required.

	COSMETOLGY	ESTHETICIAN	MANICURING	BARBERING
	Schedule	Schedule	Schedule	Schedule
At 25%	400	n/a	n/a	375
At 50%	800	300	200	750
At 75%	1200	n/a	n/a	1125
At 100%	1600	600	400	1500

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. in addition to the required number of hours, students must also have to maintain a "C"(75%) or better grade average.

PROBATION PERIOD:

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a probation status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the probation period. Students who fail to meet SAP progress by the conclusion of the probation period will be deemed not to be making satisfactory progress and at this time may be terminated from the course of study. If student is making SAP by the conclusion of the probation period will be removed from the probation status and will regain a "Making Satisfactory Progress" status.

APPEAL PROCEDURE:

If you wish to appeal the non-satisfactory progress status, must submit a written request to the school Director. The request must be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Director shall notify you within (5) five business days in writing of his/her decision.

REINSTATEMENT:

A student that prevails upon the appeal process will be determined as making satisfactory progress until reconsidered in their next evaluation.

RE-ENTERING:

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

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The transferability of credits you earn at Marin Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Marin Beauty Academy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Marin Beauty Academy to determine if your certificate will transfer.

Marin Beauty Academy does not have entered into an articulation or transfer agreement with any other school/college or university.

Please reference the separate document entitled School Performance Fact Sheet.

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 address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, website: www.bppe.ca.gov, telephone number: (888) 370-7589 or (916) 574-8900, fax: (916) 263-1897".

COURSE INCOMPLETENESS:

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction.

COURSES OF STUDY:

Cosmetology (1600 Clock Hrs.), Esthetician (600 Clock Hrs.) & Barbering (1500 Clock Hrs.)

The Academy uses the Milady Standard Text books and Programs as its main reference and instructional guides at this time.

TUITION AND FEES POLICIES:

Institutional charges for the entire tuition, registration fee, books and supplies will be assessed and posted in the student's enrollment contract and tuition account records. Tuition and other fees are subject to this institution and the State of California refund policy. At this time Marin Beauty Academy does not participate in Federal Financial Aid programs. Therefore, we do not offer federal loans or student housing. Please be advised that any student loan the student pursues is the sole responsibility of the student to repay and Marin Beauty Academy will have no responsibility in such matter.

TEXTBOOKS, EQUIPMENT AND SUPPLIES:

The student Kit, textbook and supplies will be issued to you on the first day of your freshman class, or as soon as it is available. All needed supplies and equipment during the freshman training will be available in the freshman classroom. At the end of the freshman training, each student will take their assigned work station or clinic lab area. Students are expected to maintain the kit by replacing lost or broken articles.

The academy is not responsible for a student's equipment, either lost or stolen.

Due to sanitary reasons the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.

TUITION AND FEE SCHEDULE:

COURSE	TUITION	REG. FEE	BOOKS & SUPPLIES	Total charges Estimate total (Non-Refund.) for the current charges for the period of entire educational Attendance .Program..		Weeks
Cosmetology	\$18,500.00	250.00	\$1,300.00	\$20,050.00	\$20,050.00	40-54
Barbering	\$18,000.00	250.00	\$1,200.00	\$19,450.00	\$19,450.00	40-50
Esthetician	\$12,000.00	250.00	\$1,000.00	\$13,250.00	\$13,250.00	15-30

NOTE: Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

Marin Beauty Academy Does Not participate in any State of California Financial Aid Programs.

EXTRA INSTRUCTION CHARGES:

If student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, The Academy will extend a courtesy period of additional training limited to 1 week without assessing additional charges. Thereafter overtime tuition charges will be assessed for the remaining number of hours to complete times the enrollment contract Tuition Rate per hour. (see above schedule for charges.)

