



**REDKEN
PREMIER
SCHOOL**

SAM VILLA™

September 2023/2024

Valid August 31, 2023 – September 1, 2024

CATALOG

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EXPERIENCE THE 
PROFESSIONAL
 **EDGE**

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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

Citrus Heights Beauty College from here on known as CHBC encourages you as a prospective student 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. Also 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. All Cosmetology, Esthetician and Manicurist classes are held at 7518 Baird Way, Citrus Heights, CA 95610. 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, by fax (916) 263-1897 or the bureau's internet website www.bppe.ca.gov.

ACCREDITATION AND APPROVALS

CHBC 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 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 North Market, Suite 225

Sacramento, CA 95834

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

Toll Free: (888) 370-7589

Website: www.bppe.ca.gov

APPROVAL DISCLOSURE STATEMENT

Citrus Heights Beauty College Inc. is a private institution established in 1969 and is approved to operate by the Bureau Private Postsecondary Education. Approval to operate or approved by the Bureau means compliance with minimum standards set forth by the Educational code. CHBC is accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS) recognized by the United States Department of Education.

The following accredited programs are offered by CHBC:

Cosmetology 1000 hours

Esthetician 600 hours

Manicurist 400 hours

A graduate of these programs from CHBC will be eligible to sit for the applicable licensure exam in the state of California and other states where the hourly requirement has been met.

California Department of Consumer Affairs requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate to verify completion. CHBC accommodates 140 Cosmetology students, 16 Manicurist students, and 21 Esthetician students.

The California Department of Consumer Affairs requires completion of the state course requirements at minimum and after completion of hours and curriculum you must take and pass the state exam with 75% minimum to receive your state license.

FACULTY/STAFF**OWNER(S)**

Citrus Heights Beauty College INC

STAFF ADMINISTRATION

Becky Hambelton	Director
Sharle Hambelton Killorn	Associate Director
Aimee Ferguson	FA Director/Admissions Director
Jamie Enriquez	Assistant Director 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	Esthetician/Cosmetology Instructor	Licensed Cosmetologist
Nicole Trindade	Esthetician/Cosmetology Instructor	Licensed Cosmetologist
Megan Miller	Manicurist/Cosmetology Instructor	Licensed Cosmetologist
Leia Wallace	Cosmetology Instructor	Licensed Cosmetologist
Gina Emberson	Cosmetology Instructor	Licensed Cosmetologist
Sierra Pavao	Cosmetology Instructor	Licensed Cosmetologist
Jessica Fanelli	Cosmetology Instructor	Licensed Cosmetologist
Alayna De Luze	Cosmetology Instructor	Licensed Cosmetologist

STAFF

Kyndra Mosier	Guest Services
Harold Henman	Custodian

SUBSTITUTE INSTRUCTORS

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

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, you must acquire assistance from a qualified outside agency to translate the transcripts to English, evaluate and certify them 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 that states completion
 3. GED

Evaluation of the validity of a High School Diploma

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translates them into English. Citrus Heights Beauty College will then confirm that the student is eligible for Post Secondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

- Citrus Heights Beauty College does not accept Ability to Benefit exams for enrollment purposes.
- Engage in an enrollment appointment with an admissions representative.
- Must pass Admission Exam with a 70% or higher (Milady Student aptitude test is given at a 10th grade reading level)

- CHBC 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 CHBC 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)
- CHBC has not entered into 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 CHBC.)
- 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.

RE-ENROLLMENT

If a student has been withdrawn 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 CHBC. Must have Proof of Training documents for re-enrollment, a kit and textbook equivalent and current to CHBC, 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.

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.



ENROLLMENT AND CLASS START SCHEDULE

CHBC reserves the right to change start dates and class schedules within the limitations of the facility. Start Dates for all programs are:

Esthetician
 September 5, 2023
 October 18, 2023
 March 4, 2024
 April 17, 2024
 August 26, 2024
 October 9, 2024
 February 24, 2024

Cosmetology
 September 12, 2023
 November 14, 2023
 January 9, 2024
 March 12, 2024
 July 16, 2024
 November 19, 2024
 January 21, 2025

Manicurist
 August 29, 2023
 October 31, 2023
 January 30, 2024
 April 23, 2024
 July 16, 2024
 October 8, 2024

HOLIDAYS AND SCHOOL CLOSURE POLICY

CHBC is closed on the following days:

<u>2023:</u>	<u>2024:</u>	<u>2025:</u>
New Year's Day 1 st	New Year's Day 1 st	New Year's Day 1 st
Martin Luther King Day 16 th	Martin Luther King Day 15 th	Martin Luther King Day 15 th
Presidents Day 20 th	Presidents Day 19 th	Presidents Day 19 th
Memorial Day 29 th	Memorial Day 25 th – 27 th	Memorial Day 24 th – 26 th
Juneteenth 19 th	Juneteenth 19 th	Juneteenth 19 th
Independence Day 3 rd – 5 th	Independence Day 4 th – 6 th	Independence Day 4 th – 6 th
Labor Day 4 th	Labor Day Aug 31 st & Sept 2 nd	Labor Day Aug 30 th & Sept 1 st
Thanksgiving Day 23 rd – 25 th	Thanksgiving Day 28 th – 30 th	Thanksgiving Day 28 th –30 th
Christmas Day 25 th – 31 st	Christmas Day 23 rd – 31 st	Christmas Day 23 rd – 31 st

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

STUDENT SCHEDULES

CHBC 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** 9:00 a.m. – 4:30 p.m. Tuesday-Thursday on campus
- B** 9:00 a.m. – 4:30 p.m. Wednesday-Friday on campus
- C** 9:00 a.m. – 4:30 p.m. Thursday-Friday and
8:15 a.m. – 3:45 p.m. Saturday on campus

COSMETOLOGY 28 hours per week:

- A** 9:00 a.m. – 4:30 p.m. Tuesday-Friday on campus
- B** 9:00 a.m. – 4:30 p.m. Wednesday-Friday and
8:15 a.m. - 3:45 p.m. on campus

ESTHETICIAN FULL-TIME SCHEDULE A 25 hours per week:

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

COSMETOLOGY 35 hours per week:

9:00 a.m. – 4:30 p.m. Tuesday – Friday on campus and
8:15 a.m. - 3:45 p.m. on campus

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

ESTHETICIAN FULL-TIME SCHEDULE B 25 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 and
8:15am – 3:45pm Saturday on campus

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

MANICURIST FULL-TIME SCHEDULE A 39 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.



COSMETOLOGY COURSE OUTLINECOSMETOLOGY COURSE – 1000 HOURS (332.271.010)All Courses Are Taught in English

The primary purpose of the cosmetology program is for graduates of this course to have the basic, safety, sanitation, manipulative and judgmental skills to pass the California State Board Examination and possess the work habits and attitude to seek employment as an entry level cosmetologist or its related fields.

Educational Objective:

Upon completion students will be able to perform the basic analytical skills to determine proper make-up, hairstyle, and color application for the client's best overall look.

They will be able to understand Employer/Employee relationships which include but are not limited to professionalism, Resume development, Interview preparation and job search skills.

Respect the need to deliver a professional worthy service and for value received, perform the basic manipulative skills including hair style, shaping, bleaching, coloring, chemical reformation, scalp hair conditioning, facials, manicure, pedicures, and nail enhancements.

Graduates will be able to project a positive attitude and a sense of integrity, practice proper grooming and effective communication skills and visual poise.

COSMETOLOGY INSTRUCTIONAL METHODSTheory and Lecture:

Distance Education is utilized for this portion of the program. The presentation of Theory lecture and/or demonstration format using developed lesson plans from Milady's Standard Textbook, Redken product and color manuals, Citrus Heights Beauty College procedures manual and the latest industry trends and information. Audio, Visual aids, guest speakers, and video tutorials are also used

Assessments

Qualitative academic performance assessments will be given monthly pertaining to distance education lectures and online assignments

Freshman (or Beginning) Class:

7 weeks (minimum 100 hours)(currently scheduled at 206 hours)

Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. (Practical lab operations mean the actual performance by the student of a complete service on another person or mannequin.) Students will be exposed to basic textbook applications of procedures through the instructor's demonstrations. This "practice" usually takes place the first 7 weeks (minimum 100 hours) of class in what is called "Freshman Class". Students must demonstrate a thorough understanding of both theory and skills of lab operations before they work on clients. Students test out of Freshman Class in both theory and lab operations with an 80% or higher.

Professional (or Senior) Clinic Floor:

(Completion of Freshman class to completion of 1000 hours)

Students will be exposed to an actual salon environment daily by working on clients, (performing practical lab operations) which will put demands on them (much like the same demands they will face in the future). This will help develop their techniques and applications as well as the professional communication skills clients will expect. They will benefit greatly from this environment and be able to enter the professional industry with the discipline necessary to compete with veteran technicians. Senior Students will continue to attend a minimum of 4 hours of theory in addition to specialized classes with emphasis on the course study each week.

TEXTBOOK AND RESOURCE MATERIALS:

- Milady E-BookCosmetology 14th edition
- Milady Standard Foundations
- Milady Theory workbook (e-book)
- Cima Cosmetology
- Sam Villa Videos and charts
- Procedure book
- Chromebook
- Various DVD's by Redken, Sam Villa, Great Clips, Milady, Sport Clips, etc.
- Salon Management - by Milady
- Hair Care and Braiding – by Milady
- Color, Chemical and Texture Services – by Milady
- Anatomy & Physiology – by Milady
- Redken Principal Based Hair Color
- Redken Art of Consultation
- Redken Certified Haircolorist Study Guide

All books available in the school library – school materials and supplies- contact the instructor for use of the library.

CHBC reserves the right to substitute or change cutting, coloring, and business textbooks and resource materials without prior student notice at the expense of CHBC with the prior approval of NACCAS.

GRADING POLICY – ALL PROGRAMS

All students are graded in 2 main areas:

1. Written Exams and/or completed projects
2. Practical Operations: work performed on mannequins and guests
 - o Theory grade is worth 80%, Practical Lab is worth 20%.
 - o Students are monitored daily during class and/or clinic for progress.
 - o Practical Operations: Completed Yes or No. Points will be awarded for Yes. Points are attached to a yes and points are added for a score earned points/possible points
 - o 75% cumulative grade point average is required to meet minimum satisfactory progress requirements

The California Department of Consumer affairs requires an accumulated score of 75% or higher to pass the State Board Exam. At CHBC, we want you to score a minimum of 75% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES

Students are graded with the following percentiles:

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 CHBC.

COSMETOLOGY GRADUATION REQUIREMENTS:

PLEASE SEE PAGE 10 OF THIS CATALOG

EVALUATION:

- Students will be evaluated on class material comprehensive at the end of Freshman class with a freshman practical and written final exam to ensure they can move to the clinic
- Evaluations of completed Practical operations and Theory Hour progress will also be performed in conjunction with Satisfactory Academic Performance (SAP) at 450,900 HRS

COSMETOLOGY PROGRAM OUTLINE per section 7362.5 (c)

COSMETOLOGY REQUIREMENTS	MINIMUM HOURS OF TECHNICAL and PRACTICAL INSTRUCTION	Hours Earned through Distance Education	Hours Earned on Campus
HEALTH AND SAFETY BOARD APPROVED HEALTH AND SAFETY COURSE	100 HOURS	40	60
DISINFECTION AND SANITATION	100 HOURS	10	90
CHEMICAL HAIR SERVICES	200 HOURS	16	184
HAIRSTYLING SERVICES	200 HOURS	31	169
SKIN CARE	150 HOURS	27.5	122.5
HAIR REMOVAL AND LASH / BROW BEAUTIFICATION	50 HOURS	5.5	44.5
MANICURE AND PEDICURE	100 HOURS	41.5	58.5
ADDITIONAL TRAINING	100 HOURS	31.5	68.5

In addition to the minimum required subjects stated on the previous page, CHBC includes training in the areas of communication skills, professional ethics, retail sales, record keeping, client service records, building a clientele, resume writing, and interview skills.

