



**REDKEN
PREMIER
SCHOOL**

SAM VILLA®

ADDENDUM 8/1/2023

October 2022/2023

Valid October 1, 2022 – September 30, 2023

COURSE INFORMATION / STUDENT HANDBOOK

7518 Baird Way

Citrus Heights, CA 95610

916.725.6861

Website www.chbeautycollege.com Email chbeautycollege@aol.com



MISSION STATEMENT

The Mission of Citrus Heights Beauty College is to provide a professional and educational environment that is centered on quality academic and practical learning.

We wish to inspire our students to reach their full potential with personal development, fiscal responsibility and soft skills needed in our industry.

It is our mission for our graduates to successfully pass the State Board licensure exam

Instill a sense of professionalism and pride in each student.

Provide up to date industry training information so our students may successfully obtain job opportunities in Cosmetology, Esthetician, Manicurist and related fields.

SCHOOL INFORMATION

Prospective Students are encouraged to review this catalog, review the School Performance Fact Sheet (must be provided to you prior to signing an enrollment agreement) and visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreement. This school currently has available sponsored programs, Government, or other programs to provide grants to pay for portions of tuition or fees. 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 by calling toll free (888) 370-7589 or the bureau's internet website www.bppe.ce.gov.

ACCREDITATION AND APPROVALS

Citrus Heights Beauty College is Accredited by NACCAS and approved by the following agencies:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

3015 Colvin Street

Alexandria, Virginia, 22314

Telephone: (703) 600-7600 Fax: (703) 379-2200

Website: www.naccas.org

US Department of Education

Federal Student Aid Program Compliance

San Francisco / Seattle School Participation Division

50 Beale Suite 9800, San Francisco, CA 94105-1863

Telephone: (415) 486-5367 Fax: (415) 486-5676

Vocational Rehabilitation

721 Capitol Mall Suite 110

Sacramento, CA 95814

Telephone: (916) 324-1313

California Board of Barbering and Cosmetology (DCA)

1625 North Market Blvd., Suite N 112

Sacramento, CA 95834

Telephone: (916) 445-1254

Toll Free: (800) 952-5210

Website: www.dca.ca.gov

Bureau for Private Postsecondary Education

1747 Market Blvd., Suite 225

Sacramento, CA 95834

Telephone: (916) 574-8900 Fax: (916) 263-1897

Toll Free: (888) 370-7589

Website: www.bppe.ca.gov

CAREER OPPORTUNITIES

The curriculum at Citrus Heights Beauty College is designed to offer training for entry-level positions in the Salon and Spa profession. However, Citrus Heights Beauty College cannot guarantee job placement upon graduation. Career opportunities could include:

HAIR STYLIST

PLATFORM ARTIST

INDUSTRY PRODUCT REPRESENTATIVE

SALON OWNER/MANAGER

EDITORIAL PHOTO SHOOTS

COLOR SPECIALIST

BRIDES/WEDDINGS

MEDI SPA

SPA OWNER

SKIN CARE SPECIALIST

ASSOCIATE STYLIST

RUNWAY SHOWS

SCHOOL OWNER

NAIL TECHNICIAN

MAKE-UP ARTIST

ENROLLMENT AND CLASS START SCHEDULE

Citrus Heights Beauty College reserves the right to change entrance dates and class schedules within the limitations of the facility. Start Dates for all programs are:

Esthetician

September 5, 2023
October 19, 2023
March 4, 2024
April 17, 2024
August 26, 2024
October 9, 2024
February 24, 2025

Cosmetology

September 12, 2023
November 14, 2023
January 4, 2024
March 12, 2024
May 14, 2024
July 16, 2024
September 17, 2024
November 19, 2024



Manicurist

February 21, 2023
June 20, 2023
August 29, 2023
October 31, 2023
January 30, 2024
April 23, 2024
July 16, 2024
October 8, 2024

HOLIDAYS AND SCHOOL CLOSURE POLICY

Citrus Heights Beauty College is closed on the following days:

2023:

New Years Day 1st
Martin Luther King Day 16th
Presidents Day 20st
Memorial Day 30th
Juneteenth 19th
Independence Day 3rd-5th
Labor Day 4th
Thanksgiving Day 23rd-25th
Christmas Day 23rd-31st

2024:

New Years Day 1st
Martin Luther King Day 15th
Presidents' Day 19th
Memorial Day 25th & 30th
Juneteenth 19th
Independence Day 4th-6th
Labor Day Aug 31st & Sept 2nd
Thanksgiving Day 28th-30th
Christmas Day 23rd-31st

2025:

New Years Day 1st
Martin Luther King Day 15th
Presidents' Day 19th
Memorial Day 24th & 30th
Juneteenth 19th
Independence Day 4th-6th
Labor Day Aug 30th & Sep 1st
Thanksgiving Day 28th-30th
Christmas Day 23rd-31st

A special holiday may be declared for special or emergency reasons. Holy days of all religious beliefs are observed and respected.