RE-ENTRY POLICY:

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. State Board of Barbering and Cosmetology law currently accepts clock hours completed in the State of California with no time expiration or loss of clock hours should you drop out of school and re-enter at a later date. If student transferred to other institution before returning to the Academy, those ours and operations earned at that institution would also be credited to the student for the new re-enrollment (if new school accepts transfer clock hours). Any transferable credit earned at Marin Beauty Academy may be withheld until financial obligations to Marin Beauty Academy have been paid in full. At which time Marin Beauty Academy will release any transferable credit. Each re-entry is treated on an individual basis.

The Academy reserves the right to reject students that have been withdrawn from the Academy before.

METHOD OF PAYMENT:

For information on the payment programs, please contact the Administration Office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full on or before graduation, unless prior arrangements are made with the Director of the school.

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 signing and enrollment agreement.

"ANY QUESTION A STUDENT MAY HAVE REGARDING THIS CATALOG THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSTITUTION MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDAR EDUCATION AT: Physical address:

1747 North Market Blvd. Suite 225, Sacramento CA 95834

phone numbers:(916) 574-8900 / Toll free number(888)370-7589 or by fax:(916)263-1897

www.bppe.ca.gov

A student or any member of the public may file complaint about this institution with the Bureau for Private Postsecondary Education by calling: Toll free telephone #: (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site

www.bppe.ca.gov

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND STATEMENT (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relive 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 relived 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 student in a educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any information that documents the amount paid to the school.

Questions regarding the STRF may be direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION:

Physical address: 1747 North Market Blvd., Suite 225, Sacramento CA, 95834

Phone numbers: (916) 574-8900 / Toll free number(888)370-7589

email address: www.bppe@dca.ca.gov

To be eligible for STRF you must be a California resident, or 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 did you not chose to participate in a teach-out plan approved by the Bureau or did not complete chosen teach-out plan approved by the Bureau.
- 2)You were enrolled at an institution or a location of the institution within 120 days period before the closure of the institution or location of the institution, or were enrolled in a educational program within the 120 days 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 a 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 federal student loan program as required by law, or has failed to pay 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 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 to 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 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 field a written application for recovery within the original four (4) years 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.**

Note: Authority cited: Section 94803, 94877 and 94923, Education Code: Reference: Section 94923, 94924 and 94925, Education Code.

COSMETOLOGY COURSE (1600 Clocked Hours)

The curriculum for students in the Cosmetology Program consists of 1600 clocked hours of Technical Instruction and Practical Training, which include at a minimum the State mandate subject hours listed in the chart below. Instructors will cover the techniques in the hair, make-up, skin care, and manicuring to business skills and safely practices. This program, of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
<ul style="list-style-type: none"> • <u>Health and Safety</u> Laws and Regulations 20 Health And Safety 45 Disinfection and Sanitation 20 Anatomy and Physiology 15 		
<ul style="list-style-type: none"> • <u>Practical Training-Hair Dressing</u> Hairstyling 65 Permanent Waving/Chemical 40 Straightening 60 Hair Coloring and Bleaching 20 Hair Cutting 		240 105 50 80
<ul style="list-style-type: none"> • <u>Esthetics</u> Manual, Electric and Chemical Facials 25 Eyebrow Beautification, Make-Up 25 		40 30
<ul style="list-style-type: none"> • <u>Manicuring and Pedicuring</u> Manicuring and Pedicuring 25 Artificial Nails and Wraps 26 • <u>Disinfection and Sanitation</u> 10 		30 130 15
<ul style="list-style-type: none"> • <u>Career Development</u> Professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records. Also fundamentals of business management. 		

GRADUATION REQUIREMENTS: When the student has completed the 1,600 clocked hours, the required theory hours, and practical operations in Cosmetology with a GPA of a “C” 70% or better and the student has paid in full ALL tuition and fees, he/she is awarded a Diploma certifying his/her

graduation. The academy will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board Examination.

Gainfully Employed: The graduated is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification codes, using the detailed (six-digit)

level, for which the institution has identified in its catalog and its employment positions list required by section 94910 of the Code that the program prepares its graduates.