Technical Instruction means instruction by demonstration, lecture, classroom participation, or examination. This can be done on campus or via distance education. 20.3% of total course hours are done via distance education

Practical Operation means the actual performance by the student of a complete service on another person and or mannequin.

Practical Training shall mean the time it takes to perform a practical operation

- o Cosmetology 1000 Total course hours
- o 203 Technical Instruction hours completed via distance education (7 hours a week of technical instruction via distance education)
- o 797 Technical instruction and Practical Training hours completed via onsite/on campus

COSMETOLOGY COURSE CONTENT

COURSE CONTENT INCLUDES BUT NOT LIMITED TO THE FOLLOWING:

*Hours of training not spent on theory are used for the performance of Practical lab operations. Practical lab operations mean the actual performance by the student of a complete service on another person or on a mannequin.

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board's Rules & Regulations/Salon Management, Business Techniques, Communication, Human Relations, Professional Development, Career Development	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Skills in public relations, interaction with the public, retail sales, and selling of professional services, recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene: grooming, poise, personality development; Professional: ethics, laws, insurance, payroll deductions, salon opening and layout, retail sales and advertisement, business operation, and personal management, business records and supplies, first aid, booking appointments, and patron reception, employment application and resume and obtaining employment.	75% minimum score on Written Exam
Addition Hours	Students will prepare for employment	This will include job interviews, resumes,, professional ethics, personal hygiene, normal clean-up duties, and desk and reception duties.	75% minimum score on Written Exam. 100% participation
Cosmetic Chemistry	Provide elementary knowledge on chemical make-up, peels, and the physical and chemical changes of matter. Familiarization with basic structure and purpose of cosmetic nail, hair and skin care preparations and terminology used.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% minimum score on Written Exam
Theory of Electricity in Cosmetology	Understand the basic principles of electric current, operating electric devices, and various safety precautions used when operating electrical equipment.	Students will gather much information from theory class, demonstration of the proper use of equipment, and practicing safety precautions.	75% minimum score on Written Exam
Sanitation/Disinfection	Students will learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization and disinfection rules and methods, bacteriology, wet and dry sanitizing, chemical agents used and safety precautions.	75% minimum score on Written Exam
Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body and all of its systems.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues and organs.	75% minimum score on Written Exam
Wet Hair Styling	Learning how to comb hair into the styles specified by the patron. Becoming comfortable with the tools and practicing wet hairstyling. Mastering procedural steps necessary to clean and condition hair	Shampoo and condition types, models, procedures, chemistry of shampoos, safety precautions, brushing and combing techniques, manipulations, type of curls and rollers, shaping, type of methods of waving, partings and tools used. Backcombing, back brushing, finger waves, pin curls for large and small head types. Safety Precautions and Sanitation.	75% Minimum Score on Written Exam. 75% Minimum score on Practical Applications.
Thermal Hair Styling	Becoming comfortable with the tools, styling with thermal heating equipment, analyzing hair, product knowledge	Working with various products, hot combs, curling irons (stove and electric), ceramic irons, flat irons, blow dryers, safety precautions with the use of tools.	75% Minimum Score on Written Exam. 75% Minimum Score on Practical Applications.
Permanent Waving	Proficiency with hair analysis, the use of chemicals, and product knowledge	Introduction, scalp and hair analysis, wave formation, curling rods, test curls, chemicals, application of waving lotions, processing and neutralization process, safety precautions and special problems.	75% Minimum Score on Written Exam. Use proper safety precautions and proper steps to complete permanent waves in 2 hours or less. 80% Minimum Practical Applications.
Chemical Straightening	Proficiency with hair analysis, the use of chemicals, and product knowledge	Students will learn to work with different products and hair types to get desired effect in straightening hair including sodium hydroxide. Students will perform proper hair analysis prior to chemical use, Safety Precautions and Sanitation	75% Minimum Score on Written Exam. 75% Minimum Score on Application
Haircutting	Correctly shape hair and cut hair using scissors, razor and clippers.	Tools, definitions, methods of tapering, cutting, shaping, and stacking, haircut types and procedures, and safety precautions.	75% Minimum Score on Written Exam. Use proper techniques and safety precautions to cut hair in 20-30 minutes with a razor, scissors and 20-25

			minutes with clippers. 75% Minimum Score Practical Applications.
Hair Coloring and Bleaching	Become familiar with coloring and bleaching concepts	Introduction, color classifications, selection, tests and safety precautions. PD tests, bleaching and toners, color applications and free hand techniques	75% Minimum Score on Written Exam. Use proper techniques and safety precautions, following directions and application of color. 75% Minimum score Practical Applications.
Scalp and Hair Treatments	Learning the benefits of scalp and hair treatments. Becoming familiar with disorders and diseases of the scalp and hair.	Introduction, preparation, manipulations, high frequency and heat caps, procedures for scalp treatments, disorders and diseases of scalp and hair. Proper Sanitation and Safety Precautions.	75% Minimum Score on Written Exam. Perform proper steps for scalp treatment in 30 minutes or less. 75% Minimum score Practical Applications.
Facials	Learning procedures and movements for facials. Learning procedures for manual, electrical, and chemical facials.	Massage theory and effect, motor points, manipulations, skincare fundamentals, facial treatments. Proper Sanitation and Safety Precautions	75% Minimum Score on Written Exam. Using proper steps to give a facial in 1 hour or less. 75% Minimum Score on 10 Manual, 15 Electrical and 15 Chemical Facial Practical Applications.
Eyebrow Arching and Hair Removal Lash and Brow Tinting and Perming	Learning the procedures and techniques for Eyebrow arching and the removal of superfluous hair. Learning the procedures for applying tint and perming lashes and brows	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Safe application of lash and brow tint and lamination products. Sanitation and Safety issues.	75% Minimum Score on Written Exam. 75% Minimum Score on 20 hair removal Practical Applications.
Makeup	Learning the types and purposes of false eyelashes and application, effects of cosmetics for application of make-up. Learning basic skin analysis.	Preparation, cosmetics used procedures, makeup, corrective makeup, false eyelashes, and skin analysis. Variety of products.	75% Minimum Score on Written Exam. 75% Minimum Score on 10 Practical Applications.
Manicure and Pedicure	Basic knowledge of diseases and disorders of the nails, Becoming adept with hand and nail care, arm, hand and foot massage.	Introduction, equipment and tools used, materials, cosmetics, nail shapes, and sculptures, table preparations, manicure procedures, arm, hand and foot massage, special problems, diseases and disorders of nails, and safety precautions.	75% Minimum Score on Written Exam. Proper use of safety and sanitation procedures on manicures and pedicures in 35-60 minutes. 75% Minimum Score on 15 manicures and 10 pedicure Practical Applications.
Artificial Nails	Learning the products and techniques for application of artificial nails.	Products and procedures used to apply acrylic, tips, wraps, and repair of nails. Sanitation and safety precautions.	75% Minimum Score on Written Exam. Proper use of product safety and sanitation procedures. 75% Minimum Score on 50 Acrylic, 50 Tips, and 20 Wraps and Repairs Practical Applications.

ESTHETICIAN COURSE OUTLINE

600 HOURS - ESTHETICIAN COURSE:

All Courses are taught in English

The primary purpose of the esthetician program is for graduates of this course to have the basic, safety, sanitation, manipulative and judgmental skills to pass the California State Board Examination and possess the work habits and attitude to seek employment as an entry level in the esthetics or a related field.

EDUCATIONAL OBJECTIVE (332.271.010):

Upon completion of the program minimum requirements, the determined graduate will:

- Be able to project a sense of personal integrity and self-confidence, a positive attitude, practice effective communication skills, proper grooming and poise.
- Be able to apply theory, technical information and related matter to assure sound judgment, decisions and procedures
- Understand Employer/Employee relationships which include but are not limited to professionalism, Resume development, Interview preparation and job search skills.

Respect the need to deliver quality service for value received, perform the basic skin care services, and work with facial machines, eyebrow beautification and make-up

ESTHETICIAN COURSE INSTRUCTIONAL METHODS

Theory and Lecture:

Distance Education is utilized for this portion of the program. The presentation of Theory lecture and/or demonstration format using developed lesson plans from Milady’s Standard Textbook, Image Training Product and Procedures, CHBC procedures manual and the latest industry trends and information. Audio, Visual aids, guest speakers, and video tutorials are also used.

Assessments

Qualitative academic performance assessments will be given monthly pertaining to distance education lectures and online assignments.

Freshman (or Beginning) Class: (0-60 hours)

Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. Students will be exposed to basic textbook applications of procedures through the instructor’s demonstrations. This “practice” usually takes place the first 4 weeks (minimum 60 hours) of class in what is called “Freshman Class”. Students must demonstrate a thorough understanding of both theory and skills of lab operations before they work on clients. Students test out of Freshman Class in both theory and lab operations with an 80% or higher.

Professional (or Senior) Clinic Floor: (Completion of Freshman class to completion of 600 hours)

Students will be exposed to an actual salon environment daily by working on clients, (performing practical lab operations) which will put demands on them (much like the same demands they will face in the future). This will help develop their techniques and applications as well as the professional communication skills clients will expect. They will benefit greatly from this environment and be able to enter the professional industry with the discipline necessary to compete with veteran technicians. Senior Students will continue to attend a minimum of 4 hours of theory in addition to specialized classes with emphasis on the course study each week.

TEXTBOOKS AND REFERENCE MATERIALS:

- o Milady Standard for Esthetics 12th Edition
- o Milady Standard Esthetics Theory Workbook 12th Edition
- o Milady Standard Foundations
- o Milady Standard Make-up
- o Milady Common Skin Diseases
- o Milady Comprehensive Training for Esthetics
- o Anatomy & Physiology – Milady
- o Citrus Heights Beauty College Procedure Manual
- o Image Skin Care –Procedures and Product Knowledge
- o CIMA - Esthetician
- o Various DVD/Videos, Charts and Transparencies
- o Youngblood Make-up Product Knowledge

All books available in the school library – school materials and supplies- contact the Instructor for use of the library.

GRADING POLICY – ALL PROGRAMS

All students are graded in 2 main areas:

3. Written Exams and/or completed projects
4. Practical Operations: work performed on mannequins and guests
 - o Theory grade is worth 80%, Practical Lab is worth 20%.
 - o Students are monitored daily during class and/or clinic for progress.
 - o Practical Operations: Completed Yes or No. Points will be awarded for Yes. Points are attached to a yes and points are added for a score earned points/possible points
 - o 75% cumulative grade point average is required to meet minimum satisfactory progress requirements

The California Department of Consumer affairs requires an accumulated score of 75% or higher to pass the State Board Exam. At CHBC, we want you to score a minimum of 75% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES

Students are graded with the following percentiles:

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.



ESTHETICIAN GRADUATION REQUIREMENTS:

PLEASE SEE PAGE 10 OF THIS CATALOG

EVALUATION:

- Students will be evaluated at the end of Freshman class (112 hours) to ensure they can move to the clinic
- Evaluations are performed for Satisfactory Academic Performance (SAP) at 300 hours

ESTHETICIAN PROGRAM OUTLINE per section 7364

ESTHETICIAN REQUIREMENTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION	Hours Earned Through Distance Education	Hours Earned on Campus
HEALTH AND SAFETY BOARD APPROVED HEALTH AND SAFETY	100 HOURS	53	47
DISINFECTION AND SANITATION	100 HOURS	11	89
SKIN CARE	350 HOURS	74	276
HAIR REMOVAL AND LASH / BROW BEAUTIFICATION	50 HOURS	9	41

Technical Instruction means instruction by demonstration, lecture, classroom participation, or examination. This can be done on campus or via distance education. 24.5% of total course hours done via distance education

Practical Operation means the actual performance by the student of a complete service on another person and or mannequin.