STUDENT SCHEDULES

Citrus Heights Beauty College Enrollment Agreement outlines the expectations the student must adhere to and has set out a complete description of the education provided. The following schedules are as followed:

Freshmen Class First 7 weeks is 9:00am – 4:30pm Tuesday – Friday

COSMETOLOGY 21 hours per week:

- A** 9:00am – 4:30 pm Tuesday-Thursday on campus
- B** 9:00am – 4:30 pm Wednesday – Friday on campus
- C** 9:00am – 4:30pm Thursday – Friday and
8:15am -3:45pm Saturday on campus

COSMETOLOGY 35 hours per week:

- 9:00am – 4:30 Tuesday-Friday and
- 8:15am – 3:45pm Saturday on campus

COSMETOLOGY 28 hours per week:

- A** 9:00am – 4:30 pm Tuesday-Friday on campus
- B** 9:00am – 4:30 pm Wednesday – Friday and
8:15am -3:45pm Saturday on campus

*Asynchronous 2 hours per week for first 5 week of distance education, also known as independent study for all schedules.

ESTHETICIAN FULL-TIME SCHEDULE A 21 hours per week:

9:00 a.m. – 4:30 p.m. Monday – Wednesday on campus

ESTHETICIAN FULL-TIME SCHEDULE B 21 hours per week:

***Freshmen class first 6 weeks is 9:00am – 4:30pm Wednesday-Friday**
9:00 a.m. – 4:30 p.m. Thursday – Friday on campus
8:15am – 3:45pm Saturday on campus

*Asynchronous 2 hours per week for the first 3 weeks of distance education, also known as independent study for both schedules.

MANICURIST FULL-TIME SCHEDULE 35 hours per week:

9:00 a.m. – 4:30 p.m. Tuesday – Friday on campus
8:15am – 3:45pm Saturday on campus

*Asynchronous 2 hours per week for the first 2 weeks of distance education also known as independent study.

DRESS CODE

Students must arrive at CHBC looking like a professional. Hair and make-up must be in a professional appearance BEFORE clocking IN for school. Students will receive a school logo smock, apron and name tag that must be always worn. Students are to wear ALL plain BLACK clothing. (NO logos, writing or prints of any kind) NO HOLES IN ANY OF YOUR ATTIRE!

Pants, jeans, leggings. Leggings must be solid in color and not see through at all.

Skirts- length must hit right above the knee. Any shorter than that and you must wear solid black leggings underneath.

Dresses- length must hit right above the knee. Any shorter than that and you must wear solid black leggings underneath.

Shirt- NO mid-drift, backs or armpits exposed. No tank tops of any kind. No off the shoulder tops. No see-through material.

Closed toe shoes- Shoes must be at least 90% black. No checkered shoes. No slippers.

In cold weather a black dress jacket, cardigan, sweater may be worn and a scarf (any color scarf).

Unacceptable clothing: Hoodies, hats, sweats, yoga pants, sweatshirts, shorts and slipper-like shoes are not acceptable. Students who do not show up with their hair and make-up done and in proper dress code will be clocked OUT (students may be charged an overtime fee). The discretion as to whether a student is in proper dress code is at the discretion of the school staff.

PHYSICAL DEMANDS AND SAFETY PRECAUTIONS

Students and graduates are advised on the physical demands and can expect to be on their feet for long periods of time, extensive hand and arm movement, pushing and bending. Students and graduates must follow all state and school sanitation and safety requirements outlined by course curriculum, Performance Criteria, and cosmetology procedures such as wearing gloves while handling chemicals, wearing a smock and closed toe shoes to prevent injury. All OSHA regulations must be adhered to and the following are to be noted and/or followed by all students. (Complete file of Material Safety Data Sheets available in the Administration Office)

ATTENDANCE & TARDY POLICY

Students are required to attend school in clock hours... Students will NOT be allowed to graduate until they have completed their required clock hours. Classes start promptly Monday – Friday at 9:00 a.m. and Saturday at 8:15 a.m.

- Absence from class can seriously affect the student's progress. An absence must be excused by an instructor, but the student is required to complete the assigned work.
- Students who are going to be late or absent for the day must call Citrus Heights Beauty College and speak with the Guest Service Desk, leave a voice message, or email sent from the student portal within prestige (must CC both Ms Jamie and Ms Aimee) by 8:00 a. m.

Citrus Heights Beauty College time clocks are synchronized with Prestige time servers using fingerprints to clock In & Out on campus. It is the student's responsibility to clock In & Out. If the student forgets to clock In, the student will NOT receive credit for the hours not clocked In. Students who are in school for 6 hours or more are required to take a 30-minute lunch break and are required to clock Out & back In from the lunch break. If a student misses 3 days (or hour's equivalent to 3 days) of Freshman class, students will be dropped from the program and re-enrollment for the next class will be discussed on an individual basis with Administration. If an absence results in 14 calendar days with no communication with the institution the student will be terminated. Instructors are not allowed to dismiss a student; such dismissals are to be sanctioned only by the administrators of the school. Excessive tardiness or absences can result in enrollment termination.

