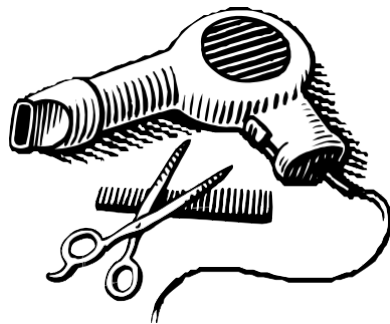


# Sierra College of Beauty

**Address: 1340 W. 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 723-2989**

**Satellite Location: 1343 W. 18th  
Merced, CA 95340  
Sierrabeautycollege.net**



**ALL  
COURSES  
TAUGHT IN  
ENGLISH  
ONLY**

**Publication Date: 10/15/20-09/13/22**

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## **Prior to Signing:**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this 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 Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

Immediately following the statement required by paragraph (1), a line for the student to initial, including the following statement: "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

### **Location of Classes:**

All class sessions are held at the 1340 W 18th St address. Freshman class sessions are held at 1343 W 18<sup>th</sup> St, which is across the street.

### **Statement of Bankruptcy:**

Sierra College of Beauty has not had a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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# A. GENERAL INFORMATION

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## ***1. APPROVAL DISCLOSURE STATEMENT***

Sierra College of Beauty (which will hereafter be referred to as "the college" throughout the catalog), Merced, CA, 95340, is a private institute. Sierra College of Beauty was granted institutional approval for the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a)(2). "Approval to Operate" means that the school complies with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations, and does not imply any endorsement or recommendation by the state or by the Bureau." Institutional approval must be approved every three years and is subject to continuing review. Approved Courses:

Cosmetology.....	1000 Hours
Barbering.....	1000 Hours
Manicuring.....	400 Hours
Esthetician.....	600 Hours

Instruction is in residence with facility occupancy level accommodating 85 students at any one time.

California statute requires that a student, who has successfully completed a course of study, be awarded an appropriate diploma verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise to provide grants or to pay for portions of tuition and fees.

FEDERAL STUDENT AID PROGRAMS (PELL AND SEOG) STATE  
REHABILITATION, 3335 M ST, MERCED, CA

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to: Burna Burnthorne/Owner.

## ***2. UNRESOLVED COMPLAINTS***

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

All information in the content of this school catalog is current and correct as so certified by Burna Burnthorne/Owner.

Signature: \_\_\_\_\_

## ***3. MISSION STATEMENT***

Our prime objective at Sierra College of Beauty is to prepare students to become successful in the cosmetology, barbering, esthetician and manicuring profession and successfully pass the State Board Examination. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology, barbering, esthetician and manicuring, we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give individual as well as class instruction. This combination helps serious students realize their goals.

Academic and career standards are maintained to assure graduates of capability in their profession. The curriculum is flexible enough to allow for new procedures and techniques as they are developed yet solid enough to maintain academic standards. The final objective is, of course, to graduate students who will secure and retain employment and advance their profession.

## ***4. ACCREDITATION***

Sierra College of Beauty is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, (703)600-7600. The College is also approved by the Bureau for Private Postsecondary Education - Physical address: 1747 N. Market Blvd. Suite 225, Sacramento, CA, 95834. Mailing Address: P.O. Box 980818, West Sacramento, CA, 95798-0818. Phone number:

(916) 574-8900, Toll Free: (888)370-7589. Fax Number: (916)263-1897. Approval by the Bureau for Private Postsecondary Education means that the school complies with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations.

## ***5. HISTORY AND ADMINISTRATION***

Sierra College of Beauty is a private institution and was established and has been in successful operation since 1967.

Burna Burnthorne/Owner

Tami Whiteley/Director/Instructor

Michael Colmenero/Substitute Instructor

Stephanie Contreras Tapetillo/Supervisor

Hermione Williams/Esthetician Instructor

Candace Docherty/Office Administrator

Mike Azevedo /Barbering Instructor

Monica / Substitute Instructor

Laura Hernandez Cosmetology Instructor

## ***6. DESCRIPTION OF SPACE, FACILITIES AND EQUIPMENT***

Sierra College of Beauty occupies a floor space of approximately 5000 square feet which is divided into reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, and restrooms for male and female students.

Dressers, shampoo bowls, sterilizers, manicuring tables and stools, mannequins, dryers, portable dryers, and other equipment is furnished for the benefit of students.

Educational classroom equipment consists of VCR equipment, visual aids, and tape records, which are for the use of students. A kit, consisting of all equipment necessary to complete the course, is to be purchased by the students. The cost of the kit is covered under tuition.

Sierra College of Beauty's satellite location consists of one classroom, one storage space, one bathroom, and one office.

Facilities for the handicapped can be discussed with the college before enrollment. Sierra College of Beauty does not teach English as a second language.

School Location: Take “R” St off ramp, traveling North on highway 99. Keep left on 18<sup>th</sup> St traveling west three blocks to 1340 W 18<sup>th</sup> St. School is located in middle of the block on left side of street. Parking lot is adjacent to building on right side. Count of Merced Marts bus makes regular stops in front of the Employment Development at 1205 18<sup>th</sup> St in the morning and in the afternoon.