Practical Training shall mean the time it takes to perform a practical operation

- o Esthetician -600 Total course hours
- o 147 hours technical instruction done via Distance education (7 hours a week technical instruction =distance education)
- o 453 hours on campus for both technical instruction and practical operations.

ESTHETICIAN COURSE CONTENT

COURSE CONTENT INCLUDES BUT NOT LIMITED TO THE FOLLOWING:

*Hours of training not spent on theory are used for the performance of Practical Lab operations. Practical lab operations mean the actual performance by the student of a complete service on another person or a mannequin.

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Barbering & Cosmetology Act and the State Board Rules & Regulations	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Skills in public relations, interaction with the public, retail sales, and selling of professional services, recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene: grooming, poise, personality development	75% Minimum Score on Written Exam
Cosmetology Chemistry Related to Skin Care Practices	Provide elementary knowledge on chemical makeup, chemical skin peels and the physical and chemical changes of matter. Familiarization with basic structure and purpose of cosmetic skin care, skin care preparations and terminology used.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% Minimum Score on Written Exam
Health & Safety/ Hazardous Substance	Becoming familiar regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous	Students will utilize MSDS sheets, and state laws regarding the care, handling and storage of hazardous materials;	75% Minimum Score on Written Exam.

	chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B). Use tools and equipment, and safety requirements.	demonstrations on the prevention of chemical injuries, information from agencies regarding laws and health issues when dealing with communicable diseases.	
Electricity	Understand the basic principles of electric current, operating electric devices, and various safety precautions used when operating electrical equipment.	Students will gather much information from theory class, demonstration of the proper use of equipment, and practicing safety precautions.	75% minimum score on Written Exam
Disinfection / Sanitation	Learn necessary sanitary conditions for skin care practice and prevention of infectious/contagious diseases. Definitions, Sanitation, Sterilization and disinfection, implements and product awareness.	Sanitary, sterilization and disinfection rules and methods, bacteriology, wet and dry sanitizing, chemical agents used and safety precautions. Disinfection will be emphasized throughout the training and must be performed before each use of equipment and instruments.	75% minimum score on Written Exam. 75% Minimum Score on a Minimum 10 Practical Applications.
Bacteriology, Anatomy and Physiology	Mastering the structure and science of functions of the human and all of its systems; Bacteriology-Types and classifications; viruses body and fungus and infection treatment	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues and organs.	75% minimum score on Written Exam
Facials: a) Manual b) Electrical c) Chemical	Mastering manual facials: includes skin analysis, cleansing, scientific manipulations, masks and product knowledge. Mastering electrical facials: including dermal lights, electrical apparatus and electrical modalities for facial and skin care purposes (not used to contract). Mastering chemical facials through peels, packs, masks and scrubs.	Massage theory and effect, motor points, manipulations, skincare fundamentals, facial treatments. Proper Sanitation and Safety Precautions	75% Minimum Score on Written Exam. Using proper steps to give a facial in 1 hour or less. 75% Minimum Score on 40 Manual, 30 Electrical and 30 Chemical Facial Practical Applications.
Eyebrow Arching and Hair Removal Lash / Brow Tinting and Perming	Learning the procedures and techniques for Eyebrow arching and the removal of superfluous hair. Learning the procedures for applying tint and perming lashes and brows	Use of wax, tweezers (electrical and manual), and depilatories, in the removal of hair, including eyebrow arching. Sanitation and Safety issues.	75% Minimum Score on Written Exam. 75% Minimum Score on 10 hair removal Practical Applications.
Makeup	Learning the types and purposes of false eyelashes and application, effects of cosmetics for application of make-up. Learning basic skin analysis.	Preparation, cosmetics used procedures, makeup, corrective makeup, false eyelashes, and skin analysis. Variety of products.	75% Minimum Score on Written Exam. 75% Minimum Score on 40 Practical Applications.



MANICURIST COURSE OUTLINE

400 HOURS – MANICURIST COURSE:

All courses are taught in English

The primary course of the Manicurist course is to train the student in the basic manipulative skills, safety judgements, and proper work habits and desirable attitudes necessary to: 1) achieve competency to pass the state board examination 2) gain the ability to enter the job market in an entry level position in the Manicurist or a related field. (Covering all the practices constituting the art of cosmetology pursuant to section **7316 (d)**)

EDUCATIONAL OBJECTIVES:

Upon completion of the program requirements, determined graduate will:

- o Be able to project a positive attitude, a sense of personal integrity and self-confidence, practice proper grooming and effective communication skills and display visual poise.
- o Be able to apply theory, technical information, and related matter to assure sound judgment, decisions and procedures

- o Understand Employer/Employee relationships which include but are not limited to professionalism, Resume development, Interview preparation and job search skills.
- o Respect the need to deliver quality service for value received, perform the basic nail care services

MANICURIST COURSE INSTRUCTIONAL METHODS

Theory and Lecture:

Distance Education is utilized for this portion of the program. The presentation of Theory lecture and/or demonstration format using developed lesson plans from Milady’s Standard Textbook, Cuccio Training Product and Procedures, Style Envy acrylic product and procedure training and Citrus Heights Beauty College procedures manual and the latest industry trends and information. Audio, Visual aids, guest speakers, and Video tutorials are also used.

Freshman (or Beginning) Class: (0 – minimum 40 Hours)

Each student will receive theory lecture and lab operation instructions and demonstrations followed by an opportunity for students to practice the lab operations. Students will be exposed to basic textbook applications of procedures through the instructor’s demonstrations. This “practice” usually takes place the first 2 weeks (minimum of 40 hours) of class in what is called “Freshman Class”. Students must demonstrate a thorough understanding of both theory and skills of lab operations before they work on clients. Students test out of Freshman Class in both theory and lab operations with an 80% or higher.

Professional (or Senior) Clinic Floor: (Completion of Freshman class – 400 Hours)

Students will be exposed to an actual salon environment daily by working on clients, (performing practical lab operations) which will put demands on them (much like the same demands they will face in the future). This will help develop their techniques and applications as well as the professional communication skills clients will expect. They will benefit greatly from this environment and be able to enter the professional industry with the discipline necessary to compete with veteran technicians. Senior Students will continue to attend a minimum of 4 hours of theory in addition to specialized classes with emphasis on the course study each week.

TEXTBOOKS AND REFERENCE MATERIALS:

- Milady’s Standard Manicurist Textbook
- Milady’s Theory Workbook
- Milady’s Exam Review Book
- Cuccio procedure manual
- Cuccio product knowledge
- Style Envy Acrylic product knowledge



All books available in the school library – school materials and supplies- contact the Instructor for use of the library.

GRADING POLICY

All students are graded in 2 main areas:

5. Written Exams and/or completed projects
6. Practical Operations: work performed on mannequins and guests
 - o Theory grade is worth 80%, Practical Lab is worth 20%.
 - o Students are monitored daily during class and/or clinic for progress.
 - o Practical Operations: Completed Yes or No. Points will be awarded for Yes. Points are attached to a yes and points are added for a score earned points/possible points
 - o 75% cumulative grade point average is required to meet minimum satisfactory progress requirements

The California Department of Consumer affairs requires an accumulated score of 75% or higher to pass the State Board Exam. At Citrus Heights Beauty College, we want you to score a minimum of 75% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES

Students are graded with the following percentiles:

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.

MANICURIST GRADUATION REQUIREMENTS:

PLEASE SEE PAGE 10 OF THIS CATALOG

EVALUATION:

- Students will be evaluated at the end of Freshman class (56 hours) to ensure they can move to the clinic
- Evaluations are performed for Satisfactory Academic Performance (SAP) at 200 hours

MANICURIST PROGRAM OUTLINE per section 7365

MANICURIST REQUIREMENTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION	Hours Earned Through Distance Education	Hours Earned on Campus
HEALTH AND SAFETY BOARD APPROVED HEALTH AND SAFETY	100 HOURS	35	65
DISINFECTION AND SANITATION	100 HOURS	7	93
MANICURING AND PEDICURING	150 HOURS	49	101
ADDITIONAL TRAINING	50 HOURS	7	43

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. This can be done on campus or via distance education. 24.5% of total course hours done via distance education

Practical Operation means the actual performance by the student of a complete service on another person and or mannequin.

Practical Training shall mean the time it takes to perform a practical operation

- o Manicurist – 400 Total course hours
- o 98 hours of Technical instruction via distance education (7 hours a week technical instruction =distance education)
- o 302 hours on campus with technical instruction and practical operations.

MANICURIST COURSE CONTENT

COURSE CONTENT INCLUDES BUT NOT LIMITED TO THE FOLLOWING:

*Hours of training not spent on theory are used for the performance of Practical Lab operations. Practical lab operations mean the actual performance by the student of a complete service on another person or a mannequin.

SUBJECT	OBJECTIVE	RELATED MATERIAL	LEVEL OF ACCEPTABILITY
Health & Safety/ Hazardous Substance	Becoming familiar regarding chemicals used and basic health issues in establishments, material safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases (including HIV/AIDS and Hepatitis B). Use tools and equipment, and safety requirements.	Students will utilize MSDS sheets, and state laws regarding the care, handling and storage of hazardous materials; demonstrations on the prevention of chemical injuries, information from agencies regarding laws and health issues when dealing with communicable diseases.	75% Minimum Score on Written Exam.
Barbering & Cosmetology Act and the State Board Rules & Regulations	Familiarization with laws relating to practice as an applicable student and licensed cosmetologist. Skills in public relations, interaction with the public, retail sales, and selling of professional services, recommendations, and basic salon management techniques.	Definitions, classifications, registrations, exam fees, reciprocity and sanitary regulations; Board: powers, duties, appointments, terms and compensation. Personal hygiene: grooming, poise, personality development	75% Minimum Score on Written Exam
Cosmetology Chemistry Related to Nail Care Practices	Provide elementary knowledge on chemical composition and purpose of cosmetic, nail, hair and skin preparations. Also include elementary technical instruction.	Elements, compounds, mixtures, acids, base salts, pH scale, and water chemistry, application of cosmetics.	75% Minimum Score on Written Exam
Sanitation/Disinfection	Students will learn necessary sanitary conditions for practice of cosmetology and the prevention of infectious and contagious diseases.	Sanitary, sterilization and disinfection rules and methods, bacteriology, wet and dry sanitizing, chemical agents used and safety precautions specified in sections 979 and 980	75% minimum score on Written Exam

Bacteriology, Anatomy, Physiology	Mastering the structure and science of functions of the human body and all of its systems.	Systems: skeletal, muscular, nervous, circulatory, digestive, endocrine, excretory, and respiratory structure, cells, tissues and organs.	75% minimum score on Written Exam
Manicure and Pedicure	Basic knowledge of diseases and disorders of the nails, Becoming adept with hand and nail care, arm, hand and foot massage.	Introduction, equipment and tools used, materials, cosmetics, nail shapes, and sculptures, table preparations, manicure procedures, arm, hand and foot massage, special problems, diseases and disorders of nails, and safety precautions.	75% Minimum Score on Written Exam. Proper use of safety and sanitation procedures on manicures and pedicures in 35-60 minutes. 75% Minimum Score on 40 manicures and 20 pedicure Practical Applications.
Artificial Nails	Learning the products and techniques for application of artificial nails.	Products and procedures used to apply acrylic, tips, wraps, and repair of nails. Sanitation and safety precautions.	75% Minimum Score on Written Exam. Proper use of product safety and sanitation procedures. 75% Minimum Score on 80 nails Acrylic, 40 nail Tips, and 40 nail Wraps and Repairs Practical Applications.