MAKEUP HOURS

Students that call in/email regarding an absence prior to clock in time are eligible for on campus make up hours. Students who fail to give notice regarding their absence are ineligible.

- A request to make up hours that are missed on a student's regular schedule can be submitted to the Admissions office. If approved, students can schedule a day to attend on another schedule for the number of hours that were missed. AT NO TIME CAN A STUDENT ATTEND ON A NON-SCHEDULED DAY WITHOUT PRIOR APPROVAL. HOURS WILL BE CHECKED AND ENTERED BY ADMISSIONS STAFF. TIMECARD MUST BE FILLED OUT AND THEN SIGNED BY ADMISSIONS STAFF. FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN THE VOIDING OF MAKE-UP TIME.

DISTANCE EDUCATION

Distance Education will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical applications on a live model or client. Distance education will be used for the delivery of Technical Instruction or instruction by lecture demonstration, class participation, discussion or examination. Distance Education Hours are measured by participation, in clock hours. Students will interact with assigned instructors that are validated for academic programs. Chromebooks may be purchased through the school or the student may provide their own. CIMA access will be included in the students' kit to participate and complete any distance learning assignments. Students

will need internet access to be able to login to online distance education. Internet access is provided on campus daily to students. Attendance is verified by analytics programmed within CIMA. Reports are run weekly to verify all hours of activity. Students are given 7 days to complete 2 hours of online distance education. Students will attend class on campus and participate in online distance education weekly. Each program may have different scheduled hours however the distance education portion will not exceed 25% of the program. The student will be evaluated on qualitative academic performance for each 10% of the distance education (modules) component completed within the program at the institution (in-person) by a qualified instructor. All assessments used for calculating a student's GPA will be done when the student is physically on campus with the instructor. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam, to include any applicable competencies required by the State licensure agency, prior to graduation from the program. All transcripts and other enrollment documents will identify all distance education components.

DISTANCE EDUCATION DISCLAIMER:

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states

GRADUATION REQUIREMENTS:

- Successfully complete clock hours
 - Cosmetology 1000
 - Esthetician 600
 - Manicurist 400
- Successfully complete the required course practical operations and theory hours
- Pass all written and practical exams with a minimum 75%
- Students must sit for a proctored assessment for distance education curriculum prior to graduation.
- Satisfy all financial obligations to the school. *All* tuition, fees, and/or other charges must be paid in full (The school reserves the right under special circumstances to make accommodations for outstanding balances on an individual basis).
- Complete a Graduate Exit Interview

Upon completion of the above requirements, students will receive a Citrus Heights Beauty College Diploma of course completion and Citrus Heights Beauty College will submit *Proof of Training* documents to the California State Board of Barbering and Cosmetology.

STATE LICENSURE REQUIREMENTS:

The Board shall admit to examination for a license to a:

- a) Cosmetologist to practice Cosmetology
- b) Esthetician to practice Skin Care
- c) Manicurist to practice Nail Care

To any person who has made application to the Board in proper form, paid the fee required by the chapter, and who is qualified as follows:

- Is not less than 17 years of age
- Has completed the 10th grade in a school in this state or its equivalent.
- Is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act
- Holds a license as a Barber in this State and has completed a cosmetology crossover course in a school approved by the Board.
- Completed a Barbering course in a school approved by the Board and has completed a cosmetology crossover course approved by the Board.

Has done any of the following:

- Completed course in Cosmetology, Esthetics and/or Manicurist from a school approved by the Board
- Practiced cosmetology, esthetics and/or Manicurist as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology, esthetics and/or Manicurist from a school the curriculum of which complied with the requirements adopted by the Board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph 1 of this subdivision.

Applicants with a misdemeanor and/or felony criminal plea or conviction must complete a Disclosure Statement regarding Criminal Plea/Conviction Form with the following information:

- Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation.
- All misdemeanor and felony convictions, regardless of the age of conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violation of 500.00 or less need not be reported)

- o A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts or changes in life since that time to prevent future problems. If possible, letter of reference from past and/or current employers.

PASSING GRADES IN EXAMINATIONS:

1. Examinations shall consist of a written test
2. An applicant must obtain a passing score on the written test. The Board’s examination contractor will score your exam and notify you immediately if you passed or failed.

EXAM SITE LOCATIONS:

Once the Board of Barbering and Cosmetology has approved your application, they will notify you. In the notification will be the contact information for PSI testing services. You will contact PSI to schedule your exam. You will choose the location and date and time of the exam. Transportation to the examination site is the applicant’s responsibility. After receiving your license, you must renew your license every 2 years by paying a fee and filling out renewal information by mail or on-line.