## 7. SIERRA COLLEGE OF BEAUTY ORIENTATION AND START DATES

EVENT	DATE
January Orientation	January 5 <sup>th</sup> , 2022
January Class Starts	January 10 <sup>th</sup> , 2022
March Orientation	March 2 <sup>nd</sup> , 2022
Class Starts	March 7 <sup>th</sup> , 2022
Orientation	May 4 <sup>th</sup> , 2022
Class Starts	May 16 <sup>th</sup> , 2022
Closed for Memorial Day	May 30 <sup>th</sup> , 2022
Closed for 4 <sup>th</sup> of July	July 4 <sup>th</sup> , 2022
Orientation	July 6 <sup>th</sup> , 2022
Class Starts	July 11 <sup>th</sup> , 2022
Closed for Labor Day	September 8 <sup>th</sup> , 2022
Orientation	September 7 <sup>th</sup> , 2022
Class Starts	September 12 <sup>th</sup> , 2022
Orientation	November 2 <sup>nd</sup> , 2022
Class Starts	November 7 <sup>th</sup> , 2022
Closed for Thanksgiving	November 19 <sup>th</sup> and 20 <sup>th</sup> , 2022
Closed for Christmas	December 24 <sup>th</sup> - January 9 <sup>th</sup> , 2023



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# B. LEGAL NOTICES AND CERTIFICATION

## *1. ADMISSIONS POLICY*

- You must possess documentation of age.
- You must possess a Federal approved high school diploma or equivalent.
- You must be at least 17 years of age.
- You must be able to pass a basic entrance exam.
- Transfer hours from another institute must have a Proof of Training document.

Note: Sierra College of Beauty has not entered into an articulation or transfer agreement with other university or institution.

### TO TRANSFER OR RE-ENTER INTO SIERRA COLLEGE OF BEAUTY

- Appropriate credit will be granted for prior training or experience, upon review and verification by college official and the State Board of Cosmetology of California.

### Credit for Prior Experiential Learning/On-the-Job Training/Apprenticeships

All students enrolled at Sierra are required to take the first 80 hours in the freshman department to determine their progress and the level of their past experience. Upon completion of 80 hours, both a practical and a written test will be given. Students seeking credit for past experience will be placed in the program at the level indicated by their performance on the exams. The amount of tuition charged will be reduced proportionately by the number of hours granted as credit. Any student who disagrees with the amount of credit granted or the amount of tuition charges credited to the student, based upon the evaluation process described above, may appeal the school's finding by submitting a written appeal to the director of the school, outlining the basis for their appeal and the reasons why they disagree with the school's assessment. The ultimate decision of the school's director will be final.

Students who seek credit for previous training received at another school will also be required to take the first 80 hours of the program and will be placed at the appropriate level of the program, based upon their performance on the aforementioned exams, as well as on the transcripts they have submitted from those schools where training was previously received.

Satisfactory grades must be made before any student will be assigned to the clinic floor.

- Students who had previously attended Sierra College of Beauty may re-enter after being withdrawn and may resume from where their hours left off.

State of California Licensure Requirements: The cosmetology, barbering, manicuring and esthetician programs are all designed to lead the student to said careers in the state of California. The requirements for eligibility for licensure in California is: 1000 hours for cosmetology, for manicuring is 400 hours, barbering for 1000 hours, and for esthetician is 600 hours; after completion student must take a written and practical exam at the State Board of Cosmetology and Barbering at either Glendale, CA or Fairfield, CA. Must be at least 17 years of age. All applicants must present a current valid government issued photographic identification for admittance to the examination. Acceptable forms of identification are as follows: photographic driver's license (any state), state identification card. U.S. military identification, valid passport, U.S. immigration and naturalization issued identification, certificate of U.S. citizenship must be current and valid.

## ***2. NOTICE OF STUDENT RIGHTS***

As a student of Sierra College of Beauty, you have certain legal rights. You have the right:

- A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to withdrawal from the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

## ***3. NON-DISCRIMINATION POLICY***

“Sierra College of Beauty does not discriminate on the basis of sex, age, race, color, national origin, creed, religion, ethnic origin, or handicaps that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement, Employment or any other activities.”

#### ***4. STUDENT RECORDS/RIGHT OF PRIVACY***

The Federal Student Right of Privacy Act of 1964 enables all students, parents or guardian(s) of a dependent minor to review their academic records, including grades, attendance, and counseling reports. The school follows policy that:

- Guarantee each student (or parent or guardian if the student is a dependent minor) access

to that student's records;

- Require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- Before publishing directory information such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;
- Provide and permanent access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

#### ***5. RETENTION OF RECORDS***

Student records are kept in a fireproof locked cabinet in an office that is kept locked when not occupied. The records are kept for a minimum period of five years. Transcripts are kept permanently.

#### ***6. STUDENT TUITION RECOVERY FUND STATEMENT***

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF California Code of Regulations Division 7.5. Private Postsecondary Education ~ 105 ~ may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., 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.

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.

3. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
4. 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.
5. 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.

6. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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

### ***7. STUDENTS RIGHT TO CANCEL***

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation or withdrawal shall occur on the earlier of the dates that a student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study), and a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Once purchased, equipment (course kit) becomes the property of the student; unless returned unopened, due to health and safety issues, some equipment may not be returnable. If not returnable, the school may retain the documented cost of the listed equipment.

- i. Cancellation may occur when the student provides a written notice of cancellation at the following address: **Sierra College of Beauty, 1340 W 18<sup>th</sup> St, Merced, CA, 95340**. This can be done by mail or by hand delivery.
- ii. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- iii. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- iv. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a deposit or application fee not to exceed \$100.00, which maybe paid with cash, credit card, money order, or check.
- v. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option, to either: a. Provide a full refund of all monies paid; or b. Provide completion of the course and/or program.

## **8. WITHDRAWALS AND REFUNDS**

In compliance with the California Code of Regulations Division 7.5 Code 71750: Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty(30) calendar days. You have the right to withdraw from Sierra College of Beauty at any time. If you withdraw from the course of instruction after the cancellation period described in Part 1, the school will remit a refund minus the registration fee of \$100.00 and the STRF fee (if applicable). The student may withdraw by the student's written notice to Sierra College of Beauty or by the student's conduct, including, but not limited to student's poor attendance. If the student withdraws prior to completion of the Program of study in which she/he is enrolled, the school determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student's enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on the Enrollment Agreement. If the student withdraws from his/her Program of study after the deadline for the student's right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the school will issue such refund to the student, less a registration fee not to exceed \$100.00, within 30 days following the student's withdrawal. If the amount that you owe is more than the amount that you paid then you will have to make arrangements to pay for the educational services that you have received.