Standard occupational Classification Code: (SOC) 39.5012.00

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older and have completed the 10th grade. A Cosmetology License will be granted by the State of California, only after the student has successfully completed and graduated from the Cosmetology Course all described above and passed the Barbering and Cosmetology Board Examination with an overall average of 75%.

ESTHETICIAN COURSE (600 CLOCKED HOURS)

The Curriculum for students enrolled in the esthetician program consists of 600 clocked hours of Practical Training and Technical Instruction, which will include at a minimum the statemandated subject hours listed in the chart below. Instruction will cover skin care treatments and techniques, Make-up, Hair removal, Business Skills, and Health and Safety practices.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
<ul style="list-style-type: none"> • <u>Health and Safety</u> Laws and Regulations 20 Health And Safety 45 Disinfection and Sanitation 20 Anatomy and Physiology 15 		
<ul style="list-style-type: none"> • <u>Practical Training-Facials</u> Manual, Electric and Chemical Facials 70 Preparation 15 		140
<ul style="list-style-type: none"> • <u>Hair Removal and Make-Up</u> Eyebrow Beautification 25 Make-Up 20 		50 40
<ul style="list-style-type: none"> • <u>Career Development</u> Professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records. Also fundamentals of business management. 		

GRADUATION REQUIREMENTS: When the student has completed the 600 clocked hours, the required theory hours, and practical operations in Esthetics with a GPA of a “C” 70% or better and the student has paid in full ALL tuition and fees, he/she is awarded a Diploma certifying

his/her graduation. The academy will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board Examination.

Gainfully Employed: The graduated is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification codes, using the Detailed (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910 of the Code that the program prepares its graduates

Standard Occupational Classification Code: (SOC) 39.5094.00

<p>LICENSE REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Esthetician License will be granted by the State of California, only after the student has successfully completed and graduated from the Esthetician Course, all describe above and passed the Barbering and Cosmetology Board Examination with an overall average of 75% Bacteriology, Anatomy, & Physiology includes: bacteriology, anatomy, physiology and nail analysis and conditions.</p>	15	
<ul style="list-style-type: none"> • <u>Communication Skills & Careers Development</u> Includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package & payroll deductions, record keeping, client service records, basic tax responsibilities related to independent contractors, booth renters, employees and employers, and industry business practices with emphasis on service, techniques and utilization of organic and compensation environmentally sustained products. 		

GRADUATION REQUIREMENTS: When the student has completed the 400 clocked hours, the required theory hours, and practical operations in Manicuring with a GPA of a “C” 70% or better and the student has paid in full ALL tuition and fees, he/she is awarded a Diploma certifying his/her graduation. The academy will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board Examination.

Gainfully Employed: The graduated is employed in a job classification under the United States Department of Labor’s Standard Occupational Classification codes, using the Detailed (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910 of the Code that the program prepares its graduates.

Standard Occupational Classification Code: (SOC) 39.5092.00

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older and have completed the 10th grade. A Manicurist License will be granted from The State of California, only after the student has successfully completed and graduated from the Manicuring Course, all described above and passed the Barbering and Cosmetology Board Examination with an overall average of 75%.

INSTRUCTOR TRAINING PROGRAM (600 CLOCKED HOURS)

The program consist of 600 clocked hours of Theory and Practical Training in teaching Cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up demonstration.

PREREQUISITE: A high school diploma or GED equivalent and a current California Board of

Barbering and Cosmetology License as a Cosmetologist, Barber, Nail technician, or Esthetician. A minimum of three (3) years of technical experience in the industry is required.

SUBJECTS

- **The Bureau of Barbering and Cosmetology Act and the bureau's Rules & Regulation.**
- **Preparatory Instruction: Theory Teaching**
 - Instructional techniques, method of instruction, lecture, demonstration, performance, communication skill, instructional aids and the use of questions to promote learning.
 - Organization, four (4) steps teaching method, performance objectives and learning domains, techniques.
 - Lesson planning, subject, title, outlines, development, and visual aids.