ENTRANCE IDENTIFICATION REQUIREMENTS:

1. Admissions letter
2. Valid California Driver’s License, ID card or Passport

The Board of Barbering and Cosmetology requires: Any applicant with any criminal offense to disclose the convictions of the nature of the offense; felony or misdemeanor (other than a minor traffic violation or outstanding traffic/parking ticket). This is done through filling out the required Disclosure statement from the State of California.

COMPENSATION FOR A LICENSED GRADUATE

The U.S. Department of Labor provides current (2015) job information at www.careerinfonet.org . You may also visit www.labormarketinfo.ca.gov . These websites include information by job position to include state and national wages, occupation profiles/descriptions, state and national trends, knowledge, skills, and abilities needed for each position.

Job Position/ SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012.00	\$16.01 / \$33,290	\$16.81 / \$34,970
Estheticians (Skin Care Specialist) / 39-5094.00	\$18.30 / \$38,060	\$17.57 / \$36,550
Manicurists / Pedicurist / 39-5092.00	\$14.97 / \$31,130	\$16.00 / \$33,280

COSMETOLOGY TUITION

SCHEDULE | **FULL TIME** | 1000 hrs
 21hrs a week | 45 Week Program | 11 Months
 28 hrs a week | 36 Week Program | 8.5 Months
 34 hrs a week | 30 Week Program | 7 Months

Program Cost

Application Fee (NON-REFUNDABLE)	\$100.00
Enrollment Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Administration Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after the first day of class)	\$300.00
Technology Fee (NON-REFUNDABLE after the first day of class)	\$100.00
STRF Fee (NON-REFUNDABLE after the first day of class)	\$45.00
Kit (NON-REFUNDABLE if opened)	\$2057.00
Book (NON-REFUNDABLE if opened)	\$350.00
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes	\$190.42
Tuition	\$14,500.00

TOTAL \$17,992.42

*Estimated schedule of total charges for the entire educational program \$17,992.42

**There are no additional fees associated with student identity verification with distance education.

*Additional fees not included: State Board Exam (\$134) and Overtime Fees





ESTHETICIAN TUITION

SCHEDULE | FULL TIME | 600hrs

21hrs a week | 29 Week Program| 7 Months

Program Cost

Application Fee (NON-REFUNDABLE)	\$100.00
Enrollment Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Administration Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after the first day of class)	\$200.00
Technology Fee (NON-REFUNDABLE after the first day of class)	\$60.00
STRF Fee (NON-REFUNDABLE after the first day of class)	\$27.50
Kit (NON-REFUNDABLE if opened)	\$1040.00
Book (NON-REFUNDABLE if opened)	\$350.00
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes	\$111.60
Tuition	\$8700.00
TOTAL	10,939.10

*Additional fees not included: State Board Exam (\$124) and Overtime Fees

*Estimated schedule of total charges for the entire educational program \$10,939.10

**There are no additional fees associated with student identity verification with distance education.

MANICURIST TUITION

SCHEDULE | FULL TIME | 400 hrs

35hrs a week |12 Week Program| 3 Months

Program Cost

Application Fee (NON-REFUNDABLE)	\$100.00
Administration Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Administration Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after the first day of class)	\$150.00
Technology Fee (NON-REFUNDABLE after the first day of class)	\$30.00
STRF Fee (NON-REFUNDABLE after the first day of class)	\$10.00
Kit (NON-REFUNDABLE if opened)	\$590.67
Book (NON-REFUNDABLE if opened)	\$350.00
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes	\$76.78
Tuition	\$2056.00
TOTAL	\$3723.45



*Estimated schedule of total charges for the entire educational program \$3723.45

*Additional fees not included: State Board Exam (\$119) and Overtime Fees

**There are no additional fees associated with student identity verification with distance education.

ADDITIONAL FEES

Each course/program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for each student and course. If a student needs additional hours past the contracted date appearing on the Enrollment Agreement, additional training will be billed a fee per hour, until graduation unless your contract states otherwise. Students will NOT be allowed to clock In until applicable weekly payments are made or a payment plan has been established for Over contract fees. Overtime fees are as followed:

Cosmetology \$18/hr Esthetician \$18/hr. Manicurist \$18/hr.

Course	Application Fee	STRF Fee	Monthly Payment	Approximate Months
Cosmetology	\$100.00	\$45.00	\$1622.50 \$1983.05 \$2549.63	11 months 9 months 7 months
Esthetician	\$100.00	\$27.50	\$1544.51	7 months
Manicurist	\$100.00	\$10.00	\$1204.48	3 months

ADMISSION POLICY AND PROCEDURES

Students are admitted as regular students under the following criteria for all programs

- Complete and sign an Enrollment Agreement (any student under the age of 18 must have a parent or legal guardian sign the Enrollment Agreement)
- Must be 17 years old and provide proof of age such as a driver license, passport, ID card, or birth certificate by the time they take the State Board exam
- Provide a Social Security card
- Proof of high school or equivalent completion via one of the following:
 1. High School Diploma (If a diploma is awarded from another country it needs to be translated to English, evaluated and certified to be the equivalent to a High School Diploma granted in the State of California, and notarized as to the true content of the document. We do not provide visa services or vouch for student status.)
 2. Sealed and signed high school transcript.
 3. GED
- Engage in person interview with an admission representative.
- Must pass Admission Exam with a 70% or higher (Milady Student aptitude test is given at a 10th grade reading level)
- Citrus Heights Beauty College DOES NOT provide English-as-a-Second Language instruction. Students must be able to read and write in English at a 10th grade level.
- Complete Enrollment Application
- Prospect Students must agree to Citrus Heights Beauty College rules, policies, and procedures in effect, and/or that may become effective during the enrollment period.