**HYPOTHETICAL REFUND EXAMPLE: For a 1500 hour course**

Assume, upon enrollment in a 1500 hour course, you pay \$12,842 for tuition, \$150.00 for Registration, and \$1,117.25 (fair market value) for books and tools, \$7.00 for STRF and withdraw after completing a scheduled 375 hours (25%) without returning the books and supplies you obtained. Your refund will be calculated as follows:

\$12,842.00 the amount paid for tuition  
\$ 150.00 for registration fee  
\$ 1,117.25 amount paid for books (not returned)  
\$ 7.00 amount paid for STRF  
\$ 14,024.00 Total Paid

\$ 12,842 x 25% = \$3,210.50 Cost of instruction received  
\$ 3,210.50 Cost of instruction  
\$ 9,631.50 Refund due to student

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal financial aid program funds.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a two week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

If the course is cancelled subsequent to a student's enrollment, the School shall at its option provide a refund of all monies paid or provide for completion of the course. If there is a closure at the School the student may be entitled to a refund according to the refund policy.

If a student who has not had the opportunity to visit the school prior to enrollment opts to withdraw within three business days that student will be entitled to a full refund of tuition and fees paid.

**APPLICATION OF REFUND PROCEEDS:** Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Buyer/Student will be responsible for the repayment of any such overpayment. Repayments made by the Buyer/Student will be made to the appropriate Financial Aid fund account in proportion to the amount of the benefits received by the Buyer/Student. **NOTICE OF REFUND TO BUYER/STUDENT:** The Seller/ School shall notify the Buyer/Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose.

### ***9. STUDENT CODE OF CONDUCT POLICY***

Sierra College of Beauty expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence giving the proper respect and courtesy to his/her classmates, clients, and staff of the school. Students are required to follow defined rules of conduct and to meet certain employability standards. You are paying to learn a trade and so are the other students, therefore, we take your investment seriously and so should you. Disruptions of class will not be tolerated at any time. Sierra College of Beauty reserves the right to terminate any student who abuses either staff or fellow classmates, or interferes with normal classroom activity or clinic operations, or whose work or conduct is deemed unsatisfactory.

A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason for such action.

A student dismissed for misconduct may be permitted to re-enroll and resume training provided at the discretion of the school.



## **10. COMPLAINT AND GRIEVANCE POLICY/PROCEDURE**

Students wishing to express a concern should adhere to the following procedures:

The school director is the staff member designated as the one responsible for investigation and resolution of complaints. If a student has a complaint that he/she wishes to bring to the attention of the school's administration, it must be presented in writing directly to the school director or it may be presented to any other member of the staff who will promptly forward it to the school director. Complaint/Grievance forms can be obtained from the school director. The school director is available in the office.

All records relating to grievances filed and their resolution, as applicable, will be retained according to the school's record keeping policy for review by the school's accrediting commission.

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

Bureau for Private Postsecondary Education  
1747 N. Market Blvd., Ste. 225  
Sacramento, CA 95834  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
P (916) 574-8900 or (888) 370-7589  
F (916) 263-1897

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **11. DRUG ABUSE POLICY**

The school fully supports Drug-Free Schools and Communities Act of the United States Congress. In cooperation with other agencies and organizations, we provide a program of education on the dangers of substance abuse. The program uses pamphlets, books and posters describing the effects that drugs have on physical and mental health. Advising and counseling is provided when deemed necessary as well as to those who request assistance. We make available to our students informative materials on State, Federal and local legal sanctions against drug abuse. Additionally, we provide information on counseling, treatment, and rehabilitation programs in the area.

### **12. HOUSING**

Sierra College of Beauty does not have dormitory facilities under its control. There are apartments in the general area of the institution, some within walking distance. The average cost of rent from approximately \$300 to \$500 a month. Sierra College of Beauty has no responsibility to find or assist a student in finding housing.

### **13. VISA**

Sierra College of Beauty does not admit students from other countries who do not know the English language. We do not offer English language services. Visa services are not offered.

Students must be proficient in both reading and writing English. Sierra College of Beauty does not offer instruction in any language other than English. Students whose demonstrated ability to speak, read and write English at a level necessary to successfully complete the program is deemed questionable based upon their admissions interview and subsequent interviews with the school director, will be required to take and pass the level 6 test of the Test of English as a Foreign Language (TOEFL) in order to demonstrate acceptable English language capability.

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

The transferability of credits you earn at Sierra College of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sierra College of Beauty to determine if your hours will transfer.

#### ***15. SUSPENSION AND TERMINATION POLICY***

Suspension or termination from the college may happen if the student participates in any of the following:

- a. Possession of illegal drugs or alcohol on school premises, grounds or parking lot.
- b. Theft from students or of school property or supplies.
- c. Willful destruction of school property.
- d. Insubordination.
- e. Loud or boisterous behavior.
- f. Direct violation of instructor's directions; i.e., refusing a client, reassigning a client to another student or tampering with the appointment book.
- g. Clocking in or out for another student.

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## C. TUITION AND FINANCIAL SERVICES

### 1. TUITION

Sierra College of Beauty charges \$9.60 an hour for tuition for cosmetologists, \$7.80 an hour for barbering, \$7.83 an hour for estheticians, and \$8.00 for manicuring. Pay schedule is as follows:

**Cosmetology:**

Tuition (8.0x1000)	\$8,000
Registration Fee	\$100
STRF	N/A
Books:	\$200
Equipment	\$800
Total:	\$9,100.

**Barbering:**

Tuition (8.0x1000)	\$8,000
Registration Fee	\$100
STRF	N/A
Books:	\$200
Equipment	\$100
Total:	\$9,300.00

**Esthetician:**

Tuition (7.83x600)	\$4,700
Registration Fee	\$100
STRF:	N/A
Books:	\$200
Equipment	\$500
Total:	\$5,300.00

**Manicuring:**

Tuition (8.00x400)	\$3,200
Registration Fee	\$100
STRF	N/A
Books	\$200
Equipment	\$600
Total:	\$3,900.00

#### Payment Method:

Method of payment include full payment at the time of signing the Enrollment Agreement, registration fee paid at the time of signing agreement with the balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through a federal agency program (Title IV).