GRADUATION REQUIREMENTS:

The requirements listed below are for the following programs: Cosmetology, Esthetics, Manicurist

- Successfully complete clock hours
 - Cosmetology 1000
 - Esthetician 600
 - Manicurist 400
- Successfully complete the required course practical operations and theory hours
- Pass all written Senior Finals and practical exams with a minimum 80%
- Students must sit for a proctored assessment for distance education curriculum prior to graduation.
- Satisfy *all* financial obligations to the school. *If* tuition, fees, and/or other charges are not paid in full, The school reserves the right to make accommodations for outstanding balances on an individual basis..
- Complete a Graduate Survey

Upon completion of the above requirements, students will receive a CHBC Diploma of course completion and a Proof of Training that the student will use to apply for the California State Board of Barbering and Cosmetology exam.

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:

- o Copies of records, court documents, fines imposed, verification of restitution received by the court, and verification of successful completion of probation
- o 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 application 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, 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.

POLICY AND PROGRAM CHANGES

CHBC reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary with approval of the Department of Consumer Affairs if required. The school reserves the right to make changes to any portion of this catalog including the amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, calendar and other dates and other provisions of any sort. CHBC also reserves the right to make changes to instructional materials, to modify curriculum, and when curriculum permits, to combine classes to provide meaningful instruction, training and contribute to the level of interaction among students. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

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)

FINANCIAL AID DISCLOSURES

CHBC believes the primary responsibility for financing your education rests with you and your family. Aid programs are intended to help you meet educational costs that remain after student resources and the expected family contributions have been taken into consideration.

CHBC believes that equal access to education should be provided to all applicants regardless of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation or parental status.

WHAT IS FINANCIAL AID?

Financial Aid funds are sources of aid provided, or awarded to students, who qualify, which includes, but are not limited to:

- Federal Title IV Programs
- State funded programs (BIA, VA, Voc. Rehab, etc.)
- Institutional Scholarships and/or loans

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Most financial aid is based on a student's individual needs and eligibility. Students may be eligible for a combination of various types of aid such as scholarships, grants, and loans.

AVAILABLE STAFF

CHBC has full time Financial Aid staff. The office is open to students Monday through Friday, 8:00 a.m. – 4:00 p.m. If you have any questions or need any assistance with the application or forms, please contact Aimee Ferguson at 916.735.3777 to set up an appointment.

FINANCIAL AID PROGRAMS AVAILABLE

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

THE APPLICATION PROCESS

When applying for financial aid, you are responsible for completing the forms required by Citrus Heights Beauty College. The following are the required procedures:

1. All students applying for any kind of financial aid must complete the following: Admissions Application, Admissions Exam, FAFSA, and Entrance Counseling for Funding. First go to our website www.chbeautycollege.com. The application process and all needed documents to begin will be located on the "Application Process" tab.
2. If you are applying for Direct Loans, in addition to the above forms, you must complete a Master Promissory Note and Loan Entrance Counseling. Upon completion of the program or a withdrawal from course, you must complete Exit Counseling for your loans.
3. Electronic Application (you will be required to give the U.S. DEPARTMENT OF EDUCATION permission to send electronic information to the financial aid agencies in your state) You will go to www.studentaid.gov Click on the link to create an FSA ID if you are a dependent student (under the age of 24, not married, and have no dependents) your parents will need a FSA ID as well.
4. Then 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.
5. **SCHOOL CODE is 014064** It can take up to 3 weeks* to process your financial aid. *If you are selected for verification it could take longer

STUDENT ELIGIBILITY REQUIREMENTS:

In general, a student is eligible for financial aid under the following conditions:

- The student must demonstrate a financial need
- The student must be a U.S. Citizen or an eligible Non-Citizen
- The student must have a Social Security card
- The student must be making Satisfactory Progress towards completion of their course
- The student must have high school diploma or GED
- The student must meet the requirements for the Select Service
- The student is enrolled on at least a half-time basis in an eligible program as a regular student
- The student must not be in default on ANY Title IV loan

SATISFACTORY ACADEMIC AND ATTENDANCE POLICY:

In order to maintain eligibility for all types of financial aid, students must meet satisfactory academic and attendance requirements.

DIRECT LOAN QUALITY ASSURANCE POLICY: In accordance with the direct loan program regulations at 34 CFR 685.300(b) (9) OPSU has implemented and documented a quality assurance process to ensure we are complying with program requirements and meeting program objectives that ensures OPSU: 1. Reports loan records, disbursements, and adjustments to disbursements correctly to the Common Origination Disbursement system. 2. Disburses and returns loan funds in accordance with regulatory requirements. 3. Disburses the correct loan amount to the correct student. 4. Completes monthly reconciliation and Program Year Closeout.

COST OF ATTENDANCE

For the purpose of Federal Financial Aid, the U.S. Department of Education allows certain other expenses to be added to the direct costs of tuition and fees. Those expenses are as follows for a full-time student per award year:

2022-2023 Monthly COA Budget Components

Citrus Heights Beauty College				Programs: Cosmetology Esthetician	Hrs/Wks in Program	
DEPENDENCY STATUS	Monthly Room & Board	Monthly Transportation	Monthly Misc.	Total Monthly Indirect Costs	Tuition & Fees Amount	Books & Supplies/Kit Amount

	53%	11%	36%		
DEPENDENT / AT HOME	1034	214	702	1950	
INDEPENDENT/ AWAY FROM HOME	1543	321	1048	2912	

Child care allowances are developed from statistics and studies done by The National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. To determine a weekly amount the monthly amounts can be divided by 4.33 and then multiplied by the number AY1 or divided into AY1 and AY2.

STUDENT RIGHTS AND RESPONSIBILITIES:

ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RIGHT:

- To full disclosure of all loan terms. Typical repayment schedules are included in Entrance Counseling materials
- To know what aid programs are available and the procedures for making application for the programs
- To an explanation of eligibility determination
- To be informed of satisfactory progress requirements and the procedures of probation and suspension of eligibility
- To be informed of Citrus Heights Beauty College 's student average loan indebtedness
- To have full access to all records at the CHBC

RESPONSIBILITIES:

ALL STUDENTS RECEIVING FINANCIAL AID HAVE THE RESPONSIBILITY:

- To maintain satisfactory progress
- To complete an Affidavit of education Purpose and Statement of Selective Service compliance
- To make timely and accurate disclosure of their financial status and provide documentation of status when requested
- To inform the financial aid office of any change in financial status, marital status, name, address, and any other information that may affect the student's eligibility for financial aid
- To REPAY and all loan amounts as determined by the provisions of the loan note and supporting documentation
- To complete exit counseling documentation prior to the student leaving school

VERIFICATION REQUIREMENTS

Students selected by the U.S. Department of Education for the process of verification are required to submit to the school financial aid office additional student/parent/spouse's information. The verification process is required by law. In order to verify financial information, CHBC must require that student/parent/spouse provide IRS TAX TRANSCRIPTS and a verification worksheet (provided when necessary by the school). CHBC uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. If you have been selected for verification, Citrus Heights Beauty College will inform you of what has to be verified and what documents are required.

FOLLOWING POLICY APPLIES TO THE VERIFICATION REQUIREMENTS:

- The student will be allowed 14 days to supply the required verification documents. Allowance will be made for students requesting information from an outside agency, i.e. IRS or accountant
- No disbursements will be made until verification is complete
- If you fail to provide the required information by the deadline, you will be expected to make satisfactory payment arrangements until documentation is received
- Once the documents have been received the school administrator should then review and upload those documents as part of the initial FA file
- Provided all the required documents are received and there are no discrepancies to hold up the process, the student's aid package will be further processed

INDIVIDUAL FINANCIAL AID PROGRAMS

FEDERAL GRANTS:

- ☐ Federal Pell Grants are available for qualifying students to assist them with their educational costs. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

DIRECT LOANS: (Subsidized/Unsubsidized/PLUS)

The Subsidized Direct Loan is a need-based program. This means that a student must show financial need in order to qualify. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.

- ☐ The Unsubsidized Direct Loan is a non-need-based loan. The interest begins to accrue on the unsubsidized loan once a disbursement has been made. The student has the choice of paying the interest while in school or deferring the interest until six months from the

student's last date of attendance. Loan repayment will begin six months from the student's last date of attendance. Minimum payments are \$50.00 a month.

- ☐ Parent Loan Program (PLUS) is for a dependent student’s parent. IN ADDITION, loan minimum payments are determined by the loan amount/. Payments for the PLUS loan may be postponed for six months after the dependent student completes the program of study.
- ☐ If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

IN-SCHOOL-PAYMENTS

Private Pay Students

Forty-five days delinquent you may not be allowed to continue attendance, until your payments are brought current. You must make arrangements with the Administration to bring your account current. Payments in default in excess of 30 days will be turned over to a collection agency.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a State Funded Program. A potential enrollee is eligible if selected by a Vocational Rehabilitation Agency. Interested students should contact the local office for further information. Specific requirements must be met, and students are tested for aptitude to find the specific field of study in which he/she would most likely succeed.

CAREER OPPORTUNITIES

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

HAIR STYLIST	COLOR SPECIALIST	ASSOCIATE STYLIST
PLATFORM ARTIST	BRIDES/WEDDINGS	RUNWAY SHOWS
INDUSTRY PRODUCT REPRESENTATIVE	MEDI SPA	SCHOOL OWNER
SALON OWNER/MANAGER	SPA OWNER	NAIL TECHNICIAN
EDITORIAL PHOTO SHOOTS	SKIN CARE SPECIALIST	MAKE-UP ARTIST

JOB PLACEMENT ASSISTANCE

CHBC cannot guarantee job placement or a level of income or wage rate to any Student or graduate, however placement assistance is provided. One of our primary goals is to provide specialized, intensive training that will make graduates highly employable upon being licensed by the State Board of Cosmetology by providing the following:

- Assist graduates in obtaining employment in various possible salon and spa options
- Coach on interviewing and follow-up skills
- Students are encouraged to discuss their employment needs with their advisors
- Post job opportunities on the website, announcement board, and announce it
- Listen to employers and their input regarding the necessary skills and aptitude needed for our students to become successful.

COMPENSATION FOR A LICENSED GRADUATE

The U.S.Department of Labor provides current job information at www.careerinfonet.org you may also visit www.labormarketinfo.edd.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. As reported by the US Department of Labor, State and National median wages for cosmetology related positions are as follow:

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 / Pedicurists 39-5092.00	\$14.97 / \$31,130	\$16.00 / \$33,280

COSMETOLOGY TUITION

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

Program Cost

Tuition	\$14,500.00
Kit (NON-REFUNDABLE if opened)	\$2223.16
Books (NON-REFUNDABLE if opened)	\$399.95
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes (NON-REFUNDABLE after first day of class)	\$207.16
Application Fee (NON-REFUNDABLE)	\$100.00
Enrollment Fee (NON-REFUNDABLE after first day of class)	\$150.00
Administration Fee (NON-REFUNDABLE after first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after first day of class)	\$300.00
Technology Fee (NON-REFUNDABLE after first day of class)	\$100.00
STRF Fee (NON-REFUNDABLE after first day of class)	\$45.00
TOTAL	\$18,125.27



*Estimated schedule of total charges for the entire educational program \$18,125.27
 *Additional fees not included: State Board Exam (\$125), and Overtime Fees \$18 per hour
 ** If applicable- Withdrawal/Termination/Change of contract Fee (\$150)
 **There are no additional fees associated with student identity verification with distance education.

The curriculum for students enrolled in a Cosmetology Course consists of 1000 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid through an approved payment plan as stated herein. Payments may be made by cash, debit/card card, money order, check, Title IV, or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and fees for repaying applicable loans plus interest.