In order to process the student application, prospective students will need to pay the \$100.00 non-refundable application fee at the time of enrollment. Prior to the first day of attendance, students are required to pay for the non-refundable STRF fee. (Prospect Students are encouraged to review this Catalog and School Performance Fact Sheet, which must be provided before signing)

- Citrus Heights Beauty College has not entered into an articulation or transfer agreement with any other college or university.
- View the College website: www.Chbeautycollege.COM and review the consumer disclosures, and Student Catalog for important information on the College and our Conduct Policies.** (You will be required to sign an Affidavit stating you have read and understand the Consumer Disclosures, and Rules and Regulations of Citrus Heights Beauty College.) • If you are applying for Financial Aid, you will need to follow the steps listed:

- a. Go to www.studentaid.gov Click on the link to create an FSA ID if you are a Dependent Student (under the age of, not married, and have no Dependents) your parents will need an FSA ID as well
- b. Once you have an FSA ID go to www.studentaid.gov and apply for Financial Aid (FINANCIAL AID WILL NOT COVER THE ENTIRE COST OF THE COURSE), payment arrangements will need to be made before you begin the course. **SCHOOL CODE is 014064** It can take up to 3 weeks (if selected for verification it could take longer) to process Financial Aid.

NOTE: If you have applied for Financial Aid and it is not processed before the signing of the Enrollment Agreement, you will be enrolled as a CASH paying student and will be required to make monthly payments until your Financial Aid is processed and awarded. If you have questions with regards to payments contact the Administration Office for an explanation.

- Citrus Heights Beauty College accepts cash, check, money order, Visa, and MasterCard. Students must determine the form of payment method when enrolling.
- Citrus Heights Beauty College will accept up to 300 transfer hours for Cosmetology, 120 transfer hours for Esthetician and 120 transfer hours for Manicurist programs. The accepted number of transfer hours is counted both attempted and completed for the purpose of determining the maximum allowable program time frame. **Citrus Heights Beauty College will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after the enrollment contract has been signed.**
- *NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. "The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits in theory hours and lab operations, you earned in Cosmetology, Esthetician or Manicurist is also at the complete discretion of the institution to which you may seek to transfer. If the credit that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make 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 Citrus Heights Beauty College to determine if your credits will transfer."
- Please note: The Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a felony or misdemeanor criminal offense (other than minor traffic violations or outstanding traffic/parking tickets.) Please speak with the Owner and/or Director if you have any prior convictions.

RE-ENROLLMENT

If a student has been dropped for any reason and is approved to re-enroll, the student will be charged a \$100.00 application fee. The student will also be charged for their remaining hours at the current tuition rate of Citrus Heights Beauty College. Must have Proof of Training documents for re-enrollment, a kit and textbook equivalent and current to Citrus Heights Beauty College, if withdrawn under probation you will re-enroll under probation as interruptions have no effect on Satisfactory Progress Policy. If a student has 200 hours and less than 2 years since previous enrollment, they must take a written and practical review to demonstrate their ability and knowledge retention from previous training prior to being accepted to the clinic floor.

DISCLAIMER/NON-DISCRIMINATION

In accordance with the provisions of Title IV of the CIVIL RIGHTS ACT OF 1969, Citrus Heights Beauty College does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, medical condition, ethnic origin, national origin, marital status, sexual orientation, gender identity, pregnancy or parental status. For more information regarding Non-Discrimination or to resolve complaints contact the school, Director. Citrus Heights Beauty College reserves the right to deny admission to any person if believed not to have the ability to benefit from the training offered at Citrus Heights Beauty College. However Citrus Heights Beauty College DOES NOT provide English-as-a-Second Language instruction. (ASL) Citrus Heights Beauty College reserves the right to revise or amend any of the items contained within this document without prior notice.

LEAVE OF ABSENCE (LOA) POLICY

Students may request a leave of absence for Jury Duty, Military Duty, or medical reasons for the student or an immediate family member (immediate family member is the student's parent, sibling, spouse, or child) and not to exceed 180 days within a twelve-month period.