If, due to unexcused absences, the full-time student does not complete the cosmetology course in 15 months, a fee of \$5.75 per hour will be charges for the necessary additional training. A fee of 5.75 per hour will be charges to barbering students for any hours not completed in 14 months. A fee of 5.75 per hour will be charges to manicuring students for any hours not completed in 15 weeks. A fee of \$5.75 per hours will be charges to esthetician students for hours not completed in 18 weeks.

Sierra College of Beauty does not participate in any *state* financial aid programs, however we do participate in Title IV PELL Grant.

Schedule of charges for period of attendance are the same as schedule of total charges for the entire education program are the same. There is a return check fee of \$35.00

## **2. METHOD OF PAYMENT (PRIVATE CASH PAYING)**

Cosmetology, barbering and esthetician students who do not qualify for financial aid are required to make their first payment upon registration. Payments are calculated by taking the total fees and dividing by the month scheduled to attend.

Manicuring students are required to make their first payment upon registration. Payments are calculated by taking the total fees and dividing by the month scheduled to attend.

Specialized training and brush-ups are charged on a per lesson or special course basis. Contact the Admissions Department for details. These courses and lessons are considered to be AVOCATION Programs. Tuition or Specialized Courses subjects is calculated at the time of enrollment.

## **3. STUDENT LOANS STATEMENT**

Sierra College of Beauty does not offer student loans.

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. THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

Books, kits and accessories: All books and school materials are included as part of the student's tuition and supplies fee.

#### ***4. FINANCIAL AID***

Students requiring financial assistance may be eligible for Federal and State Grants such as PELL and Supplemental Grants. Other private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For complete information on the financial assistance programs, grants available, and eligibility requirements, contact the Director of Financial Aid during regular business hours.

#### ***5. FINANCIAL AID POLICIES AND PROCEDURES***

The College has developed the following procedures and policies for students applying for financial aid:

- a. Application for financial aid must be completed prior to starting classes.
- b. Documentation of information supplied in the application will be required only of students selected by the U.S. Department of Education. All students will be notified on a timely basis if they have been selected for verification, and the supporting documentation required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The college will notify the student of the results of the verification and any other documentation needed. The College will assist the student in correcting any information that is inaccurate. Notice to the student, that should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

## 6. A REINSTATEMENT OF FINANCIAL ELIGIBILITY

Students who have lost eligibility for financial aid can be reinstated by improving their academic average, attendance average, or both, to the designated standards of the Satisfactory Progress Definition within 30 days of end of probation period. If after this period, student is still in unsatisfactory progress, they may be dropped from the course of study at discretion of directors.

In case of extenuating circumstances, special arrangement may be made with school official. These will be handled on an individual basis. The probation period and reinstatement period applies to all students, whether or not they are on financial aid. Those students dropped for unsatisfactory progress will have to wait 60 days before allowed to reapply for enrollment. If accepted after the 60 days, they will be on probation for 30 days.

Documentation of information supplied in the application will be required only of students selected by the U.S. Department of Education. All students will be notified on a timely basis if they have been selected for verification, and the supporting documentation required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The college will notify the student of the results of the verification and any other documentation needed. The College will assist the student in correcting any information that is inaccurate.

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## D. ACADEMIC

### ***1. ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS***

- a Challenging the record for purposes of changing any of its contents must be requested in writing, stating full the reason for change.
- b All requests will be reviewed by the director, in consultation with the instructor, and a determination made to either retain the records intact or change them.
- c The student may meet with the director and anyone else he/she may designate to review the conclusion.
- d Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the director for final action.
- e Parental access to records is not permitted unless the student is a dependent, in which case all items shall apply to parents.
- f A student placed on academic probation or deemed not to be making satisfactory academic progress may review the determination, any may appeal the determination through the school director whose judgment in this matter shall be final, conclusive, and binding.

### ***2. DIPLOMAS***

I understand that I will be awarded a diploma of graduation when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations. I must pass all courses in the program with a minimum final grade of 2.0 (or 70%), my final cumulative grade point average must meet a minimum of 2.0 (or 70%), I must complete all hours in the program, all financial obligations to the school must be satisfied, and all other program requirements must be met.

### ***3. PLACEMENT ASSISTANCE***

Graduate names and phone numbers are kept on file for future reference upon completion of the course. However, if salons call saying they need an operator, we call available graduate students. If they are interested they call the salon for interviews. However, as prescribed and by state law, we cannot guarantee placement as an



inducement to enrollment. Therefore, graduates are not guaranteed placement by the school.

#### **4. PROGRESS POLICIES**

The school's grading system for each class is: Students are examined regularly in theory and practical work. A 70% or greater is considered passing. All students must complete all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

A	90-100	=	Excellent
B	80-89	=	Good
C	70-79	=	Average
D	60-69	=	Needs Improvement
F	0-59	=	Fail

The sequence of testing is designated to give the student a clear evaluation at all stages of the areas that are needed for further education and practice.

These areas for the State Board testing are given heavy emphasis to give the student confidence and a strong fundamental background in the basic areas of cosmetology, barbering, esthetics and manicuring.

#### **Graduation Requirements:**

Students will be awarded a diploma upon completion of the following requirements:

1. The student must pass all courses in the program with a minimum final grade of 2.0 (or 70%).
2. The student's final cumulative grade point average must meet a minimum of 2.0 (or 70%).
3. The student must complete all hours in the program.
4. All financial obligations to the school must be satisfied.
5. All other program requirements must be met.

#### **Conditions for interruption for unsatisfactory progress:**

When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.