STUDENT BOOKS and KITS

Student Kits are approved for the Student Clinic Floor to perform services on CHBC guests. You are responsible for all of your Student Kit items as well as your personal belongings. CHBC is not responsible for the Student Kit or personal belongings, which are left at CHBC. Upon graduation you must take your equipment with you. All equipment abandoned will become property of CHBC after 14 calendar days. At that point CHBC reserves the right to discard the belongings. Once Student Kit items have been issued, they are not returnable

ESTHETICIAN TUITION

SCHEDULE | **FULL TIME** | 600hr
 21 hrs a week | 29 Week Program | 7 Months

Program Cost

Tuition	\$8700.00
Kit (NON-REFUNDABLE if opened)	\$1563.00
Books (NON-REFUNDABLE if opened)	\$399.95
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes (NON-REFUNDABLE after first day of class)	\$85.09
Application Fee (NON-REFUNDABLE)	\$100.00
Enrollment Fee (NON-REFUNDABLE after first day of school)	\$150.00
Administration Fee (NON-REFUNDABLE after first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after first day of class)	\$200.00
Technology Fee (NON-REFUNDABLE after first day of class)	\$60.00
STRF Fee (NON-REFUNDABLE after first day of class)	\$27.50
TOTAL	\$11,385.54



*Estimated schedule of total charges for the entire educational program \$11,385.54
 *Additional fees not included: State Board Exam (\$115) and Overtime Fees \$18 per hour
 ** If applicable- Withdrawal/Termination/ Change of contract Fee (\$150)
 **There are no additional fees associated with student identity verification with distance education.

The curriculum for students enrolled in a Skin Care Course consists of 600 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid through an approved payment plan as stated herein. Payments may be made by cash, debit/card card, money order, check, Title IV, or through non-federal agencies or loan programs.. Students are responsible for paying the total tuition and fees for repaying applicable loans plus interest.

STUDENT BOOKS/EQUIPMENT/SUPPLIES

Student Kits are approved for the Student Clinic Floor to perform services on CHBCe guests. You are responsible for all of your Student Kit items as well as your personal belongings. CHBC is not responsible for the Student Kit or personal belongings, which are left at CHBC. Upon graduation you must take your equipment with you. All equipment abandoned will become property of CHBC after 14 calendar days. At that point CHBC reserves the right to discard the belongings.

Once Student Kit items have been issued, they are not returnable

MANICURIST TUITION

SCHEDULE | FULL TIME | 400 hrs
35 hrs a week | 12 Week Program | 3 Months

Program Cost

Tuition	\$2056.00
Kit (NON-REFUNDABLE if opened)	\$746.49
Books (NON-REFUNDABLE if opened)	\$399.95
Uniform (NON-REFUNDABLE if opened)	\$50.00
Taxes (NON-REFUNDABLE after first day of class)	\$92.73
Application Fee (NON-REFUNDABLE)	\$100.00
Enrollment Fee (NON-REFUNDABLE after first day of class)	\$150.00
Administration Fee (NON-REFUNDABLE after first day of class)	\$150.00
Lab Fee (NON-REFUNDABLE after first day of class)	\$150.00
Technology Fee (NON-REFUNDABLE after first day of class)	\$30.00
STRF Fee (NON-REFUNDABLE after first day of class)	\$10.00
TOTAL	\$3845.17



*Estimated schedule of total charges for the entire educational program \$3845.17

*Additional fees not included: State Board Exam (\$110) , and Overtime Fees \$18. per hour

** If applicable- Withdrawal/Termination/ Change of contract Fee (\$150)

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

The curriculum for students enrolled in a Nail Care Course consists of 400 hours of technical instruction and practical training covering all practices of an Esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid through an approved payment plan as stated herein. Payments may be made by cash, debit/card card, money order, check, Title IV, or through non-federal agencies or loan programs.. Students are responsible for paying the total tuition and fees for repaying applicable loans plus interest.

STUDENT BOOKS/EQUIPMENT/SUPPLIES

Student Kits are approved for the Student Clinic Floor to perform services on CHBCe guests. You are responsible for all of your Student Kit items as well as your personal belongings. CHBC is not responsible for the Student Kit or personal belongings, which are left at CHBC. Upon graduation you must take your equipment with you. All equipment abandoned will become property of CHBC after 14 calendar days. At that point CHBC reserves the right to discard the belongings.

Once Student Kit items have been issued, they are not returnable



REFUND CALCULATION WORKSHEET

Student _____ Date of Refund _____
 Address _____ City, State, Zip _____
 Phone _____ E-Mail _____
 Start Date _____ Last Day Attended _____
 Hours Scheduled _____ Hours Contracted (divide clocked) _____ Total % Completed _____
 Hours Attended _____

*If 61% has been completed no tuition refund will be due to student

CONTRACT COSTS

Application Fee: \$ _____
 Tuition: \$ _____
 Books/Kit: \$ _____
 Misc./Other: \$ _____
 TOTAL COSTS: \$ _____

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*:

Cash: \$ _____
 Other: \$ _____
 \$ _____
 Total Paid: \$ _____

AMOUNT EARNED:

Tuition X % Earned in Program: \$ _____
 Application Fee: \$ _____
 Books/Kit/Unreturned Property: \$ _____
 W/D Fee/Other: \$ _____
 Total Earned: \$ _____

AMOUNT REFUNDED (if applicable):

Total Paid to School \$ _____
 Total Earned by School \$- _____
 Total Refund Due = \$ _____

AMOUNT OWED TO SCHOOL:

Total Earned by School: \$ _____
 Total Paid to School: \$- _____
 Total Owed to School = \$ _____

As Per State and/or Federal Regulations, the above has been paid to _____

Address _____ . If you have any questions concerning this refund, please contact Citrus Heights Beauty College at (916) 725-6861

Student Signature

Date

Parent/Guardian Signature
(if applicable)

Date

Accepted by School Official

Date



Notice of Cancellation

I, _____ wish to cancel my contract with Citrus Heights Beauty College on this _____ of _____.
(Day) _____ (month) _____ (year) _____

Please state the reason for withdraw: Attendance Medical Financial Transportation
 Relocating Military Having difficulty with the training other: please explain

-
- I understand that I am withdrawing from the course of instruction after the cancellation period,
 - I understand I am obligated to pay tuition for completed education and for received and accepted equipment.
 - If you have paid in advance for your educational services, the School will remit a refund less the registration and STRF fee within 45 days following your withdrawal.

If you (the student) obtain a loan to pay for this educational program, then you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the Federal or State Government and you default on the loan, both the following may occur: (a) the Federal or state Government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, and (b) you may not be eligible for any other Federal Student Financial Aid at another institution or other assistance until the loan is repaid.

Student Signature _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____



Kit and Books No Return Policy

At the start of the program books and kits are issued to those students purchasing them from the school. Once the kit and books are received the student is responsible for the total amount due. If for any reason the student is terminated or withdraws from the program, they can return only their textbook or workbooks that are in brand new condition if it is within 20 days of their withdrawal date. There cannot be any visible damage such as torn pages, bent corners, scratches on the cover or written in anywhere.

The kit is a sanitary item and once it is opened it cannot be returned for any reason.

Per the terms listed above the student will be charged full price for their kit and any unreturnable books upon termination or withdrawal from this program. Therefore, the unreturnable items will also be excluded from the R2T4 step 5 prorated cost of attendance.

Effective
07/01/2018

Exceptions: Excludable costs are costs a school may exclude from the total amount of institutional costs, such as the documented cost of unreturnable equipment and documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal.

Returning equipment

If a school can substantiate that its return policies are reasonable, consistent, and fair to all students, and students are notified in writing of those policies when they enroll, the school may exclude documented costs for non returnable equipment and returnable equipment if not returned in good condition within 20 days of withdrawal. A policy that classifies all used books or equipment as non returnable is not reasonable or fair. An acceptable policy must specify the circumstances that would prevent the school from selling the books or equipment to other students.

CANCELLATION/WITHDRAW AND REFUND POLICY

- Refund calculations are performed for any monies due the applicant for any reason, by either party, including student decision, course or program cancellation or school course, shall be refunded within 45 days of official cancellation or withdrawal.
- Official cancellation or withdraw shall occur on the earlier of the dates that:
- An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except an application fee.
- A student or legal guardian notifies the institution of his/her official withdrawal in writing. The cancellation date will be determined by the postmarked or written notification, or the date said information is delivered to the school in person.
- A student (or in the case of a student under legal age, his/her parent or guardian) has the right to cancel his/her enrollment Agreement after the seventh (7) calendar day of signing the Enrollment Agreement through attendance at the first class session is entitled to a refund of all monies paid to the school less an application fee of \$100.00. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether the student has started training.
- Money paid for supplies and equipment is nonrefundable after seven (7) calendar days of signing the Enrollment Agreement contract, up through attendance at the first-class session, whichever is later. .
- A student is expelled by the institution.

A student on an approved LOA notifies the school that he/she will not be returning. The date of withdrawal shall be the last date the student attended, the date of determination shall be the date the student notifies the school that they will not be returning.

For official cancellations as defined in the previous paragraphs the cancellation date will be determined by the postmark on written notification at the following address: Citrus Heights Beauty College, 7518 Baird Way, Citrus Heights, CA 95610, or by the date said information is delivered to the school Administration/Owner in person. Written cancellations need not take any particular form.

- Monies paid for student kits, books and equipment that have been issued and opened are nonrefundable.
- Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more scheduled consecutive days; the withdrawal date that will be used in this calculation is the student's actual last day of school.
- When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- All extra costs such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment Agreement.
- If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either
 - provide completion of the course and/or program
 - provide a full refund of all monies paid or
 - Provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - Participate in a Teach-Out Agreement
- If the school closes permanently and no longer offers instruction after a student enrolled, the school will provide a pro rata refund of tuition to the student or Participate in a Teach-Out Agreement
- A student's account may be sent to collections for non-payment.

(b) The institution shall advise each student that a notice of cancellation shall be in writing, and that withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

(c) The institution shall also provide a pro rata refund of non federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

(d) Institutions shall refund 100 percent of the amount paid for enrollment charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the Federal Higher Education Act of 1965. The institution shall also provide a pro rata refund of non federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

- Identify all amounts paid for instruction less cost of equipment.
- Subtract Application fee not to exceed \$100.00 (Veterans \$10)
- Apply a pro rata refund based on the percentage of scheduled hours the student should have completed in the program.

A pro rata refund pursuant to the California Private Postsecondary Education Act of 2009, section 94919(c) or section 94927 of the code, and shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours a student was scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated shall be refunded. The refund does not include the non-refundable items that are not included in the tuition price: an application fee of \$100.00, Student Tuition Recovery Fund (\$0.00 per \$1,000.00 of institutional charges), and books and kit costs received.

The refund policy allows for pro rata up to 60 percent of the program (period of attendance) and once the student completes over 60% of attendance, the student owes full tuition. Payment schedules for tuition debt may be arranged between the Student and Citrus Heights Beauty College.

Below is an example of a pro rata refund for the Cosmetology Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours the student should have completed in the program.

100% Tuition Amount	10%	25%	50%	60%	61%-100%
\$14,500	\$1,450	\$3,625	\$7,250	\$8,700	\$14,500

You have the right to withdraw from a course on instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is through the attendance at the first class session, or the seventh(7) calendar day after enrollment, whichever is later, the school will remit a refund less an Application fee, if applicable, within 30 days following your withdraw. You are obligated to pay for educational services rendered and for unreturned equipment and a \$150 Withdrawal Fee. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT. In the event that a payment is not received 30 days past the due date, the student will be notified by email that they are delinquent on the account. The account will be sent to collections. Once the account has been sent to collections, the student must direct all questions and payments to the collection company. REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Department of Consumer Affairs, Consumer Information Division: 1625 North Market Blvd., Suite N1 12, Sacramento, Ca 95834, (800)952-5210.

CHBC does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five(5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five(5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

RETURN OF TITLE IV FUNDS

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date. The determination of the withdrawal date on a student who had been previously attending could be up to, but will not to exceed 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when they notify the school’s administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school’s administrative office.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The school has 30 days to calculate the Return to Title IV funds and 45 days to return any funds to the US Department of Education as required. The Title IV programs available at the school that are covered by this law are:

- Federal Pell Grants
- Federal Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn’t keep this amount of your Title IV program funds.