Leave of Absence Request Must:

- Be in advance and that the request be in writing with student signature (LOA form obtained from Administrator)
 - In the event of unforeseen circumstances that prevents the student from requesting a LOA in advance, documentation outlining the extenuating circumstances may be presented to Administration in writing at a later date to determine if the circumstance is an acceptable reason for a LOA (LOA will be granted the first day the student was able to attend)
- Have beginning and end dates
- State the reason for LOA

Please note the following stipulations:

- A student who is not making satisfactory progress when leave begins will remain in the same status when returning from LOA for the remaining portion of the probationary period.
- LOA will NOT reduce the program completion requirements.
- LOA will NOT include previously missed days unless the student or immediate family member is hospitalized • Student will not be assessed any additional charges as a result of a requested LOA
- LOA will NOT be considered in determining the amount of elapsed time for refund calculations or maximum period. • LOA must be for a minimum of 14 calendar days
- A student on an approved LOA notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the LOA or the date the student notifies the school that they will not be returning.
- A student who takes an unapproved LOA or does not return from LOA by the scheduled return date will have their enrollment terminated and for the purpose of calculating a refund will be the student's last day of attendance.
- LOA will NOT be granted if there is not a reasonable expectation that the student will return
- Student's contract period will be extended by the same number of days taken in the LOA and addendum to enrollment agreement must be signed by both parties
- No refund calculation is required at the time of LOA

TRANSFER POLICY

Citrus Heights Beauty College will accept up to 300 transfer hours for Cosmetology, 120 transfer hours for Esthetician and 120 transfer hours for Manicurist programs. The accepted number of transfer hours is counted both attempted and completed for the purpose of determining the maximum allowable program time frame has been exhausted. Transfer students will be placed in freshman class to evaluate training level and are required to pass the freshman written and practical final with an 80% or higher. Citrus Heights Beauty College does not award credit for prior experiential credit.

***Citrus Heights Beauty College will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after the enrollment contract has been signed.**

***Citrus Heights Beauty College has not entered into an articulation or transfer agreement with any other college or university.**

Students that would like to Transfer to another school must submit a Letter of Withdraw to Citrus Heights Beauty College with name, date of withdrawal and decision to withdraw from Citrus Heights Beauty College.

*NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. "The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earned in Cosmetology, Esthetician or Manicurist program is also at the complete discretion of the institution to which you may seek to transfer. If the credit that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Citrus Heights Beauty College to determine if your credits will transfer." This school establishes a procedure of daily record of applied effort and computer time clock for record keeping of the student's class hours and practical hours in compliance with California Board of Cosmetology. All outstanding fees owed to Citrus Heights Beauty College must be paid in full to receive Proof of Training documents. Once the Administration receives a Letter of Withdraw and outstanding fees students will receive Proof of Training within 14 days. The transferability of credits you earn at Citrus Heights Beauty College is at the complete discretion of an institution to which you may seek to transfer.

CONDUCT POLICIES

- Parking is provided in designated areas only (NO parking in the lower lot, for Guests only)
- ALL haircuts, chemical services (color, decolorizer, perm, peels, etc.) and facials must be STARTED, CHECKED and FINAL CHECK by an instructor (failure to do so may result in termination from the school).
- A professional conduct is always expected from all students
- ONLY water (must be labeled with your name) is permitted on the Clinic floor.
- Cleanliness, to develop professional work habits, which is part of your training you are responsible for:
 - The cleanliness of your own workstation, mirror, chair and floor at all times
 - All containers must be labeled properly
 - Daily cleanup & setup duties
- Theft is grounds for immediate termination
- Damage to Citrus Heights Beauty College property; is grounds for immediate termination, student will be responsible for replacement of damage caused to school
- NO CELL PHONE use is allowed in class (failure to follow may result in suspension). Phone calls or texting is allowed outside the student clinic service areas
- Student MUST clock Out every time you leave campus
- No profanity, offending, rude or loud language at any time
- Student visitors (family, friends, etc.) must have an appointment otherwise they are not permitted on the Clinic floor and classroom during Citrus Heights Beauty College hours
- ONLY instructors teach students, NO student teaching student
- Students must work on scheduled operations, check daily for changes to schedule
- Students may not refuse a service or refuse to perform an operation. If there is a valid reason you feel you cannot work on a particular service, please discuss it with an instructor
- Citrus Heights Beauty College will not tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or staff member experiences, or witnesses anyone being bullied, harassed, or hazed in any way, there will be grounds for immediate expulsion • All operations to be signed off by an instructor including sanitation
- Students are not permitted behind the front desk unless invited by the Guest Service Receptionist
- Students are not permitted to get their own chemicals, Instructor must be present
- Smoking is allowed in designated areas (up by the POD) only. Please use the ashtray or you will not be allowed to smoke on campus
 - Unless used for Freshman class, students must pay 50% of the service fee for chemical services on themselves. It must be approved by an instructor with proper personal service form filled out. Failure to do so, student will no longer be allowed to have a personal service
- Cosmetology and Manicurist students are not permitted in the Esthetician department without instructor approval or personal service form
- Possession of any type of weapon, drugs, and alcohol (or under the influence) while on school property is grounds for immediate expulsion.
- Removal of official office documents from the school or forgery of any staff signature is grounds for immediate expulsion
- Students must be in Dress Code, smock/apron, and name tag while clocked In

Every student is extended the privilege of consulting with the Director or Administrator of the school. Counseling appointments may be scheduled with the Director or Administration, but we do have an open-door policy (dependent minor Student's family may consult with the Director/Administration).