#### **Condition for reenrollment:**

Reenrollment or reentrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

## ***5. ATTENDANCE POLICY***

Students are expected to be regular in attendance. Absence from classes can seriously affect the student's progress. An absence can be excused by the instructor, but the student is required to complete the prescribed work. Excessive absenteeism will be reviewed by the administration and can result in the dismissal or suspension of the student until such time as that student can continue in school without such absences.

All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during regular class hours. A record of make-up work is maintained for each student who is required to perform this type of work.

A student is allowed seven minutes leeway for clocking in for the mornings. However, this practice is discouraged because it is disruptive to the student's learning process. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In the case of tardiness, a student is required to make up any and all prescribed work.

A leave of absence is granted for legitimate emergencies. Request must be in writing. Within a reasonable amount of time a student may reenter and a class and resume training.

Any student who finds it necessary to withdraw must notify the admissions office promptly, in person, of his/her intention to discontinue classes, stating his/her reasons in full.

Students cannot be dismissed by the instructor. Such dismissals are sanctioned only by the administrator of the college or by the state or federal counselor. Students must abide by all college rules and regulations concerning unexcused absences, habitual tardiness, use of abusive language, failure to make up work, failure to make tuition payments.

## **6. LEAVE OF ABSENCE POLICY**

The school may allow a student under certain circumstances to take a leave of absence (LOA) from the program. Valid reasons for taking a LOA include: pregnancy, hospitalization of the student, temporary disability, immediate family or someone whom the student is designated as the primary caregiver, military duty, or serious medical emergency. Students must follow the institution's policy in requesting an LOA. Students granted an LOA in accordance with the institutions policy is not considered withdrawn a no refund calculation is required at that time.

- 1) The LOA must be requested in writing in advance, must include reason for the LOA, must include the student's signature, and must be pre-approved by the Institute's Administrator or Director.
- 2) The written request must include the starting and ending dates of the LOA. An LOA may be granted for a minimum of fourteen (14) days and a maximum of sixty (60) days.
- 3) Should a student need to extend the initial LOA, the extension must be submitted three (3) business days prior to the end date on the original LOA form. The student will be notified by Administration if the extension is approved. The LOA, together with any additional leaves of absences, must not exceed a total of 180 days in a 12-month period
- 4) Leaves of absences are not official until all required documentation is signed by student and approved by school.
- 5) Students will not be assessed additional tuition charges while on their LOA. A Leave of Absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. An addendum to the contract must be signed by all parties. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from an LOA must coordinate their return with the school Administrator. Students who fail to return from the LOA on their scheduled return date will be terminated and will be considered dismissed as the last day of attendance prior to the start of the LOA. Upon early return to school, the LOA will be considered completed.
- 6) The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. In such cases the Institute will:
  - A) Document the reason for its decision
  - B) Collect the request from the student later; and
  - C) Establish the start date of the approved LOA as the first date the student was unable to attend.

## ***7. COUNSELING AND STUDENT PERSONNEL SERVICES***

A private office is available for student counseling, placement, and other personal service for the benefit of the students. Students are free at any time to discuss personal problems that might affect their schooling or their future employment.

Any student has the right to gain access to their files with a 24 hour notice to the office manager. Sierra College of Beauty observes the “Right to Privacy Act” and will not release any information to any student without the student’s written consent.

Contact information for Merced’s Mental Health department:

**Ph: (209) 381-6800**

**Ph: (888) 334-0163**

**TDD/TYY: (888) 293-1818**

Call 24 hours a day, 7 days a week

## ***8. COPY OF CATALOG***

Upon enrollment or request, a copy of this publication will be furnished to the student, parent, counselor, high school or any other institution or government department.

## ***9. SCHOOL RULES AND REGULATIONS***

- a. Students are required to be in class promptly at 8:30am. No student may remain in school for more than eight(8) hours per day. One half hours extra is allowed if working on a paying customer.
- b. A student may not be interrupted during theory class to serve a patron.
- c. Rigid adherence to school rules and regulations, and to rules governing sanitation, sterilization, and personal hygiene shall be required at all times.
- d. Students shall not be permitted to leave the building during school hours without permission of instructor in charge.
- e. Students must always wear a clean uniform that includes clean black or white leather, rubber soled shoes (closed-toed only), black or white pants or skirt and a white or black uniform lab coat. NO shorts, miniskirts, tank tops, midriff blouses, or spandex pants are permitted. The college has full discretion to determine if the student is properly attired. Should the student fail to dress in accordance with the code, he or she shall be requested to clock out and change.
- f. Students not clocked in, nor friends of students who are not clients, will not be permitted visiting on the college premises.

- g. The student has the right to practice on one friend, free of charge, BEFORE he or she completes 50 hours for manicuring, 200 clock hours for cosmetology and barbering, 100 hours for esthetician. Thereafter, the friend shall be charged the normal rate for services rendered by the student.
- h. All literature read in school must pertain to Beauty Culture.
- i. No food, smoking, or chewing gum will be permitted at any time in the working area or theory room.
- j. Only emergency calls for students will be accepted at the main desk. (Please acquaint friends and family with these rules.)
- k. Profane language will not be permitted at any time.
- l. Students are requested to check the appointment schedule before going to lunch or for coffee.
- m. Work kits must be kept sanitary and complete. Students shall not borrow equipment without special permission of instructor.
- n. Students are required to return all equipment to its proper place before taking the next patron.
- o. Stations shall be kept clean at all times. Each student shall be personally responsible for their immediate work area. Each station must be left clean and all equipment put away before leaving school.
- p. Hair must be placed in hair receptacles and never left on the floor.
- q. Shampoo bowls must be cleaned after each use.