Initial Amount of Unearned Title IV Aid due From the Student

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial amount due

from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

Repayment of Student Loans

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Grant Funds to Be Returned By a Student

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

Return of Title IV Grant Funds by the Student

The student is obligated to return any Title IV overpayment in the same order that is required for schools.

Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

A School's Responsibilities in The Return of Funds by the Student

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

Grant Overpayments

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following items:

- 1. The student owes an overpayment of Title IV funds.**
- 2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.**

Order of Return of Title IV Funds

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school. **Note: Two years is the maximum time a school may allow for repayment.**
- c) The student may sign a repayment agreement with the Department.

*******The student should contact the school to discuss his or her options*******

Consequences for Not Following up upon the Notification

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Return to Title IV Funds Example

On March 19, 2014 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed **in the current payment period** by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ($\$13,750.00/1500=\9.17) Now it will multiply the hourly proration X the 450 hours in the payment period which = $\$4126.50$ rounded up to \$4127.00 The greater of the two is the amount of Title IV that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the 444 % of **unearned** Title IV aid. In this case study the entire amount of unearned aid (\$3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made. Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

Students are responsible for completing all forms accurately and by the published deadlines. They are also responsible for submitting information requested to the Financial Aid Office in a timely manner. Along with the information, students are responsible for keeping the Financial Aid Office up to date with any changes to name, address, and marital status. In addition students should notify the Financial Aid Office of any assistance from non- sources such as scholarships, loans, and educational benefits. Students are responsible for informing the Financial Aid Office of any enrollment changes such as requests for leave of absences. Lastly, but not limited to, students are responsible for maintaining satisfactory academic progress, and re-applying for aid each year.

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.”

(a) "California resident" means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from a qualifying institution offering distance education.(b) "Closed institution" means an institution at which a closure has occurred.(c) "Economic loss" means pecuniary loss, as defined in section 94923 of the Code. Economic loss also includes any "educational opportunity loss".(d) "Educational opportunity loss" means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution's closure or due to the institution Private Postsecondary Education losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.(e) "Fund" means the Student Tuition Recovery Fund.(f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.(g) "Qualifying institution" is an approved institution that is subject to the provisions of Article 14,commencing with section 94923 of the Code, including out-of-state institutions registered with theBureau pursuant to section 94801.5 of the Code.(h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institutions of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).(i) "STRF" means Student Tuition Recovery Fund.(j) "Student Tuition Recovery Fund assessment" or "STRF assessment" means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution. (k) "Teach-out institution" means the institution offering a teach-out to a former student of an institution that has ceased to operate. (l) "Third-party payer" means an employer, government program, or other entity that pays a student's charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.Student Tuition Recovery Fund (STRF).(a) The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer , prepaid tuition, paid or is deemed to have paid the assessment and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans' financial aid programs under Title 38 of the Code of Federal Regulations.

Amount of STRF Assessment.

(a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0). "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 has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non 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
1747 North Market, Suite 225
Sacramento, CA 95834 Phone: (916) 574-8900 Website: www.bppe.ca.gov

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.

OVERTIME 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 \$18per hour.

MAKE-UP POLICY

The student must contact the instructor to arrange make-up work.

TRACKING TECHNICAL HOURS & PRACTICAL OPERATIONS

Students will keep track of Technical Instruction and Practical Operation hours on their Applied Effort Record cards daily for all on campus instruction. Online distance education hours will be entered into the database by Admissions staff. Students will record theory hours on an applied record card at the end of week.

- Technical instruction- Theory and class assignments (Due weekly)
- Practical Operations –Labs, mannequin, or client clinic work
- Grades are entered into the computer SIS (Student Information System) system

Both student and instructor will sign the Applied Effort record card DAILY in order to receive hours. Should you forget to fill out the Applied Effort record card and have it signed, students may lose all credit accumulated that week/weeks. Applied effort record cards will be turned in to the In Box on the last day of attendance for that week.

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 purchased by the student 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 should manually log out of CIMA. Failing to log out can often be the cause of a time tracking error. Students should work within a single browser tab and must not log into CIMA from their

laptop or tablet browser and the CIMA app at the same time. 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.

TEACH-OUT PLAN:

In the event that a decision is made that it should cease operations, CHBC shall immediately:

Provide the following information to all enrolled students:

- A. A list of Teach-Out institutions with which CHBC has entered into a Teach-Out Agreement. Students who elect not to transfer to any such Teach-Out Institution shall be provided with a pro-rata refund of tuition paid. Should it be determined that there are no institutions with which CHBC can practicably enter into a Teach-Out Agreement, pro-rata refunds shall be issued to all enrolled students.
- B. In accordance with the Teach-Out Agreement, a description of any additional charges, if any.
- C. Contact information of the custodian of CHBC files and the address where those files will be kept.
- D. A copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study"

TRANSFER POLICY

CHBC will accept up to 300 transfer hours for Cosmetology, 120 transfer hours for Estheticians 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. CHBC does not award credit for prior experiential credit.

This institution will maintain both a hard copy and digital copy of records for previous education and training for all eligible persons. The records will clearly indicate how many hours were accepted for transfer and the contracted amount of hours at this institution were adjusted according to those hours accepted.

***CHBC reserves the right to accept additional hours over the standard amount on a case by case basis.**

***CHBC 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.**

***CHBC 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 CHBC with name, date of withdrawal and decision to withdraw from CHBC.

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

"The transferability of credits you earn at CHBC 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 CHBC 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 CHBC must be paid in full in order to receive Proof of Training documents. Once Administration receives Letter of Withdraw and outstanding fees students will receive Proof of Training within 14 days.

The transferability of credits you earn at CHBC is at the complete discretion of an institution to which you may seek to transfer.

LEAVE OF ABSENCE (LOA) POLICY

Students may request one leave of absence for personal reasons within a twelve-month period. Students will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds 180 calendar days in any 12 month period. The institution reserves the right to approve an additional leave due to extenuating circumstances on an individual basis. The institution also reserves the right to deny any request for an additional leave of absence.

Leave of Absence Request Must:

- The request must be in advance..
- **Students must log into the student portal on Prestige SIS, and send a Leave of Absence request to Administration.**
- The Institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - The student provides documentation as to why the request could not be submitted prior to the LOA.
 - The request is collected at a later date and;
 - The established start date of the approved LOA as the first date the student was unable 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 who takes an unapproved LOA, (meaning that the student did not send a request through the portal, or contact administration to notify them that you are unable to send request via the portal) or does not return from LOA by the scheduled return date will have their enrollment terminated and for the purpose of calculating a refund, the student's withdrawal date 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
- 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.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and addendum to enrollment agreement must be signed by both parties
- A student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required.

FILE RETENTION AND ACCESS TO FILES

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students (or parents or guardians, if the student is a dependent minor) have the right to inspect, review, and challenge information contained in their educational records. FERPA generally gives student the rights to:

- Review their education records
- Seek to amend inaccurate information in their records
- Provide consent for the disclosure of their records

General Release of Information: A student (or parents/guardians, if the student is a dependent minor) must provide written consent before the school may disclose personally identifiable information from the student's education record. Access to their records will be granted within 30 days from the date of request with a CHBC staff member present.

The written consent must state the following:

- Purpose of the disclosure
- Specify the records that may be disclosed
- Identify the party or class of parties to whom to disclosure may be made
- Signed and dated

Release of Information to regulatory Agencies: CHBC provides and permits access to student and other school records as required to the U.S. Department of Education and authorized representatives of the Department, including employees of the Office of federal Student Aid, the Office of Postsecondary Education, the Office of Civil Rights, and the National Center for Education Statistics, the National Accrediting Commission of Career Arts and Sciences (NACCAS), as well as firms under contract to the Department to perform certain administrative functions or studies.

The student must fill out and sign a *Release of Information* form every time the student requests the information to be released, if a student would like to provide access to their student information to another person. Student transcripts are maintained permanently.

EVALUATIONS:

- Students will be evaluated several times during their course training. The 1st evaluation on class material comprehension will be at the end of Freshman class with a freshman practical and written final exam to ensure the student can move to the clinic floor.
- Evaluations are based on completed Practical operations and Theory Hour progress and will be performed in conjunction with Satisfactory Academic Performance (see SAP Policy Below) at 450, 900 hours for Cosmetology, 300 hours for Esthetician, and 200 hours for Manicurist.

STUDENT SERVICES

Citrus Heights Beauty College offers additional tutoring in business resumes, interviews for potential jobs and State Board exam preparation at no additional fee for up to three months after graduation.

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: A DEFINED ACADEMIC YEAR IS 900 CLOCK HOURS AND 38 WEEKS

ESTHETICIAN: A DEFINED ACADEMIC YEAR IS 600 HOURS AND 29 WEEKS

MANICURIST: A DEFINED ACADEMIC YEAR IS 400 HOURS AND 16 WEEKS

COSMETOLOGY	Completion of Freshmen Class	450 Actual Hours	900 Actual Hours
	21 hours per week	19 Weeks	38 Weeks
	28 hours per week	18 Weeks	36 Weeks
	35 hours per week	14 weeks	28 Weeks
ESTHETICIAN	Completion of Freshmen Class	300 Actual Hours	
		14 Weeks	
MANICURIST	Completion of Freshmen Class	200 Actual Hours	
		6 Weeks	

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 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)	63 weeks	1330
	1000 (28 hours per week)	48 weeks	1330
	1000 (35 hours per week)	38 weeks	1130
Esthetician	600 (full time 21 hours per week)	38 weeks	798
Manicurist	400 (full time 35 hours per week)	16 weeks	532

Students over the max time frame for course completion will not be eligible for Title IV funding and will be dropped from the program. Students are permitted to re-enroll as a cash paying student.

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

RETAKES/RESCHEDULED/REVIEW TESTS/INCOMPLETE GRADES

Any missed course work or unfinished course work will be given a (0) for incomplete grade and students will have the option to make up those assignments. Tests can be retaken until at least 75% test score has been achieved. Missed tests and retakes must be scheduled with instructors (retakes can be done in the time set up with CIMA until the time is up). An incomplete grade, course work repetition and non-credit work will be in the student’s cumulative grade.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Progress may have Title IV funding interrupted, unless the student is on warning. CHBC is required to notify students of any evaluation that impacts the students’ eligibility for financial aid. Students have access to all SAP evaluations in their student portal. Notifications will be sent to the student at the time the SAP Evaluation is run if they are not achieving SAP status. In the event that a SAP evaluation is not met, students are asked to sign the SAP action plan through the portal form system.

WARNING

Students who fail to meet the minimum requirements for attendance or academic progress will be placed on warning until the next evaluation point and are making Satisfactory Academic Progress and will still be eligible for Title IV funding during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress. If at the end of the evaluation period, the student still has not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV Benefits. Warning status is not applicable to the Esthetician and Manicurist programs based on the length of these programs. Students will be kept apprised of whether they’re meeting SAP requirements prior to the evaluation point. At the 300 hour evaluation mark, if an esthetician student is not making SAP, they will become ineligible for additional Title IV Benefits but can establish their Title IV if they are able to restore their hours or grades during the 301-600 hours (2nd payment period) of their program.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish Satisfactory Academic Progress and Title IV , as applicable, by minimum attendance and academic requirements by the end of the warning period.

TRANSFER HOURS

With regard to Satisfactory Academic Progress student accepted transfer hours will be counted both attempted and earned hours for the purpose of determining the allowable maximum time frame has been exhausted. SAP periods are based on ACTUAL contracted hours at the institution.