Citrus Heights Beauty College has a policy of maintaining a DRUG FREE WORKPLACE. All students and staff are notified that the unlawful manufacturing, distribution, dispensing, possession, or personal use of a controlled substance is prohibited. If in compliance with the policy, appropriate personal action may be taken and may include termination also requiring satisfactory participation in a DRUG ABUSE ASSISTANCE OR REHABILITATION PROGRAM approved for such purposes by the Federal, State or Local law enforcement agency. Any individual associated with Citrus Heights Beauty College who is seeking information, counseling or assistance concerning Drug or Alcohol Abuse Prevention may call or visit the following agency: Department of Health and Human Services:

212 Harding Blvd., Roseville, CA 95678, (916) 783-9143 or 7845 Broadway, Sacramento, CA 95820, (916) 366-2736

The above conduct policies are subject to change without notice, additions may be made at any time by the Administration of Citrus Heights Beauty College and failure to follow the conduct policies at any time Citrus Heights Beauty College may terminate contract

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in all NACCAS approved programs and schedules at Citrus Heights Beauty College. It is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

Evaluation Periods (based on COMPLETED HOURS):

COSMETOLOGY	Completion of Freshman Class	450 Actual Hours	900 Actual Hours
ESTHETICIAN	Completion of Freshman Class	300 Actual Hours	
MANICURIST	Completion of Freshman Class	200 Actual Hours	

Practical Evaluation Periods will be scheduled at the same hours, based upon a cumulative GPA of written & practical exams

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance scheduled in order to be considered maintaining satisfactory academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student had met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of scheduled hours. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. **MAXIMUM TIME FRAME:**

The maximum time frame (which does not exceed 133% of the program length) allowed for students to complete their program at Satisfactory Academic Progress is stated below:

COURSE	COURSE HOURS	MAXIMUM WEEKS	MAXIMUM SCHEDULED HOURS
Cosmetology	1000 (21 hours per week) 1000 (28 hours per week) 1000 (35 hours per week)	63 weeks 48 weeks 38 weeks	1330 1330 1330
Esthetician	600 (21 hours per week)	38 weeks	798
Manicurist	400 (35 hours per week)	16 weeks	532

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated.

At least 2 comprehensive practical evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests. At each evaluation point, the students' cumulative grade average is calculated and will include grades reached in the following manner:

92 – 100%	EXCELLENT	PASSING
84 - 91%	VERY GOOD	PASSING
75 - 83%	SATISFACTORY	PASSING
74% AND BELOW	UNSATISFACTORY	NOT PASSING

*NOTE: Students with 74% and below grade point averages must meet the probationary requirements and standards in the Satisfactory academic Progress Policy in order to remain enrolled at Citrus Heights Beauty College.

FEDERAL ASSISTANCE PROGRAMS

Citrus Heights Beauty College has the following financial aid programs available

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Unsubsidized Loans
- PLUS Direct Student Loans
- Vocational Rehabilitation
- Personalized In-School payments

• **View the College website: www.Chbeautycollege.com and review the consumer disclosures, and Student Catalog for important information on the College and our Conduct Policies.** (You will be required to sign an Affidavit stating you have read and understand the Consumer Disclosures, and Rules and Regulations of Citrus Heights Beauty College.)

STRF FEE

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833 Phone: (916) 431-6959 Website: www.bppe.ca.gov



FACULTY/STAFF

OWNER(S):

Citrus Heights Beauty College INC

STAFF ADMINISTRATION:

Becky Hambelton	Director
Sharle Hambelton	Associate Director
Aimee Ferguson	Financial Aid/Admissions
Jamie Enriquez	Admissions/Office
Tosha Hambelton	Administration/Office

INSTRUCTIONAL STAFF:

Becky Hambelton	Education Director	Licensed Cosmetologist
Aimee Ferguson	Cosmetology Instructor	Licensed Cosmetologist
Jamie Enriquez	Cosmetology Instructor	Licensed Cosmetologist
Tosha Hambelton	Cosmetology Instructor	Licensed Cosmetologist
Nicole Trindade	Esthetician/Cosmetology Instructor	Licensed Cosmetologist
Megan Miller	Manicurist/Cosmetology Instructor	Licensed Cosmetologist
Gina Emberson	Cosmetology Instructor	Licensed Cosmetologist
Leia Wallace	Cosmetology Instructor	Licensed Cosmetologist
Sierra Pavao	Cosmetology Instructor	Licensed Cosmetologist
Jessica Fanelli	Cosmetology Instructor	Licensed Cosmetologist
Alayna De Luze	Cosmetology Instructor	Licensed Cosmetologist

SUBSTITUTE INSTRUCTORS:

Katie Grawey	Cosmetology/Manicurist Instructor	Licensed Cosmetologist
Sandra Hernandez	Cosmetology Instructor	Licensed Cosmetologist

STAFF

Kyndra Mosier	Guest Services	Harold Henman	Custodian
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APPLICATION/STUDENT PROFILE SHEET

DATE: _____

THIS FORM MUST BE FILLED OUT COMPLETELY! If something does not apply to you, please place an N/A on the line.