BARBERING PROGRAM (1500 CLOCKED HOURS)

INSTRUCTIONAL GOAL:

a.) The curriculum for students enrolled in a Barbering Course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of barber pursuant to section 7316 of the Barbering and Cosmetology Act.

b.) For the purpose of this section, technical instruction shall mean instruction by demonstrations, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical training in Hair Dressing: The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations): The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures:

Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations): The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations): The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand test, safety precautions, formula

mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hours of Technical Instruction and 80 Practical Operations): The subject of hair-cutting shall include, but is not limited to the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

2) 200 Hours of Technical Instruction and Practical Training in Shaving The required subject of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follow:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations): The subject to preparation and Performance shall include, but not limited to, the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shaving antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety The required subject of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction): The subject of Laws and Regulations shall include, but is not limited to, the following Issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction): Health and Safety/Hazardous substances including 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction): The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Disinfection and Sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction): The subject of Anatomy and Physiology shall include, but is not limited to, the following issues: Human Anatomy, Human Physiology.

(c) The Board recommends that Schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

NOTE: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Section 7316, 7321.&(d)(i), 7362.S(a) and 7389, Business and Professions Code.

GRADUATION REQUIREMENTS: When a student has completed the 1500 hours the required theory hours and practical operations in Barbering with a GPA of "C" (75%) or better and the student has paid in full all tuition and fees, he/she is awarded a Diploma certifying his/her graduation. The Academy will assist the student in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Board Examination. Gainfully Employed: The graduated is employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910 of the Code that the program prepares its graduates. **Standard Occupational Classification Code: (SOC) 39.5011.00**

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older, and have complete 10th grade. A Barbering License will be granted by the State of California, only after the student has successfully completed and graduate from the Cosmetology course, all describe above and pass the State Barbering and Cosmetology Board Examination with an overall average of 75%.

REFUND POLICY:

Students have 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. Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, it is effective when is deposited in the mail property addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will give two notices of cancellations forms for your use if you decide to cancel. However, you can use any written notice that you may wish. If the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30 days period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of the agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any supplies and/or equipment, the cost will be charged to your account. If you cancel the enrollment agreement, the school will refund any money that you paid, less any deduction for equipment received.

Marin Beauty Academy shall provide a pro rata refund to students who have completed 60% or less of the period of attendance, and we shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

WITHDRAWAL FROM COURSE:

The Admissions Office has been assigned as the only office authorized to receive notices of cancellation, withdrawals and transfers. All notifications must be presented in writing in order to be processed by the financial aid office. Other administrative offices or faculty must refer the

student to the Admissions Office for terminations procedures.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is the First class session, or the seventh day after enrollment, whichever is later. The school will remit a refund less a registration fee if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services (rendered and for un-returned equipment.) The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have NOT received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in a good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30 day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount, the documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract, in any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of this agreement. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

HYPOTHETICAL REFUND EXAMPLE IN ACCORDANCE TO THE STATE PRO-RATA POLICY:

Assume, that a student, upon enrollment in a 1600 hours course, pays in full \$8000.00 for tuition, \$75.00 for registration, and \$1500.00 for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$5,000.00 based on the calculation stated below. If the student returns the equipment (if was returnable) in good condition within 30 days following his/her withdrawal date, the school would refund the charge for the equipment returned and paid by the student.

Total Paid.....	\$9,575.00	Tuition Cost.....	\$8,000.00

Less Registration Fee(Not Refundable)....	\$ 75.00	Hours in the Course.....	1,600

Less cost of Un-returnable equipment.....	\$1,500.00	Hourly Charge	5.00

Equal amount paid for instruction.....	\$3,000.00		

Paid for instruction..... \$8,000.00

Hours attended 600

Tuition owed 600x\$5.00. \$3,000.00

Refund Due \$5,000.00

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

- a) Date when you notify the financial aid office of your intent to withdrawal.
- b) Date when the School terminates your enrollment.
- c) Date when you failed to attend classes for a three week period.
- d) Date when you failed to return as scheduled, from an approved leave of absence.