PROGRESS REPORTS/SAP Evaluations

Students will have access to their SAP evaluations indicating their overall progress. They can access all SAP evaluations in the student portal. The progress report will indicate their progress in theory, practice and attendance on a cumulative basis. Students that are not meeting SAP requirements are required to sign and date the original SAP report which will be maintained in their file. State Fund Financial Aid programs have satisfactory academic progress policies that must be maintained in addition to the above. If the students are receiving funds from those sources, the individual agency funding the student will inform the student of their requirements.

LEAVE OF ABSENCE INTERRUPTIONS, COURSE INCOMPLETES & WITHDRAWS & REPETITIONS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the Leave of Absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of their program and wish to re-enroll will return in the same Satisfactory Academic Progress statuses at the time of withdrawal. Course incompletes, repetitions and non- remedial courses are not applicable to this institution’s form of instruction.

GRADING POLICY

All students are graded in 2 main areas:

- 7. Written Exams and/or completed projects

- 8. Practical Operations: work performed on mannequins and guests
 - o Theory grade is worth 80%, Practical Lab is worth 20%.
 - o Students are monitored daily during class and/or clinic for progress.
 - o Practical Operations: Completed Yes or No. Points will be awarded for Yes. Points are attached to a yes and points are added for a score earned points/possible points
 - o 75% cumulative grade point average is required to meet minimum satisfactory progress requirements

The California Department of Consumer affairs requires an accumulated score of 75% or higher to pass the State Board Exam. At CHBC, we want you to score a minimum of 75% on each test (written and practical) or higher to ensure your success in passing the State Board Exam.

GRADING SCALES

Students are graded with the following percentiles:

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

DRESS CODE

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 always be 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. (NO SHORTS)

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 midriff, 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 scarf (any color scarf).

Unacceptable clothing:

Hoodies, hats, sweats, yoga pants, sweatshirts, and slippers 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 overtime fees). The decision as to whether a student is in dress code is at the discretion of the school staff.

HOUSING

CHBC is a non-residential campus and does not provide housing opportunities and services.

CHBC does not have dormitory facilities under its control. Housing assistance is not provided by CHBC. The median gross rent in the city of Sacramento is \$1370.00 (source <http://www.city-data.com/housing/houses-Sacramento-California.html>). Citrus Heights, located reasonably near The School, averages between \$701.00 and \$1566.00 (source <https://www.rentcafe.com/average-rent-market-trends/us/ca/citrus-heights>).

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. CHBC reserves the right to deny admission to any person if believed not to have the ability to benefit from the training offered at CHBC. However CHBC DOES NOT provide English-as-a-Second Language instruction. (ASL) CHBC reserves the right to revise or amend any of the items contained within this document without prior notice.

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 expected from all students at all times
- 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:
 - o The cleanliness of your own workstation, mirror, chair and floor at all times
 - o All containers must be labeled properly

- o Daily cleanup & setup duties
- Theft is grounds for immediate termination
- Damage to CHBC 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 CHBC 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
- CHBC 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
- The Student’s Enrollment may be terminated at the election of the School Director, if the Student’s academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the School
- 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

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 Administrator, but we do have an open-door policy (dependent minor Student’s family may consult with the Director/Administrator). CHBC 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 CHBC 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

PARKING

CHBC is not responsible for tickets or towing of student vehicles. Students are to park in the designated areas (upper lot, on the street in front of college or dry cleaners next to the college) only.

FACILITIES

CHBC provides an ideal environment for learning in our 6000 square foot facility.

Clinic Floor

- 68 Stations
- Outside Lab
- 6 Manicurist Tables
- 2 Pedicure Thrones
- 4 Hooded Dryers

Dispensary

- 1 Washer / 2 Dryers
- Commercial sink/Sanitizing Area
- Color Bar

Classrooms:

- Tables / Chairs
- TV/Video/ projector for enhanced learning

Esthetician Department

- 10 Facial Beds
- 10 Magnification Lamp
- 7 Steamers
- 1 Spray Tan Gun
- 3 Towel warmers
- 10 Wax Stations
- 2 Microdermabrasion Machine

Retail Products

- Redken
- Nicolas
- HED
- Image
- Clinical Formula
- Youngblood
- It’s a 10

Administration Offices

- Student Services Office
- Admission Office
- Financial Aid Office

Student Library

- Variety of Industry books
- DVD/Videos

COUNSELING SERVICES

Every student is extended the privilege of consulting with the Director of the School. Dependent minor student’s families desiring information concerning the student’s progress may consult with the Director of the School. Counseling appointments may be scheduled with the Director or Office Administrator, but we do have an open-door policy. Other counseling numbers and information you may need: Placer Adult Protective Services 530-886-5401, Sacramento County 916-874-9377, CA Department of Rehab. 916-324-1313, Placer Department of Mental Health Alcohol and Drug Prevention Services 530-889-7240, National Drug and Alcohol Addiction 1800-729-6686, Women’s Center Domestic Abuse and Rape 916-652-5885, WEAVE 24hr line 916-920-2952, Veteran’s Affairs 1800-952-5626, Suicide Prevention 530-885-2300, Family Planning 530-889-7170

DISCIPLINARY COUNSELING

When a student needs to be counseled for disciplinary problems the following procedures are entailed:

1. Students are brought into the school office to discuss the situation or problem. A consultation report is filled out by one of the following, instructor, administrator or the director and the student explaining the reason for the counseling and any comments made. At this time a written warning may be issued. If the student is under the age of 18 a parent or guardian will be contacted immediately.
2. If discussion and written warning are not respected, students may be clocked out and sent home for the day or for a three-day suspension.
3. If disciplinary problems persist after these steps, the school may terminate the student from the course.
4. Some offenses may require immediate action such as suspension or dismissal.

*Any Physical or verbal confrontation or fights will result in suspension and/or immediate dismissal from school from both parties involved.

GRIEVANCE POLICY

The grievance policy is contained in The School’s catalog which is issued prior to students’ enrollment. If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, our Office Administration can act as a buffer so both parties may discuss their problems calmly and with a third party to assist in resolving the matter. If needed, the problem may be taken up with the Director. This chain of command permits the proper flow of information and allows the system to function more effectively. This produces more positive results, rapid action/reaction and consistency.

Formal grievances may be filed (forms can be obtained from the Office) by following these steps:

1. All grievances must be in writing using any form you prefer, either paper form or online via your student portal. It must describe in detail any allegation that may be affecting your education.
2. The grievance must be submitted within (5) five business days to the Office Administration/Director from the date that the incident occurred.
3. The Office Administration/Director will evaluate the grievance within 5-10 business days and submit a written response back to you.
4. Should the student disagree with the decision of the Office Administration/Director, an appeal must be filed within 5-10 business days. The institution will provide the student with a written response detailing the reason for the rejection.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov

CAMPUS CRIME AND SECURITY

For reporting purposes, CHBC geographical areas include the school property itself located at 7518 Baird Way, Citrus Heights, CA and the parking lot directly adjacent to the school parking lot. Public property areas include the main street of Auburn Road, the street in which the school is on, Baird Way and the public sidewalk directly in front of the school campus.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – CLERY ACT The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 01/01/2020 and 12/31/2022. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Occurrences REPORTED within the 2020, 2021 and 2022 Calendar Years
Campus Safety and Security Survey Criminal Offenses – On Campus Criminal Offenses – Public Property
Campus Safety and Security Survey

Criminal Offenses – On Campus				Criminal Offenses – Public Property			
Criminal Offense	2020	2021	2022	Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0	Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0	Negligent manslaughter	0	0	0
Rape	0	0	0	Rape	0	0	0

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Fondling	0	0	0		Fondling	0	0	0
Incest	0	0	0		Incest	0	0	0
Statutory Rape	0	0	0		Statutory Rape	0	0	0
Robbery	0	0	0		Robbery	2	0	1
Aggravated Assault	0	0	0		Aggravated Assault	0	0	0
Burglary	0	0	0		Burglary	0	0	0
Motor vehicle theft	0	0	0		Motor vehicle theft	0	0	0
Arson	0	0	0		Arson	0	0	0

VAWA Offenses (Violence Against Women Act)– On Campus **VAWA Offenses – Public Property**

Crime	2020	2021	2022		Crime	2020	2021	2022
Domestic Violence	0	0	0		Domestic Violence	0	0	0
Dating Violence	0	0	0		Dating Violence	0	0	0
Stalking	0	0	0		Stalking Violence	0	0	0

Arrests – On Campus

Arrests – Public Property

Crime	2020	2021	2022		Crime	2020	2021	2022
Weapons: Carrying, possessing, etc.	0	0	0		Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violation	0	0	0		Drug Abuse Violation	0	0	0
Liquor Law Violations	0	0	0		Liquor Law Violations	0	0	0

Disciplinary Actions – On Campus

Disciplinary Actions – Public Property

Crime	2020	2021	2022		Crime	2020	2021	2022
Weapons: Carrying, possessing, etc.	0	0	0		Weapons: Carrying, possessing, etc.	0	0	0
Drug Abuse Violation	0	0	0		Drug Abuse Violation	0	0	0
Liquor Law Violations	0	0	0		Liquor Law Violations	0	0	0

Unfounded Crime

Crime	2020	2021	2022
Total Unfounded Crimes	0	0	0

Hate Crimes – On Campus

Occurrences of Hate Crimes									
Category of Bias for Crimes Reported in 2020									
Criminal Offenses	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
Category of Bias for Crimes Reported in 2021									
Criminal Offenses	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin

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Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2022

Criminal Offenses	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Public Property

Occurrences of Hate Crimes
Category of Bias for Crimes Reported in 2020

Criminal Offenses	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0
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Category of Bias for Crimes Reported in 2021									
Criminal Offenses	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for Crimes Reported in 2022									
Criminal Offenses	2022 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Campus Awareness

At CHBC your safety is very important to us. The College is monitored via Closed Circuit Cameras to assist in maintaining a safe educational environment for all Students, Staff and Clients. Should at any time you feel the safety or wellbeing of you, classmates or clients is in jeopardy you are encouraged to speak to a staff member immediately.

This information is updated on an annual basis and is available to students, employees and applicants upon request.

- The crime data reported by the Institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
- These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the Campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.
- Citrus Heights Beauty College does not have a campus police department or security personnel. Please report all emergencies/alleged crimes to the following administrative personnel in listed order:

Becky Hambelton – Director
Aimee Ferguson – Financial Aid Director

Jamie Enriquez – Assistant Director of Admission
Tosha Hambelton – Administrative Staff