First Name: _____ Middle Name: _____ Last Name: _____

The following will **need** to be emailed beforehand or brought into the College at your Enrollment appointment:

Enrollment appointment will not be booked without the following documents

- Driver's License or State Issued ID Card or US Passport
- High School Diploma/Transcripts, GED, College Transcripts PSA – Home Schooling
- Social Security Card
- Application Fee \$100 (non-refundable)
- If you have previous hours from another school; bring Proof of Training documents.
- Complete Free Application for Federal Student Aid (FASFA) if applicable
<https://studentaid.gov/h/apply-for-aid/fafsa>
- Certificate of completion from Milady's Infection Control, use the following code **chbc-rise927**
<https://www.miladytraining.com/courses/infection-control>
- Certificate of completion for Sexual Harassment Prevention Training
<https://www.dfeh.ca.gov/shpt/>

PLEASE SEND APPLICATION & the above TO **Jamie.enriquezchbc@gmail.com** THE ASST. DIRECTOR OF ADMISSIONS

Cosmetology Schedule Tuesday-Thursday 21 hours Wednesday-Friday 21 hours or Thursday-Saturday 21 hours
 Schedule Tuesday-Friday 28 hours or Wednesday-Saturday 28 hours
 Schedule Tuesday-Saturday 35 hours week Cosmetology Students are you Right or Left-Handed

Esthetician Manicurist Start Date Desired: _____

Personal Information

Last Name: _____ First Name: _____ MI: _____

Maiden Name: _____ Spouse's First: _____ MI: _____

SSC: _____ Date of Birth: _____ Current Age: _____ US Citizen? YES NO

Street address: _____

City: _____ State: _____ Zip: _____

*Email: _____ *Cell Phone: _____

Driver License/State ID #: _____ State of Driver License/ID: _____ Nationality: _____

Marital Status: Single Married Divorced Widowed Gender: Female Male

*By providing email address, cell phone & cell phone carrier information, I am authorizing Citrus Heights Beauty College to contact me via these methods. _____ (Student Initials)

High School Graduation Date: _____ High School you attended: _____

Education Level:

HS Diploma Current HS Student Some Post-Secondary Associates Degree HS Transcript GED College Grad

(Please note: Foreign high school diplomas must be translated into English, evaluated, and verified (Notary is not acceptable) that it is equivalent of a United States High School Diploma.) Please see admin office for acceptable verification companies.

Will you be living with your parent(s) while in attendance at Citrus Heights Beauty College? YES or NO

Parents'/Guardians' Name: _____

Street address: _____ City: _____ State: _____ Zip: _____

*Email: _____ *Cell Phone: _____ Work Phone: _____

Are you a Veteran: YES NO Previous Hours from another school YES NO How many previous hours: _____

Name of the previous school: _____ We need transcripts and Proof of Training

Will you be applying for Federal Financial Aid? YES NO

Have you applied for FASFA? YES NO If yes... what date did you apply?_____

If you were enrolled in another College at any time in the past year, did you receive Federal Financial Aid YES NO

If so, was it the PELL GRANT STUDENT LOAN BOTH

How will you be paying for your Tuition at Citrus Heights Beauty College? Mark an X to all that applies.

_____ Paying cash/credit card (Credit Card payments can also be setup on AUTO Pay) or check Monthly- This is the cost of the tuition divided by the number of months in the program. Due by the 15th of each month.

_____ Financial Aid (must have already applied)

_____ Other: (please explain) _____

How did you hear about us?

Word of mouth/friend Internet Advertisement Other-please explain _____

Emergency Contact Information:

Name: _____ Cell Phone: _____ Business Phone: _____

Name: _____ Cell Phone: _____ Business Phone: _____

Medical Insurance Company: _____ Insurance Group Number: _____

Hospital Preference: _____ City: _____ State: _____ Zip: _____

List all medications that are taken on a regular basis:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Are there any medical conditions that the school needs to be made aware of:

Reference must be completed in full, or application will be denied.

Reference 1

Name: _____ Relationship: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference 2

Name: _____ Relationship: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference 3

Name: _____ Relationship: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Reference 4

Name: _____ Relationship: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Student Signature Date

Parent/Guardian Signature, if applicable Date