If a course is cancelled or the school closes, subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid, or 2) Provide for completion of the course at a nearby school.

TRANSCRIPTS:

NOTICE CONCERNING TRANSFERABILITY OF UNITS, HOURS, AND OPERATIONS EARNED AT OUR ACADEMY:

The transferability of credits you earn at Marin Beauty Academy for Cosmetology, Barbering, and Esthetics are at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Marin Beauty Academy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Marin Beauty Academy to determine if your certificate will transfer. Each course of study offered by the Academy is considered to be a single course; therefore students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.

STUDENT FINANCIAL OBLIGATIONS:

If a student obtains a loan 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 student has received federal student financial Aid funds, the student is entitled to a refund of the money not paid from federal student financial Aid program funds. Students withdrawing from this Academy prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the Academy.

SCHOOL RULES AND REGULATIONS:

- 1) If you cannot attend school or you will be late, you **MUST** call in before 9:00am. You **MUST** clock in on your time card before 9:07am. At 9:38. You **MUST** attend theory to be given credit for that hour. You may not be on the clinic floor during theory unless the theory instructor has given you permission to do so.
- 2) **ATTENDANCE:** A 75% attendance policy is enforced for all the students. Pay close attention to your contracted hours.
- 3) Look professional at all times, keep your hair, skin and nails well maintained and groomed. Act and sound professional at all times, be friendly and courteous and **NEVER** use foul language. If you use foul language, you will be written up and dismissed from school for the day. **PLEASE** speak English if you are performing a service on an English speaking client, do not have a fluent conversation in a foreign language in front of your client or other students or staff that may not understand what is being said.
- 4) Uniforms **MUST** be worn at all times while in school; this includes **YOUR** Name Tag, **NURSE TYPE "SCRUBS"**(pants and top) **BLACK** for Cosmetologist, **WHITE** for Estheticians and **BLUE** for Manicurist. No pictures, symbols or writing on your clothing are allowed. **BLACK** tennis shoes for Cosmetologist and **WHITE** tennis shoes for Estheticians and Manicurist, Tennis or Nurse type shoes with rubber soles, closed toe/heel **ONLY**. **WE DO NOT** have loaner uniforms available, if you are not in **YOUR** uniform you will be written up and sent home for the day.
- 5) There is **NO** eating or drinking on the Clinic floor or in the classrooms. **WE** should **NOT** have to ask you to put your food away **ONLY** water in closable bottles is acceptable on the clinic floor and in the classrooms.
- 6) "**NEVER** leave the school premises without clocking out on your timecard" If you leave the school other than your lunch break, you **MUST** have permission from your instructor, if you do not clock out on your timecard before leaving the building you will be immediately written up,, clocked out and sent home for the day or suspended. You will lose the time that you were out of the building without being clocked out. The lunch hour will be between 11:30am. to 1:00pm. for every student, you will have 30 minutes to have your lunch within that time period. **YOU MUST** clock out for lunch and bring your timecard to the front receptionist. Timecards are to be left with the receptionist. As soon as your half hour lunch is complete, you will take your timecard from the front desk; inform the receptionist that you have returned from lunch, and clock in. **If you have a client during our schedule lunch break, you will take your lunch directly after you perform your client's service.** Please make sure that an instructor or staff member is aware so other arrangements may be made for the client, in the event the client service takes longer than expected. **Any student attending more than six (6) hours per day MUST take a lunch break.**
- 7) All students **MUST** respect the fact that they will be booked with clients on the

appointment book. Under NO circumstances may you refuse or transfer a client unless you have an instructor's approval due to other reasons. You must also be aware that other students might be absent on any given day, therefore, there are booking changes that must be made by the clinic floor instructor to accommodate our clients. All students MUST cooperate with the clinic floor instructor and receptionist. Refusing a client will result in being written up, clocked out and sent home for the day.

8) You may not hang around or stand behind the reception desk at any time. Assisting or filling in for the receptionist, will be the only exception for you to be behind the front desk. Students will not mark themselves out on the appointment book for any reason.