- o CHBC cooperates with all local police and emergency response agencies applicable to our campus including but not limited to Citrus Heights Police Department, Sacramento Metro Fire Department, and Sacramento Sheriff’s department.
- o CHBC authorizes the local police department to stop or detain any persons involved in illegal activities.
- o CHBC does not have any written agreement or memorandum with any law enforcement agency for the purposes of investigating alleged criminal offenses.
- Emergencies and Crimes shall be reported in an accurate and timely manner by students and/or staff members when the victim of a crime elects to, or is unable to, make such a report. All reports will be investigated, and this institution shall report violations of the law to local law enforcements and any other emergency to the appropriate emergency response agency.
- In the event that a potentially dangerous situation arises, either on or off campus, that, in the judgment of administrative staff, constitutes an ongoing or continuing threat, a Timely Warning will be issued.
 - o The School administration will issue timely warnings through in-class announcements, and/or flyers posted on the bulletin boards located throughout the school or other appropriate means unless issuing such a notification will compromise efforts to contain the emergency.
 - o Timely warnings include:
 - The nature of the warning and
 - Precautionary information for students to protect themselves.
- Emergency response shall in all instances be guided by the following objectives and principles:
 - o Protection of the life and safety of all members of our college community (students, patrons and staff)
 - o Containment/mitigation of emergency situations and assessment of damages
 - o Restoration of routine school operations
- At least one time per year, announced or unannounced, CHBC will test the emergency response and evacuation procedures.
- Administration will make the determination that a significant emergency or dangerous situation is posing a serious threat to the health or safety of students, patrons or staff occurring on campus. Significant emergencies or dangerous situations include but are not limited to such things as earthquakes, fire, gas leak, terrorist incident, armed intruder, bomb threat, explosion, outbreak of meningitis, civil unrest rioting, or nearby chemical hazardous waste spill.
 - o Upon confirmation, without delay and taking in account the safety of the community, determine the content of the notification and initiate the notification system. Unless the issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
 - o This institution’s campus is small; therefore, any of the aforementioned notification methods will easily reach all persons on campus. For emergency notification, CHBC utilizes a PA system and in-class announcements.
 - o CHBC will call 911 in emergency situations in order to disseminate information to the larger community.
- In the case that an evacuation is deemed necessary, administrative staff will direct ALL students, patrons and staff to the 3 exits and to the designated gathering site in the middle of the school parking lot. (Emergency Exit Procedure posted inside building)
 - o Fire, gas leak, bomb threat, chemical or hazardous waste spill: Follow Emergency Exit Procedure
 - o Earthquake: take Cover by getting under a sturdy table or other piece of furniture, Hold On until shaking stops, use a doorway for shelter, stay away from glass windows/doors and stay inside until it is safe to go outside.
- Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s Administration who contacts the correct police department district for statistics and the Institution’s Daily Incident Log and then records those statistics.
- Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - o Do not leave personal property out in the open
 - o Report any suspicious persons to your institutional Administration.
 - o Always try to walk in groups outside the school premises.
 - o If you are waiting for a ride, wait within sight of other people.
 - o Employees (staff and administration) will lock all doors, blinds and turn off all lights when leaving a room.
 - o The school has no formal program, other than the interviews with prospective students, that disseminates this information. All information is available on request.
 - o Information regarding any crimes committed on the campus or attached properties (parking lot) will be available and posted in a conspicuous place within 2 business days after the reporting of the crime and be available for 60 business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would

result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request in the information that is older than 60 days, that information must be made available within 2 business days of the request.

- o If you are a victim or witness of an alleged crime and do not want to pursue action within the school system or the criminal justice system, you may still want to consider making a voluntary, confidential report.
- o In this case, Citrus Heights Beauty College can file a report of the details of the incident and exclude the victim's or witness's personal identifiable information. This institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.
- o The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and administration) and prospective students.
- **All incidents shall be recorded in the Daily Incident Log at the Institutional Office. The Log includes the date, time, location, incident reported, and disposition of the incident and the name of the person who took the report. The report must be entered in the log within 2 business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.**
- This institution does not permit the sale, possession, use or sale of illegal drugs and alcohol by its employees and students and adheres to and enforces all State and Federal drug laws. It is unlawful to provide alcohol or tobacco products to anyone under the age of 21. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education.)
- It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to 911 emergency and police units. The institution during the interview process to newly admitted students, emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus on observing that students are not in any circumstance by themselves.
 - o The institutional program to prevent sexual crimes, dating violence, domestic violence, and stalking consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults, dating violence, domestic violence, and stalking. The entire staff takes part in this program to protect the students and the staff among themselves.
 - o A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - o A victim of sexual crime, dating violence, domestic violence, and stalking has the option of reporting this crime to the institutional authorities or to report it directly to 911 and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling 911.
 - o The institution does not have accessibility to professional counseling; mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - o The institution will offer the victim of a sexual crime, dating violence, domestic violence, and stalking any available options to change the academic schedule as much as possible to the benefit of the victimized person.
 - o The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
 - Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense.
 - This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance with local laws, to an arrest of the offender by the authorities.
- The institution provides the following website to obtain information concerning the registration of sex offender's arrest. <https://www.nsopw.gov/en-US/Search>

Citrus Heights Beauty College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking in accordance with FBI's Uniform Crime Reporting (UCR) defined (There are no definitions of these terms in our local jurisdiction) as the following:

- **Dating Violence-** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence-** includes felony or misdemeanor crimes of violence committed (a) by a current or former spouse or intimate partner of the victim, (b) by a person with whom the victim shares a child in common, (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault** – an offense that meets the definition of rape, fondling, incest or statutory rape according to the FBI's UCR

- **Stalking-** engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.
There is no definition of the following term in our local jurisdiction. In reference to sexual activity, this institution defines the following according to Merriam-Webster's dictionary:
- **Consent-** to agree to or allow something; to give permission for something to happen or to be done.
- If you are an innocent bystander in a sexual assault, domestic violence, dating violence, or stalking situation at this institution, the following are safe and positive options for bystander intervention:
 - If it is an emergency, call 911
 - If possible, assist the victim in getting to a safe place
 - If applicable, assist the victim in seeking medical attention
 - If applicable, offer support, encourage or assist the victim in reporting the incident to school administration and/or proper authorities.

An assault may be reported directly to CHBC Administration and/or the local police. A victim of sexual assault, domestic violence, dating violence and stalking may decline to notify authorities; however, filing a police report is strongly recommended. The Clery Act requires that each institution choose a standard of evidence that they will use in their disciplinary proceedings arising from allegations of dating violence, domestic violence, sexual assault or stalking. This institution will use "clear and convincing evidence" as its standard of evidence for disciplinary proceedings. A medium level of burden of proof which is a more rigorous standard to meet than the preponderance of the evidence standard, but a less rigorous standard to meet than providing evidence beyond a reasonable doubt. In order to meet the standard and prove something by clear and convincing evidence, a party must prove that it is substantially more likely than not that it is true. This standard is employed in both civil and criminal trials.

- General disciplinary proceedings guidelines used by this institution
 - To file a disciplinary complaint, request a complaint form from the administration office
 - Identify issue/offense
 - Ask if there is a no-contact order; if not, ask if they would like contact information to obtain one
 - If there is no-contact order, this institution will follow the instructions on such orders.
- Proceedings shall include a prompt, fair, and impartial process from the initial investigation to the final result. A prompt, fair, and impartial proceeding includes a proceeding that:
 - Is conducted within a two-week time frame. An extension is allowable for good cause, which if applicable, will be determined by the school director. Written notice will be provided to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner consistent with the policies of this institution and transparent to the accuser and accused.
 - Will include timely notice of meetings at which the accuser or accused, or both, may be present.
 - Will provide timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
 - Will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused. As such, the following persons are appointed to conduct proceedings in the instance of on-campus alleged sex offenses, stalking, dating or domestic violence:
 - Becky Hamblton –Director
 - Aimee Ferguson – Director Financial Aid/ Admissions
 - Jamie Enriquez – Assistant Director Admissions
 - Tosha Hamblton – Administrative Staff
- Proceedings shall be conducted by officials who, at a minimum, receive annual training (via, but not limited to, webinars, classroom, electronics means, etc.) on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. As such, the following persons are appointed to receive annual training in the instance of on-campus alleged sex offenses, stalking, dating or domestic violence:
 - Becky Hamblton –Director
 - Aimee Ferguson– Director Financial Aid/ Admissions
 - Jamie Enriquez – Assistant Director Admissions
 - Tosha Hamblton – Administrative Staff
- Proceedings shall provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The choice or presence of an advisor will not be limited for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, CHBC may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both the accuser and the accused.
 - Students or employees found guilty of such offenses could face criminal prosecution and suspension or expulsion from this institution. Proceeding results will be documented in the student/employee file.
 - Protective Measures could include, but not limited to (a) the accused not being able to be present in school or on school grounds if a no-contact order exists, (b) providing contact information for local assault help agencies.
- CHBC will simultaneously notify in writing both the accuser and accused:
 - The results of any institutional disciplinary proceeding that may arise from an allegation of dating violence, domestic violence, sexual assault or stalking. Results will be inclusive of any sanctions imposed by this institution and the rationale for such results and sanctions.
 - The right to appeal the result of the institutional disciplinary within 10 days
 - Any changes to the original proceeding decision as a result of an appeal
 - When such results become final
 - Results from proceedings and appeals will be mailed certified with return receipt.

- The following serves as written notification to victims about options for, available assistance in, and how to request changes to academic living (applies to on-campus housing if such housing is available), transportation, and working situations or protective measures. Such requests may be made to the school Director. CHBC will make accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report crime to campus police (if applicable) or local law enforcement. Reasonable changes at this institution, for example, might be an academic schedule change or the student may drop and re-enroll at a later date. Furthermore, this institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
- The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement provided by a State concerning registered sex offenders may be obtained. As such, registered sex offender information can be obtained at www.meganslaw.ca.gov
- Revised **Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
 - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.
- **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
 - A description of the law enforcement authority of the campus security personnel.
 - A description of the working relationship of campus security personnel with State and Local enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
 - A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
 - Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's official but rather should contact the appropriate agency by calling 911.

The institution does not maintain any special relationship with State and Local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies.

This institution encourages students to immediately report an incident where emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

Fire Safety (668.49)

Missing Students (668.46(h))

Emergency Notifications (668.46(g))

Hate Crimes (668.46(c))

Peer to peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring his/her personal equipment into the school premises. Second violation the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's official but rather should contact the appropriate agency by calling 911.



Catalog Affidavit

Prior to signing Citrus Heights Beauty College Enrollment Agreement, you must be given a catalog or brochure and/or a Student Fact Sheet, which you are encouraged to review prior to signing the enrollment agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School's Catalog relating to Completion rates, Placement rates, License examination passage rates, and salaries or wages.

I (print First, Last name) _____ have fully read and understand the Rules, policies and Procedures as outlined in the Citrus Heights Beauty College Catalog.

I agree to abide by these rules, policies and procedures as a part of my enrollment into this institution.

Please sign and date this Affidavit below.

Student Signature _____ Date _____

Signature of Parent or Guardian (if Applicable) _____ Date _____

**This signed affidavit must be returned to the admissions office along with all of your Enrollment forms on or before your first clock in on the first day of training.*

I have received a copy of the Rules, Regulations, and expectations of the Citrus Heights Beauty College. By signing below, I agree to follow these rules, Regulations and expectations and understand the consequences for not doing so stated under the "General Terms" of the School Catalog.

Student Signature _____ Date _____

I have received, read, and understand Citrus Heights Beauty College's latest Bureau for Private Post-Secondary Education Annual report fact sheet on "How our students are doing."

Student Signature _____ Date _____

I understand that my Tuition must be paid in full upon completion of the program or my "proof of training" documents will not be sent to the state board, which will delay my taking of the State Board Exam, unless prior arrangements have been made with the Financial Aid Office.

Student Signature _____ Date _____

I have received, read, and understand the "Distance Education Disclaimer".

Student Signature _____ Date _____

General Terms

1. All supplies for the program selected will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
2. Cost of medical examinations, if required, is to be paid for by the Student.
3. The School reserves the right to postpone training in the event of natural disasters, Acts of God, (such as fire, flood and earthquake), labor disputes, equipment failure, for a maximum of 30 days.
4. All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class start date is 90 days.
5. The School reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.
6. The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with the approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending Students.
7. The School reserves the right to reject any application for admission not meeting the requirements for the program.
8. The Student's enrollment may be terminated at the election of the School Director, if the Student's academic progress, behavior, absences, lateness, or dress does not conform to the requirements, rules and regulations of the school (as stated in the catalog); any Physical or Verbal confrontation or fights will result in suspension and/or immediate dismissal from school; in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.
9. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.
10. Any dispute arising from enrollment (including tuition and fees) at Citrus Heights Beauty College, no matter how described, pleaded or styled, may be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Citrus Heights, California, under its Commercial Rules. The award rendered by the Arbitrator (s) may be entered in any court having jurisdiction.
11. This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

I _____ have read and understand the above Rules & Regulations of Citrus Heights Beauty College and I understand what is expected of me as a Student enrolled at Citrus Heights Beauty College. I also understand the consequences for noncompliance with the rules and regulations of Citrus Heights Beauty College. I understand that the Rules and Regulations at Citrus Heights Beauty College may be changed and amended as needed.

Print Name _____

Student Signature _____ Date _____