## ***10. LIBRARY***

Video or DVD *Aquage Haircutting Cutting Edge*

*Clipper Cuts Baby Bangs The Midian Cut Finishing Techniques*

*Art of Men's Hairstyling Dimensions of Hair*

*Design Texture Razor The Fringe Finishing*

*Pivot Point International*

Hair Color

*Matrix*

*The Glamour Edge The Modern*

*Blonde Maji Blonde Basic*

*Cellophane*

*Creative Concepts in Haircoloring*

Milady's Standard *Haircoloring Double*

*Process The Rusk Edition Styling Dimensions*

*Tropical Breeze*

Makeup

*Milady's Step by Step Theory and Application Eyes, Eyebrows, Cheeks and Lips*

*Wound Healing Tricho Analysis*

Business

*Salon Retailing Classroom DVD's*

*Lymaplatic Massage European*

*Facial Technique Product Facial*

*Technique*

*Ultimate Face, Scalp, Neck and Should Massage Chemical Exfoliation  
and Peeling Agents Skin Care by Skin Type*

*Fitzpatrick Skin Typing and Lighting Analysis*

Books, Magazines, Catalogs

*Joico Wholesale Day Spa Supplies (Catalog)*

*Visual Changes Product Profiles and Procedures Manual CE Approval Equipment  
Manufacturer*

*(Catalog) American Spa (Catalog/Magazine)*

### *Student Access to Library*

Students may access the library by obtaining a pass from an instructor. The library is located in the conference room which is behind the offices.

### ***11. SIERRA COLLEGE OF BEAUTY “SATISFACTORY ACADEMIC PROGRESS POLICY”***

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the 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. Students are provided with a copy of their progress report during the first week of every month.

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the following points in time as follows:

Cosmetology 450, 900 actual clock hours attended

Barbering 450, 900 actual clock hours attended

Esthetician 300, 600 actual clock hours attended

Manicuring 200, 400 actual clock hours attended

\*Students will receive a copy of their SAP progress report at the time of each Satisfactory Academic Progress determination point.

\*Transfer Students will be evaluated for Satisfactory Academic Progress at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours of actual attendance by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course, thus ensuring that, given the same attendance rate, the student is on schedule to graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE ALLOWED (143%)</b>	<b>MAXIMUM TIME</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 40 hrs/wk) - 1000 Hours	52 Weeks	2288
Cosmetology (Three Quarter time, 30 hrs/wk)- 1000 Hours	76 Weeks	2288
Cosmetology (Part time, 20 hrs/wk) – 1000 Hours	114 Weeks	2288
Barbering (Full time, 40 hrs/wk)- 1000Hours	54 Weeks	2145
Barbering (Three Quarter time, 30 hrs/wk)-1000 Hours	72 Weeks	2145
Barbering (Part time, 20 hrs/wk)- 1000 Hours	107 Weeks	2145
Esthetician (Full time, 40 hrs/wk) – 600 Hours	21 Weeks	858
Esthetician (Three Quarter time 30 hrs/wk)- 600Hours	29 Weeks	858
Esthetician (Part time, 20 hrs/wk) – 600 Hours	43 Weeks	858
Manicuring (Full time, 40 hrs/wk) 400 Hours	10 Weeks	572
Manicuring (Three Quarter time, 30 hrs/wk) – 400 Hours	19 Weeks	572
Manicuring (Part time, 20 hrs/wk) -400 Hours	29 Weeks	572



The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis or be terminated.

#### 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills 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 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A= 90%-100%	EXCELLENT
B= 80%- 89%	VERY GOOD
C =70%- 79%	SATISFACTORY
69% and BELOW	UNSATISFACTORY

#### 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 will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students will receive written notice of the impact on their continued eligibility for federal financial aid whenever an SAP evaluation results in a finding of failure to maintain satisfactory progress.

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress will be placed on warning for the duration of the next evaluation period and will be considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be terminated or placed on probation if the applicable terms for probation are met (see Probation below).

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation. Students on probation are not considered to be making satisfactory progress unless the student appeals the decision and prevails upon appeal (see Appeal Procedure below). Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress, will no longer be eligible for financial aid. Such students may either continue as cash-paying students, or will be terminated from the program. Furthermore, students who exceed the maximum time-frame shall be terminated from the program and thereafter would be permitted to re-enroll in a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admission policy.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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 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 the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

#### APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation (doctor's note, copy of obituary, counseling notes) of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

#### NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

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## E. CURRICULUM/SCHEDULES

### 1. COSMETOLOGY

The educational objective of this course is to train students in all phases of hair, skin and nails. The students are prepared to take the State Board Examination with confidence and successfully pass the examination. Students learn the skills to their proficiency level at each stage of their training: freshmen, sophomore, junior and senior. Students+ are required to achieve a 70% at each level in both theory and practical before they can pass to the next level. The students gain in confidence and ability to express themselves in a professional manner. Students learn first in the freshman and sophomore levels a standardized basic set of techniques in all practical operations. Once students have attained the basic levels of proficiency in the standard procedures, they are introduced to more advanced techniques. Students will graduate with a variety of techniques and methodologies in the practical operations of the skin, hair and nails.

*Graduates of this program will be qualified to work as entry-level cosmetologists, hair stylists, or other professional service technicians in the cosmetology industry.*

Subject	Minimum Operations (practical)	Minimum Hours (theory)
1. Disinfection/Sanitation	10	20
2. Wet Hairstyling	200	25
3. Thermal Hairstyling	40	20
4. Press and Curl	20	20
5. Permanent Waving	80	20
6. Chemical Straightening	25	20
7. Haircutting	80	20
8. Haircoloring	50	40
9. Bleaching	20	

10. Scalp/Hair Treatment	20	5
11. Facial – Manual	10	5
12. Facial – Electrical	15	10
13. Facial – Chemical	15	10
14. Brow Arch/Hair Removal	20	10
15. Makeup	10	15
16. Water/Oil Manicure	15	5
17. Pedicure	10	5
18. Liquid/Powder/Brush-on/Tips	100	25
19. Nail Wraps and Repairs	20	
20. Cosmetology Rules and Regulations		20
21. Chemistry		20
22. Theory of Electricity		5
23. Bacteriology/Anatomy/Physiology		15
24. Health and Safety		20