9) Students with 1500 hours MAY be marked off the books on Tuesday, Wednesday and Thursday only to practice for their State Board exams. You may only be marked out by instructor approval and signature, in order to keep this privileged, you must be busy all day working on State Board assignments. You may work on the textbook assignments, theory workbooks and notes as approved by the clinic floor instructor. The remainder of the day must be spent working on a State Board model or doll head.

10) Personal chemical services are not performed only as approved by the clinic floor instructor. You must get permission from your instructor to have the service at any time. You MUST attend theory five(5) consecutive days prior to having ANY personal services performed on yourself. All chemical services are 1/2 price for students; school products only. Product amount WILL be monitored.

11) Breaks will be 15 minutes in length. You will receive two (2) breaks a day, one break shall be taken (mandatory) directly after theory in the morning at 10:00am. and the other break MUST be taken before 3:00pm. unless your circumstances are approved by your instructor. If you attend school for six(6) hours or less a day, you are only allowed one 15 minutes break.

12) Students MUST show respect for their instructors and staff at all the times. Lack of respect will be determined by administration and will result in written documentation, being clocked out and sent home for the day. Severity of the offense and may be grounds for suspension and or termination from your school program.

13) part of your training includes dispensary and possible front desk training; this is an important part of your training, this will help you to build your communication skills, telephone and appointment protocol and procedures, interacting with others in a salon environment, understanding product knowledge, pricing, stocking and display, general public relations and much more. If you are assigned to the dispensary, you must remain in the dispensary for the day so as to be able to help students with their dispensary needs unless an instructor tells you differently. You may work on your mannequin and or book assignments in the dispensary area for additional credits.

14) Students under the influence of alcohol, Illegal drugs or distributing or selling drugs shall be immediately written up and terminated from their program and withdraw from the school, law enforcement may be notified. The school reserves the right to search lockers and stations as deemed necessary by staff.

15) All students are responsible for their own personal items and their work station. others are available to all students. ABSOLUTELY no food is to be stored or kept in lockers. Please take good care of all your equipment and keep it in sanitary condition. **Keep your lockers and stations locked at all times.** The school is NOT responsible for lost, stolen or damaged equipment. All equipment must be maintained in a sanitary and organized manner.

16) Only enrolled students and or paying clients are allowed on the clinic floor area and your work stations. Your friends and visitors are to wait in the reception area or outside until you are

able to see them. Clients with children must have someone with them to attend to their children, as we do not offer childcare services at this time. If the child is receiving a service, the parent may not receive a service at the same time. Check Client ticket for service.

17) Clean-up assignments are part of a student's daily routine as it relates to their own personal station, work areas and other assigned clean-up duties from the schools clean up list. Each student will be given a cleaning assignment daily, but will also be responsible for cleaning their station and chair. Each student will receive a half hour per day of practical credit for completing this assignment.

18) Cell phones are NOT allowed to be used in the school premises, this means the clinic floor, classrooms, and reception area. You may use your cell phone in the break area, as long as you are behind the lockers. Please be respectful when using your cell phone around the school premises. Please make sure your phones on the silent mode while in the school. **NO ELECTRONIC DEVICES ALLOWED.**

19) You must come to school prepared every day. A three ringed binder or notebook, paper, pencils, textbooks and workbooks. This means you must bring all study materials to school on a daily basis. **Being unprepared** to work on an assignment or a client, will result in being written up, clocked out and sent home for **the day**.

20) All students MUST adhere to these rules and regulations at all times, to ignore them shall result in written-ups, counselors report, probation, suspensions, withdrawal from your program and termination from the school. The instructors and administration of this school have the right to proceed with the disciplinary protocol action requires to enact our disciplinary policies and procedures.

Write-Ups Procedures:

1- write-Up = Documentation and clock-out for the day.

3-Write-Ups = Documentation and 1 week suspension.

6 Write-Ups = Withdrawal from program & Termination from school.

Absences:

You are given one extra week to be used at your own discretion if requested).

The school must be given notice prior to your absence in written and/or verbal form. The front desk must be advised as well.

Unexcused absences or failure to have proper documentation for your absence shall earn a written-up or extend your enrolled contract time.

BACK GROUND CHECKS:

California Board of Barbering and Cosmetology: The application for examination by the board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any State, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on case-by-case basis. It is the student's responsibility to determine if any past criminal convictions will prevent from obtaining the required State Board

License. For more information, about these requirements, an individual should contact the appropriate agency as follows:

BOARD OF BARBERING AND COSMETOLOGY

P.O.Box 944226 Sacramento, Ca. 94244-2260

Phone: Toll Free number (800)952-5210

Fax (916)575-7281

www.barbercosmo.ca.gov

STUDENTS RIGHTS AND RESPONSIBILITIES:

The student has the right to ask the School:

- *The name of its regulatory and licensing agencies.
- *About its programs, laboratory, and other facilities, and its Faculty.
- *What the cost of attending and the policy on refunds to students who drop out.
- *What financial assistance is available.
- *What the procedures and deadlines are for submitting application for each available program.
- *How the School determines whether you are making satisfactory progress and what happens if you are not.
- *What special facilities and services are available to the Handicapped

It is the student responsibility to:

- *Review and consider all the information about the school program before enrolling.
- *Pay special attention to the disclosure documents and applications for student enrollment.
- *Complete all forms accurately.
- *Provide all documentation, corrections, and /or new information requested by the Admission Office.
- *Notify the School of any information that has changed since you enrolled.
- *Read, understand, and keep copies of all forms and disclosures you are asked to sign.
- *Request an exit, interview at the time you are leaving the school to determine the net balance of your account with the school as well as any changed information.
- *Once graduated, notify the school of a change in your name, address, phone number, or employment.
- *Understand the school refund policy and comply with the enrollment status, financial Charges, financial terms, time allowed to complete and the termination procedures as Specified in the enrollment contract you will be asked to sign.

STUDENT SERVICES

STUDENT ADVISING: To help students achieve their fullest personal development and make the best use of all of the Academy educational resources, we offer guidance and advice beginning with your first admissions interview.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract agreement, at the first class session, or the seventh day after the enrollment as described in the notice of cancellation form that will be given to you at the first class session.

Read the Notice Cancellation form for an explanation of your cancellation rights and responsibilities, if you lost your Notice of cancellation form ask the school for a copy.

- After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the council for Private Postsecondary Education at the address and phone numbers printed below for information.
- If you have any complaint, question, or problems which you cannot work out with the school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Mailing address: 1747 North Market Blvd. Suite 225 Sacramento, CA 95834

Phone Numbers: (916) 574-8900 / Toll free number (888)370-7589

HOUSING: (71810)

AT MARIN BEAUTY ACADEMY Programs are "NON-Residential"

A) MBA, don't have dormitory facilities under its control.

B) MBA, don't offer reasonably near the Institution's facilities, is not much availability of housing near the Institution facilities, but the approximate cost of housing is between \$2,000.00 and \$3,500.00 for one/ two bedroom apartment.

C) MBA, has NO responsibility to find or assist a student in finding housing.

Prior to signing the Enrollment Agreement, you must be given a catalog or brochure and School performance Fact Sheet, which you are encouraged to review prior to signing the Agreement. These documents contain important policies and performance data for the Institution. The Institution 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 the Enrollment Agreement. Please reference the separate document entitled School Performance Fact Sheet.

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 address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, website: www.bppe.ca.gov, telephone number: (888) 370-7589 or (916) 574-8900, fax: (916) 263-1897.

A student or any member of the public may file a complaint about the Institution with the Bureau for Private Postsecondary Education by calling Toll Free number 800-370-7589 Toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site.

www.bppe.ca.gov

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MARIN BEAUTY ACADEMY, Is not operating as a Debtor in possession, has not filed a petition within the preceding five years, don't have or had a petition in Bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).