Theory hours required adds up to 355. The balance of hours to total 645 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

90-100	=	A	Excellent
80-89	=	B	Good
70-79	=	C	Average
60-69	=	D	Needs Improvement
0-59	=	F	Fail

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 1000 hours must be completed before graduating.*

## **2. BARBERING**

The educational objective of this course is to train students in all phases of barbering per the curriculum below. Prepare the students for the State Board Examination and for employment in the field of barbering. To teach good work, health, study and safety habits. To promote goal setting, positive approach to career planning, self-motivation and ethics. To encourage students to continue their education in advanced, related courses, including business courses. To disseminate all information regarding starting and operating their own business. The 1000 hours may be completed in approximately 7 months. *Graduates of this program will be qualified to work as entry-level barbers.*

. The curriculum for students in a barbering course shall consist of one thousand (1000) clock hours of technical instruction means instruction by demonstration, lecture, classroom participation or examination; practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Subject	Minimum Operations (practical)	Minimum Hours (theory)
Hairstyling	240	65
Permanent Straightening Waving and Chemical	105	40
Haircoloring and Bleaching	50	60
Haircutting	80	20
Shaving Performance) (Preparation	40	200
Health and Safety		200
Laws and Regulations		20
Health and Safety Considerations		45
Disinfection and Sanitation		20
Shaving (Preparation and Performance)		65

1000 hours may be completed in approximately 7 months. Theory hours required adds up to 350. The balance of hours to total 650 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

90-100	=	A	Excellent
80-89	=	B	Good
70-79	=	C	Average
60-69	=	D	Needs Improvement
0-59	=	F	Fail

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 1000 hours must be completed before graduating.*

### **3. MANICURING**

The educational objective of this course is to train students in all phases of manicuring per the curriculum below. Prepare the students for the State Board Examination and for employment in the field of manicuring. To teach good work, health, study and safety habits. To promote goal setting, positive approach to career planning, self-motivation and ethics. To encourage students to continue their education in advanced, related courses, including business courses. To disseminate all information regarding starting and operating their own business. The 400 hours may be completed in approximately 10 weeks. The curriculum for students in a manicurist course shall consist of four hundred (400) clock hours of technical instruction means instruction by demonstration, lecture, classroom participation or examination; practical operation means the actual performance



by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

*Graduates of this program will be qualified to work as entry-level manicurists.*

Subject	Minimum hours (theory)	Minimum Operations (practical)
1. Cosmetology Act and Board Rules	10	
2. Cosmetology Chemistry	10	
3. Health and Safety	15	
4. Disinfection and Sanitation	10	10
5. Bacteriology, Anatomy and Physiology	10	
6. Water and Oil Manicures (including hand and arm massage)	15	40
7. Complete Pedicure	10	20
Application of Artificial Nails Liquid and Powder Brush-ons	15	80
Nail Tips	10	60
Nail Wraps and Repairs	5	40
Employment Training		

400 hours may be completed in approximately 10 weeks. Theory hours required adds up to 110. The balance of hours to total 400 is devoted to performing the practical work.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

90-100	=	A	Excellent
80-89	=	B	Good
70-79	=	C	Average
60-69	=	D	Needs Improvement
0-59	=	F	Fail

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 400 hours must be completed before graduating.*

#### **4. ESTHETICIAN**

The educational objectives of this course is to train students in all phases of skin care and makeup. To prepare the students for the State Board Exam and for employment in the field of esthetician. To teach good work, study, health and safety habits. To promote goal setting, positive approach to career planning, self- motivation and ethics. To encourage students to continue their education in advanced and related courses, including business courses. To disseminate all information regarding starting and operating their own business.

The curriculum for students enrolled in the course of esthetician is the minimum required hours, classes, and criteria as prescribed by the California State Board of Barbering and Cosmetology. The 600 hours may be completed in approximately 15 weeks. The instruction will consist of demonstration, lecture, classroom participation and examination: practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

*Graduates of this program will be qualified to work as entry-level estheticians.*

Subject	Minimum hours (theory)	Minimum Operations (practical)
1. Cosmetology Act and Board Rules	10	
2. Cosmetology Chemistry	10	
3. Health and Safety	20	
4. Electricity and Safety	10	
5. Bacteriology, Anatomy and Physiology	15	
6. Disinfection and Sanitation	10	10
7. Facials (manual and electrical)	20/30	60
8. Chemical Skin Peels/Masks/Scrubs	20	40
9. Eyebrow Arching and Tweezing	5	10
10. Depilatories	20	40
11. Makeup	20	40
12. Corrective Makeup/False Eyelashes/Skin Analysis	20	40
13. Additional Training*	30 (max)	

Theory hours required adds up to 240. The balance of hours to total 600 is devoted to performing the practical work.

\*This category may include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk and reception. It may also include no more than 6 hours of outside education. All students shall have completed the specified minimum required hours and operations upon completion of the six hundred (600) hours course. A record of completion shall be issued pursuant to section 919.7.

Sierra College of Beauty uses the following methods of teaching: Demos, hands- on, guest speakers, classes on clinic floor clients, small group instructor, lecture, role modeling, overheads, flash cards, VCR tapes, games, and written quizzes, worksheets and tests (multiple choice, true/false, essays and matching).

Grading: Students are examined regularly in theory and practical work. A score of 70% or greater is considered passing. All students must pass all work with a 70% or greater to complete the course. Students will be evaluated at the end of each quarter to determine if the students have met this minimum.

90-100	=	A	Excellent
80-89	=	B	Good
70-79	=	C	Average
60-69	=	D	Needs Improvement
0-59	=	F	Fail

*All tests, clinic hours, classroom work, and state course requirements must be met, and all 600 hours must be completed before graduating.*

## **5. CAREER OPPORTUNITIES/HEALTH AND SAFETY INFORMATION**

Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. Monetary compensation in the beauty industry may start as low as minimum wage for a person wanting to go into personal assisting programs. Remember, tips will be a big part of your weekly take home pay also. How much you will make in your profession will vary on many things such as location of employment, hourly pay vs commission pay, etc. Each employer will be different. Remember that this field is very individual and you are basically your own boss. It's up to you how much effort you want to put into your business and how much of a reward you want in return.

Before entering any new career you must prepare yourself for the possible physical and mental demands it may require. Some of these courses may require one to stand or to sit for long periods at a time. Sturdy shoes and good backs and posture are important in keeping you healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you may need to consider the fact that these courses may require you to do a lot of work which can affect these disabilities. If you have certain learning disabilities, you may find the course more challenging. Persons with learning or physical limitations are encouraged to visit a school or salon and observe the demands that will be placed on you. Physical demands include: standing for long periods of time which could cause varicose veins, repetitive motion of the nerves running from the fingers into the arm may cause cumulative trauma disorders, the most common being carpal tunnel syndrome and the use of chemical solutions can cause illness or injuries if not used properly and carefully.

During your time as a student you will come into contact with all different kinds of people from all walks of life. Everyone is treated equally and fairly. Your job will ultimately be "to serve the public;" therefore, keep in mind you may or may not come into contact with people with different lifestyles than your own and possibly ones with illness or disease. You will be taught during theory classes how to recognize some types of illnesses and diseases and how to treat the situation. It's to your benefit and others, to become as knowledgeable as possible in health and safety issues.

The following list shows just some of the many positions available in the different fields:

**COSMETOLOGY:** hairstylist, hair colorist, manicurist, makeup artist, facialist, wig and hair piece specialist, skin, hair and scalp specialist, platform artist.

**BARBERING:** barber, hairstylist, hair colorist, facialist, wig and hair piece specialist, skin, hair and scalp specialist.

**ESTHETICIAN:** facialist, makeup technician for TV and modeling, makeup specialist, chemical peel specialist, hair removal specialist, esthetician for doctors of dermatology or plastic surgery.

**MANICURING:** manicurist, pedicurist, artificial nail specialist, nail art and airbrush artist, spa specialties.

Various other career opportunities that would apply to each of the fields list above are: salon owner, salon manager, school administrator, school director/owner, state board member, board examiner, beauty consultant, traveling platform artist manufacturer field representative, demonstration- lecturer, beauty products buyer, beauty products research, beauty products sales, and state and federal representative in various organizations of this industry.

Quick Facts: Barbering and cosmetology

<a href="#">2020 Median Pay</a>	\$27,630 per year \$13.28 per hour
<a href="#">Number of Jobs, 2020</a>	622,700
<a href="#">Job Outlook, 2010-20</a>	19% (Faster than average)

Source: <https://www.bls.gov/oooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900, or toll-free telephone number (888) 370-7589, or by fax (916) 263-1897."

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

**6. *KIT LISTS* \*Subject to change**

<i>Cosmetology Kit List</i>			
Case	Tint Bottle	Teasing Comb	Hair Net
Mannequin head	Tint Brush	Vent Brush	Spray Bottle
Pro-Clamp	Frosting Cap	Curling Iron	Shaper (razor)
Roller and Rack	Tint Gloves	Blow Dryer	Shear
Blue Cold Wave Rods	Cover-all	Smock	Thinning Shear

Gray Cold Wave Rods	6 Rattail Combs	Shampoo Cape	All-purpose Bottles (4)
1 Box Clippies	6 Styling Combs	Comb-out Cape	Tweezers
1 Box Duck Bill Clips	6 Styling Brushes	Butterfly Clips	Manicure Bowl
Manicure Stick	Nippers	Cuticle Scissors	
Emery Board	Pusher	Manicure Brush	



*Barbering Kit List*

Clipper and Trimmer Set	Large Hand Mirror	Collar Clips	Master Clippers
6 Haircutting Combs	60 Minute Timer	Male Mannequin	Barber Razor
7 1/4 Taper Barber Comb	8 oz Spray Bottle	Mannequin Stand	Vent Brush
Flat Tip Comb	8.4 oz Aluminum Spray Bottle	Barber Cape	Curling Iron
Pro-Clamp	1 Box Duck Bill Clips	Cover-all	Blow Dryer
Roller and Rack	Tint Bottle	6 Rattail Combs	Smock
Blue Cold Wave Rods	Tint Brush	6 Styling Combs	Shampoo Cape
Gray Cold Wave Rods	Frosting Cap	6 Styling Brushes	Comb-out Cape
1 Box Clippies	Tint Gloves	Teasing Comb	Butterfly Clips
Hair Net	Spray Bottle	Shaper (razor)	Shear
Thinning Shear	All-purpose Bottles (4)		

<i>Esthetician Kit List</i>			
1 bag	Eyeshash glue	1 package of Q- tips	1 packet green mask
1 white terry wrap	1 set of single lashes	1 tweezer	1 packet vitamin c mask
1 headband	1 makeup brush kit	1 package mascara wands	1 packet enzyme mask
8 dermal towels	1 eyelash curler	1 small pair of scissors	1 fleece mask
2 packets of make up sponges	1 makeup kit	spatulas	4 ampules
1 set of strip eyelashes	1 extractor	1 blue mixing bowl with spatula	Dr Juga kit
1 set of strip eyelashes	1 pencil sharpener	1 packet blue mask	1 packet green mask

Completion Rate for Cosmetology (Program Length: 12 months (or years))

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2019	22	22	12	55%
2020	42	22	15	68%

Completion Rate for Barbering (Program Length: 11 months (or years))

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2019	37	37	19	51%
2020	25	21	13	62%

Completion Rate for Estheticians (Program Length: 6 months (or years))

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2019	36	36	26	72%
2020	31	26	23	88%

Completion Rate for Manicuring (Program Length: 10 ½ months (or years))

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2019	12	12	9	75%
2020	16	16	12	75%